Tiffin City Schools

Tiffin Elementary School Grades K-5

Student and Parent Handbook

TCS Vision: **Great Schools! Great Students! Great Future!**

Board of Education
Tiffin City Schools
244 South Monroe Street
Tiffin, Ohio 44883
Approved April, 2026

August, 2026

Dear Parents/Guardians of Tiffin Elementary Students:

This handbook has been prepared for elementary school students in Tiffin and their parents. Its purpose is to act as a source of information. We feel it will provide a quick and handy reference to questions you may have concerning the operation of the school. We also hope that this booklet will help all students become a part of our school community.

Please read this handbook carefully and review this information with your child. It is understood that not all situations can be covered specifically in this handbook. Questions on policies and procedures not covered in the handbook should be referred to the administration.

Please remember that schools exist to educate your child. The purpose of the Tiffin City Schools is to help children develop to the full extent of their capabilities. You, your child, and the school participate in attaining this goal. A school is most successful when both the family and school work together to ensure a quality education for all children. By working together as a team your child ultimately benefits.

If you have a problem, please call your child's teacher or your building principal. We are here to help. Make this a fine school year. Encourage your child to learn.

Yours in education,

The Elementary Principals
of Tiffin City Schools

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APPOINTMENTS

It is preferred that appointments be scheduled after school hours so that children will not miss valuable instruction time. However, when it is necessary for a parent to take a child out of school for any reason, the parent is requested to send a note to the school stating the time of the appointment. The parent must come to the school office and sign out the child on the sign-out sheet. The child will then be released from his/her classroom. If a child returns before the end of the day, the parent must also sign the child back in. This procedure will help us to know the whereabouts of each child at all times.

ATTENDANCE AT AFTER-SCHOOL ACTIVITIES AND PROGRAMS

Students attending school events are expected to be seated during the program or event and observing the activity. Parents are responsible for their student's behavior and actions at athletic events, musical programs, and all other programs and activities.

Students who enter closed areas of the building or are running the halls may have their parents called to come get them. Any student attending a school function, whether in Tiffin or another school, is still under the authority of the school and its employees and is subject to disciplinary action for misbehavior.

ATTENDANCE POLICY

It has been shown that regular attendance in school leads to higher levels of academic achievement. Besides that, it is the law. The Ohio Revised Code Sections 3321.01-3321.99 requires every child to attend school regularly until the child is eighteen (18) years old.

According to the Ohio Administrative Code (Rule promulgated under: RC Chapter 119), an excuse for absence from school may be approved on the basis of any one or more of the following conditions:

1. Personal illness
2. Illness in the family
3. Quarantine of the home
4. Death of a relative
5. Homework due to absence of parents or guardian
6. Observance of religious holidays
7. An emergency or set of circumstances which, in the judgment of the superintendent of schools constitutes a good and sufficient cause for absence from school.
8. Traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to four days).

Additionally, the Tiffin City Schools recognizes the following reasons for missing school and will count them as "excused":

1. Doctor, dentist, or court appointments;
2. Students may miss up to five (5) days of school for vacations out of town with parents or guardians; vacation days in excess of five must be approved by the building administration.

Other absences are unexcused. All students are expected to be in school and on time every day the school is in session.
Parents are required to notify the school when their child will be absent. A phone call to the school office on the morning of the absence is suggested as the best way to do this. If a student is absent and a parent has not notified the school, the school is required by the Ohio Missing Child Law to investigate the absence and notify the parent of the absence.

When students return from an absence, they are required to bring a written excuse from a parent or physician giving the length and reason for the absence if they have not phoned on the day of the absence. When an absence has not been verified by phone call or written note, it is marked "unexcused." Within one week the student must bring in a note to have the absence changed to an excused absence as long as the excuse is an acceptable reason for being absent. Parents are encouraged to schedule routine medical appointments for out-of-school time. When it is necessary for a student to leave school during the school day for an appointment, a telephone call or note must be sent to the school specifying the time and place of the appointment. Under normal circumstances a student will be excused fifteen (15) minutes prior to an in-town appointment. Students are expected to be in attendance at school before their appointment and must return to school immediately upon the conclusion of the appointment. Students are expected to sign out/sign in in the office whenever they must leave the building and upon their return; failure to do so will be considered an unexcused absence and parental notification after the fact will not be accepted.

Vacations should be scheduled during time when school is not in session in order to avoid affecting the student's education and grades. If a family vacation must be taken during the school term, parents or guardians must notify the school office one week prior to the vacation and complete a vacation request form. Such vacations should be limited to no more than five (5) school days during the year, unless approved by the building administration. The student must be accompanied by his/her parent or guardian.

All absences - whether truancy, unexcused absence, or excused absence - are counted on the student's record. Absence caused by medical appointments or care may be excused but are recorded.

Tardiness

A student not using school transportation is considered tardy if he/she arrives after the established school starting time. In the event a student is tardy a parent must sign the student into the office.

Absences are now recorded by hour, including tardy occurrences. All instructional time missed counts as an absence. The only time during the school day that does not count as instructional time is a student's lunch period. A letter will be sent to parents/guardian(s) when a student misses 38 hours in a month or 65 hours in a year, with or without a legitimate excuse. A student who misses 30 or more consecutive hours, 42 or more hours in a month, or 72 hours in a school year without a legitimate excuse is considered habitually truant and is referred to an Absence Intervention Team

A student is "habitual truant" when absent without legitimate excuse from the school

a. 30 consecutive unexcused hours
b. 42 unexcused hours in a month
c. 72 unexcused hours in a school year

A student is “chronic truant” when a student has missed 10% or more of the school year.
If a student has a combination of 12 excused and/or unexcused absences per year, or 6 excused and/or unexcused per semester, they will then need a doctor’s excuse for any additional days over 12 for the remainder of the year or any additional days over 6 for the remainder of the semester. Doctor’s excuses will not count towards the 12 days. Students have one week to get the doctor’s excuse turned into the office.

The school administration will file complaints in Seneca County Juvenile Court against students who are habitually or chronically truant. The school administration may file complaints in Seneca County Juvenile Court against the parents or guardians of students who are habitually or chronically truant.

BICYCLES

Students who normally walk to school may ride their bicycles. Parents should discuss with their children the need for safety when riding bicycles. (1) Bicycles are to be walked while on school grounds. (2) Bicycles should be parked in the proper area during school hours. (3) For security reasons, we recommend that bicycles be locked. We cannot assume responsibility for loss or damage.

CELL PHONES and ELECTRONIC DEVICES

To support school environments in which students can fully engage with their classmates, their teachers, and instruction, the Board has determined the use of cellphones by students during school hours should be limited.

The objective of this policy is to strengthen the District's focus on learning, in alignment with our mission to ignite students’ passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools.

Research

Research shows that student use of cellphones in schools has negative effects on student performance and mental health. Cellphones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cellphone use has led to higher levels of depression, anxiety, and other mental health disorders in children.

Applicability

This policy applies to the use of cellphones by students while on school property during school hours.

Use of Cellphones

Students are prohibited from using cellphones at all times.

Exception

Nothing in this policy prohibits a student from using a cellphone for a purpose documented in the student’s individualized education program developed under Chapter 3323 of the Ohio Revised Code or a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794.

A student may use a cellphone to monitor or address a health concern.

Cellphone Storage

Students shall keep their cellphones in a secure place, such as the student's locker, a closed backpack, or a storage device provided by the district, at all times when cellphone use is prohibited.

Discipline

If a student violates this policy, a teacher or administrator shall take the following progressively serious disciplinary measures:

- Give the student a verbal warning and require the student to store the student's cellphone in accordance with this policy.
- Securely store the student's cellphone in a teacher- or administrator-controlled locker, bin, or drawer for the duration of the class or period.
- Place the student's cellphone in the school's central office for the remainder of the school day.
- Place the student's cellphone in the school's central office to be picked up by the student's parent or guardian.
- Schedule a conference with the student's parent or guardian to discuss the student's cellphone use.

THIS IS A REQUIRED POLICY

CHILD ABUSE

School personnel are required by law to report any evidence of child abuse or neglect to Seneca County Children Services. The school is required to and will cooperate 100% with law officials.

COMPUTERS/INTERNET ACCEPTABLE USE POLICY

This document constitutes the School District's Computer Network and Internet Acceptable Use Policy ("Policy"), and applies to all persons who use or otherwise access the Network and/or Internet, whether with District or personal equipment or whether on-site or by wireless or other remote access ("Users").

Definitions

For purposes of this Policy, the term "Network" shall mean the District's group of interconnected via cable and/or wireless computers and peripherals, all other District software and hardware resources including all Web-based material and all Web hosting, all data, databases and storage media, all standalone, portable and/or borrowed devices, and all provided connectivity between and among Users and from Users to the global Internet, including any and all Instructional Technology Centers or other third-parties providing connectivity and other services, and any and all identifiers, accounts, rights, permissions, and current or future hardware,

software, or connectivity owned or managed by the District to which access is provided to Users. Individual system computers are considered to be part of the "Network" and are subject to the terms of this Policy even when the User is not attempting to connect to another computer or to the Internet.
For purposes of this Policy, the term "Use" of the Network shall mean any and all actions of a User which create traffic on the Network, including traces or remnants of traffic that pass through District equipment, wiring, wireless networks, or storage devices regardless of any other factor such as passage of time, user deletion, transit of the Network without storage or origination and/or storage on personal equipment.

Purpose and Use

The School District is providing Users access to its Network to support and enhance the educational experience of students and to facilitate work duties of employees. Access to system computers and the Network is a privilege, not a right. The District reserves the right to withdraw access at any time for any lawful reason. The District reserves the right to determine what constitutes an improper use of system computers or the Network, and is not limited by the examples of misuse given in this Policy. Users may violate this Policy by evading or circumventing the provisions of the Policy, alone or with others. If Users have any doubt about their obligations under this Policy, including whether a certain activity is permitted, they must consult with The District Technology Coordinator to be informed whether or not a use is appropriate.

Users Bound by Policy in Accepting Access

The User consents to the terms of this Policy whenever he or she accesses the Network. Users of the Network are bound to the terms of this Policy regardless of whether or not a copy was received and/or signed for by the User.

Personal Responsibility

Users are responsible for their behavior on the Network just as they are in a classroom, school hallway, or other School District property. Each User is responsible for reading and abiding by this Policy and any and all future amendments, which will be made readily available in both electronic and printed form. Anonymous use is not permitted and access (including passwords) may not be shared or transferred. If a User suspects that a password is not secure, he or she must inform the District Technology Coordinator immediately. Any improper use of your account, even if you are not the User, is your responsibility.

Reporting Misuse of the Network

Users must report any misuse of the Network to the District Technology Coordinator. "Misuse" means any apparent violation of this Policy or other use which has the intent or effect of harming another person or another person's property.

Violating Policy with Personal Equipment

The use of personal equipment and/or personal Internet access to violate this Policy or to assist another to violate the Policy is prohibited. Exceeding permission (such as abusing access to unfiltered Internet connectivity) is a violation of this Policy. Using private equipment to divert student time and/or attention from scheduled educational activities, or to divert paid work time from its proper purpose, is always strictly prohibited. This would include enabling a "hot-spot" from a device to gain access outside the school district's filtered network.

Discipline for Violation of Policy

Violations of each of the provisions of this Policy are considered violations of the Student Code of Conduct (or if an employee, of the contract of employment), and each violation is a separate infraction. Violations may result in disciplinary action for students up to and including suspension or expulsion and/or referral to law enforcement, or up to termination and referral to law enforcement for employees. The District reserves the right to seek reimbursement of expenses and/or damages arising from violations of these policies. Disciplinary action relating to employees is always subject to the provisions of any applicable collective bargaining agreement unless it appears to be "vandalism".

Waiver of Privacy

By accepting Network access, Users waive any and all rights of privacy in connection with their communications over the Network or communications achieved through the use of District equipment or software. Electronic mail (e-mail) and other forms of electronic communication (including instant messaging of all forms and SMS messages originating from email) are not guaranteed to be private. The District owns all data in the system. Systems managers have access to all messages for purposes of monitoring system functions, maintaining system efficiency, and enforcing computer/network use policies and regulations, District policies, and state and federal laws. Illegal activities or suspected illegal activities may be reported to the authorities.

Confidentiality and Student Information

Users are responsible for maintaining security of student information and other personally identifiable data that they access, even if they access such data accidentally or without permission, and for upholding FERPA (20 U.S.C. § 1232g), the student confidentiality law (Ohio Revised Code Section 3319.321), the Ohio Privacy Act (Chapter 1347 of the Ohio Revised Code), and any other applicable privacy policies and regulations. Users are responsible whether such data is downloaded from the Network to their computer screen, transmitted by e-mail, stored on a flash drive, portable device or laptop, copied by handwriting or by any or all other devices, forms of storage or methods. Negligence with respect to protecting the confidentiality of such data will be considered a violation of this Policy whether or not such negligence results in identity theft or other harm.

District-Owned Equipment

Desktop computers, laptops, portable devices, and other equipment belonging to the District are your responsibility. Any misuse, failure, damage or loss involving such equipment must be reported to the District Technology Coordinator. Periodic maintenance on laptops and other hardware is required. It is your responsibility to make such equipment timely available for maintenance at the request of the District Technology Coordinator. You may be held financially responsible for the expense of any equipment repair or replacement.

Unacceptable Uses of the Network

All Users must use the Network in an appropriate and responsible way, whether their specific actions are described in this Policy or not. Examples of unacceptable uses include, but are not limited to, the following;

Offensive or Harassing Acts

Creating, copying, viewing, transmitting, downloading, uploading or seeking sexually explicit, obscene, or pornographic materials. Using language inappropriate to the school environment, including swearing, vulgarities or language that is suggestive, obscene, profane, abusive, belligerent, harassing, defamatory or threatening. Making, distributing or redistributing images, jokes, stories or other material that would violate

this Policy or the School District's harassment or discrimination policies, including material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, sexual orientation, or other protected characteristics. Engaging in harassment, stalking, or other repetitive unwanted communication or using the Internet in support of such activities.

Violations of Privacy

Unauthorized copying, modifying, intruding, or attempts to copy, modify or intrude, into the folders, files, data, work, networks, passwords or computers of others, or intercepting communications intended for others. Copying, downloading, uploading, or transmitting student or School District confidential information**.**

Creating Technical Problems

Knowingly performing actions that cause technical difficulties to the system, other users or the Internet. Attempting to bypass school Internet filters or to "hack" into other accounts or restricted information. Uploading, downloading, creating, or transmitting a computer virus, worm, Trojan horse, or other harmful component or corrupted data. Attempting to hack, alter, harm, destroy or interfere with the normal operation of software, hardware, data, other District Network resources, or using the District Network or to do any of the same acts on the Internet or outside Networks. Downloading, saving, and/or transmitting data files large enough to impede the normal functioning of the computer or the Network (such as many music, video, image, or software files) unless given permission by the System Administrator. Moving, "repairing," reconfiguring, reprogramming, modifying, or attaching any external devices to Network equipment, computers or systems without the permission of the System Administrator. Removing, altering, or copying District software for personal use or for the use of others.

Use of Outside Services

All e-mail, document storage, blogs or any and all other services must be provided by the School District on its Network. No District business shall be conducted on outside e-mail services unless a copy of each such communication is copied or forwarded to the User's District account for archiving. Outside document storage, such as Google Docs, and other services, such as blog hosting, may be used with the permission of the System Administrator, subject to an evaluation of student privacy.

Violating Law

Actions that violate state or federal law or encourage others to do so. Offering for sale or use, soliciting the purchase or provision of, or advocating the use of any substance that the possession or use of is prohibited by law or District Policy. Seeking information for the purpose of creating an explosive device or biohazard, or communicating or seeking materials in furtherance of criminal activities, terrorism, or other threatening acts.

Violating Copyright

Uploading, downloading, copying, redistributing or republishing copyrighted materials without permission from the owner of the copyright. Users should assume that materials are protected under copyright unless there is explicit permission for use.

Political Use

Creating, transmitting or downloading any materials that support or oppose the nomination or election of a candidate for public office or the passage of a levy or a bond issue. Soliciting political contributions through the Network or conducting any type of official campaign business.

General Misconduct

Using the Network in a manner inconsistent with the expectations of Tiffin City Schools for the conduct of students and employees in the school environment. Uses that improperly associate the School District with Users' personal activities or to activities that injure the District's reputation. Uses that mislead others or violate the standards of academic or personal integrity, including but not limited to plagiarism, disseminating untrue information about individuals or groups, or using another's password or some other user identifier.

Specific Limits on Communication Over the District Network:

Expressing Opinion

The Network has been created at public expense and exists for purposes relating to education and administration. It does not exist to serve as a personal blog for the expression of opinions or as a public forum of any kind. It is not the intention of the District to allow the public, staff, or students to use the Network, including the web hosting or linking ability, for purposes of expressions of private opinions, or to support private or public causes or external organizations. This would include but not limited to Facebook, Twitter, Youtube, WhatsApp, Facebook Messenger, Instagram, TikTok, Snapchat.

Personal Email

Limited personal use of District e-mail by employees to communicate with family, friends, and colleagues who are willing recipients is permitted as a personal convenience, but must not impact paid work time and is subject to all of the provisions of this Policy. Misuse of the privilege is prohibited, and includes but is not limited to excessive volume, frequency, inappropriate content, mailing to unwilling addressees, or uses that may bring the District into disrepute. Violations will be determined in the sole discretion of the Superintendent. Exceptions to this limitation may be permitted for personal emergencies and other extenuating circumstances.

Electronic Signatures

Electronic signatures are legally recognized in the United States and are provided for in the Electronic Signature in Global, and National Commerce Act ("ESIGN") and state and Territory versions of the Uniform Electronic Transaction Act ("UETA").

ESIGN and UETA define an electronic signature as "any electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record."

System Security and Integrity

The District reserves the right to suspend operations of the Network, in whole or in part, at any time for reasons of maintaining data security and integrity or any other lawful reason. The District reserves the right to block or filter any web sites, e-mail addresses, servers or Internet domains which it, in its sole judgment, has determined to present a risk of exposing students or employees to sexually explicit or otherwise inappropriate content, or which exposes the system to undue risk of compromise from the standpoint of security or functionality.

No Warranties Created

By accepting access to the Network, you understand and agree that the School District, any involved Information Technology Centers, and any third-party vendors make no warranties of any kind, either express or implied, in connection with provision of access to or the use of the Network. They shall not be responsible for any claims, losses, damages or costs (including attorneys' fees) of any kind suffered, directly or indirectly, by any student or employee arising out of that User's use of and/or inability to use the Network. They shall not be responsible for any loss or deletion of data. They are not responsible for the accuracy of information obtained through electronic information resources.

Records Retention and Production

Users must comply with all District directions regarding the retention and management of e-mail or documents. Instant messaging or text messaging for District business is prohibited. The District retains the right to receive a copy of a record from an Employee User's private computer if for some reason it exists only on that computer.

Internet Safety Training

The staff of Tiffin City Schools will provide age-appropriate training for students who use the Districts Network. The training provided will be designed to promote the Districts commitment to:

The standards and acceptable use of Internet services as set forth in this policy;

Student safety with regard to:
- Safety on the Internet;
- Appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
- Cyberbullying awareness and response.

Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA")

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the Districts Acceptable Use Policies.

It is the policy of Tiffin City Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]. See EDE-R.

CONCEALED WEAPONS

Unless otherwise authorized by law, pursuant to Ohio Revised Code Section 2923.122, no person shall knowingly possess, have under person's control, convey, or attempt to convey a deadly weapon or dangerous ordinance into a school safety zone.

CONFERENCES

Parent-teacher conferences are scheduled twice each year for grades kindergarten through five. Your child will bring home a conference appointment notification about one week before the conference week. It is the expectation that all parents will conference with their child's teacher. Teachers will contact parents who fail to show up for scheduled appointments to reschedule the conference.
The purpose of these conferences is to give you an opportunity to discuss the growth and development of your child with the teacher. Teachers are eager to talk with you about your child's progress.

If you desire conferences with your child's teacher at other times during the school year, please email the teacher or call the office for an appointment.

CUSTODIAL AND NONCUSTODIAL PARENTS / GUARDIANS

If there has been a legal declaration of custody, a copy of that record showing custody must be provided to the school. Unless this legal record stated otherwise the noncustodial parent does have the same legal rights as the custodial parent/guardian. These would be to visit the school for information about how the student is doing, the right to a teacher conference, and the right to copies of student reports. A noncustodial parent can request that material be mailed to them. In order for this to be done, the noncustodial parent will need to provide self addressed, stamped, envelopes for the records to be mailed. This request will need to be made to the principal who will inform the teacher(s).

If there are changes in custody or visitation it is the parent's responsibility to notify the principal.

DANGEROUS WEAPONS IN THE SCHOOLS

The Tiffin City Schools Board of Education is committed to providing the students of the District with an educational environment that is free of the dangers of firearms, knives and other dangerous weapons.

The definition of a firearm is any weapon (including a starter gun) which is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer or any destructive device (as defined in 18 U.S.C.A. Section 921), which includes any explosive, incendiary or poisonous gas, bomb, grenade rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above. A knife is defined as a cutting instrument having a sharp blade.

The Board prohibits students from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus if both of the following apply.

1. The object is indistinguishable from a firearm, whether or not the object is capable of being fired.
2. The person indicates that he/she possesses the object and that it is a firearm, or the person knowingly displays or brandishes the object and indicates that it is a firearm.

As defined by Ohio law, and for purposes of this policy, an "object that is indistinguishable from a firearm" means an object made, constructed or altered so that, to a reasonable person without specialized training in firearms, the object appears to be a firearm.

Students found in violation of numbers 1 and 2 above may be reported to the local police authority and may be prosecuted under state criminal statutes, as well as disciplined in accordance with the provisions of the District's student code of conduct and Ohio law.

DISCIPLINE

Positive Behavior Interventions and Support (PBIS)

P - Positive

R - Respectful

O - Own It

U – Understanding

D - Dependable

What is PBIS?

Positive behavior interventions and support is a system that is developed by a school for improving student behavior.
It is used:

- with all students across all environments in school (classroom, lunchroom, restroom, all school grounds)
- to help schools to create effective learning environments

Why does a school choose to use PBIS?

Schools that implement school-wide positive behavior interventions and support are schools that are interested in:

- Identifying and teaching expected student behaviors.
- Finding ways to reinforce and reward those behaviors.
- Enforcing consistent meaningful consequences when violations occur.
- PBIS is a planned way to meet the behavioral needs of students in a school. Parents are important in the success of PBIS, and many choose to use a similar system at home. PBIS consists of three steps:

Step 1: Identify and Teach Expected Behavior

- Identify expectations across all environments, particularly those areas where data supports there are improvements needed.

- Provide examples of what behaviors are expected, including for the cafeteria, bus, and social areas such as the gym or playground/ball field.
- Post the expectations throughout the building.

Teaching the behavioral expectations means that the school PBIS team must identify what the expectations are in different locations across the school day. The team will develop a teaching matrix of the behaviors expected. Behavioral expectations will be different in different environments.

Step 2: Positively Reinforce and Reward Expected Behaviors

When students meet school-wide expectations, school staff will note their success with positive reinforcement. This might include praise, punch cards, coupons, or another system that can be used for student incentives. It might include weekly drawings for rewards, special privileges, or recognition during student assemblies. All staff (principal, teachers, lunchroom staff, bus drivers, librarians, janitor, etc.) would use the system.

Step 3: Enforce Meaningful Consequences for Violations

In addition to teaching and rewarding positive behaviors, the school will identify a consistent way to respond to problem behavior when it occurs. This will help everyone to know what behaviors violate the expectations. Problem behaviors typically fall under the categories of minor or major problems.

- Minor behaviors are dealt with by building staff or the classroom teacher
- Major violations are managed by administrative staff.

Levels of School-Wide Support

Schools that use PBIS create and maintain supports to meet the needs of all students. These supports are based on the understanding that specific behaviors need to be taught, not just expected. However, even with PBIS in place, about 5-10% of students will need additional support to be successful. A continuum of support is described below.

1. Universal systems of support (school-wide behavior support): Behavioral support is provided for ALL students throughout the school. These supports might include:
    - Social skills instruction
    - PAX supports
    - Positive discipline that is proactive
    - Behavior expectations that are taught
    - Active supervision and monitoring
    - Fair and corrective discipline
    - Parent collaboration

2. Small group systems of support: This level of support provides additional help for 10-15% of students who need more support. Interventions are more intensive and are for a smaller number of students. They are often provided in small groups, and include:
    - Social skills groups
    - Conflict resolution

- Self-management programs
- Adult mentors (checking in)
- Small group instruction

3. Targeted systems of support (focused on the individual child): Intensive, individual supports for a few students with problem behaviors. These supports are used when universal and group/classroom supports are not effective in teaching behavioral skills in all settings. About 5% of students need this more intensive level of support. It might include:
    - Individual academic support
    - Intensive social skills instruction
    - Functional behavior assessments (FBA)
    - Behavior intervention plans (BIP)
    - Supervision and monitoring
    - Interagency collaboration
    - Intensive collaboration with family
    - Intensive family-based interventions, when appropriate

Family Involvement in PBIS

Teaching a behavior that schools expect to see works best when there is consistency across home and school settings. When a student has challenging behavior at school, a strong partnership between the school and family is important. Family involvement is a key feature when developing positive behavior support plans for students with special needs. Positive behavioral interventions and support is a school-wide approach to helping all students learn to self-manage behaviors. However, parent involvement is really important in all aspects of PBIS. When parents are involved, outcomes for children are better.

Good manners and behavior are encouraged at all times in all places. Please encourage your child to respect school property and the property of others and to respect school regulations and staff. For your child's sake, please see that your child learns to work and play well with others, to accept responsibility, and to be courteous and considerate of others. It is expected that parents will support the teacher and reinforce the classroom rules and procedures.

Since students' continued growth and maturity increase the school's expectations of responsibility for behavior, more specific rules and policies may be developed at each building. Included in these policies are provisions for dealing with initial and infrequent incidents. Depending on the age of the student and the individual circumstances surrounding each incident, such misbehavior may result in a verbal warning, a teacher-student conference, a note to parents, detention, a call to a parent and/or a conference, a conference with the principal or other appropriate consequences. Repeated misbehavior will be defined as misconduct and dealt with as such.

The behavior of the student in school is ultimately the responsibility of the parent. If a student's behavior becomes disruptive of the educational program, a danger to other students, or becomes uncontrollable, the school may legally suspend or expel the student from school.

Parents may be held legally liable for vandalism, damage to school property, or injury to students or staff for which their child is responsible.

DRESS CODE

One of the first impressions you get of your fellow students is the neatness of their appearance. The school administration, faculty, and most students are convinced that appropriately dressed students are better students. Therefore, the Tiffin City Schools expect that a student will not call undue attention to himself/herself due to immodest dress, unkempt appearance, or any other form of exaggerated clothing styles, hairdos, or jewelry. Appropriate wearing apparel and acceptable standards of grooming are expected of all students. Therefore, the following guidelines shall be enforced:

1. All students will exercise sound hygiene practices; clean body, hair, and clothing.
2. Shoes are to be worn by all students while on school grounds. In addition, shoe skates, flip-flops, or other footwear that pose a safety concern are not to be worn.
3. Students must recognize that brief and revealing clothing are not appropriate apparel in school. The following guidelines on brief clothing are examples and do not cover all situations. Students shall not wear halter-tops, garments with spaghetti straps, strapless garments or spandex-type shorts or pants. Garments that are "see-through," cut low, or expose one's midriff are not acceptable. Sleeveless garments must fit closely under the arm. Undergarments must not be visible.
4. Students shall not wear clothing items that contain messages that are vulgar, offensive, obscene, or libelous; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; or that promote alcohol or drug use or violence.
5. Students shall not wear hats nor sunglasses in the elementary school buildings except for a medical or religious purpose.
6. Students are not to wear overcoats or out-of-door coats in classrooms or during class time.
7. Gang colors; identification insignias, bandannas, and any other attire deemed to be disruptive to the school climate are prohibited.
8. Excessive ornamentation will not be permitted. Examples include: chained wallets, dog collars, facial and body piercing, and other items of this nature.
9. Make-up of the costume variety may not be worn.
10. Loose-fitting pants are to be worn on, or above, the hips with no undergarment showing.
11. Excessively torn clothing is not to be worn.

The school administration has the authority to make final interpretation of these guidelines and make exemptions for medical or religious reasons.

Parents may be asked to bring a change of clothes to school for a child whose dress violates accepted rules.

EMERGENCY MEDICAL PROCEDURES

In order to handle emergency situations, the school must know how to reach parents quickly. For this reason, every parent must fill out an Emergency Medical Form within FinalForms for each child as required by state law.

This is kept on file. When your child becomes ill (vomiting or symptoms of a communicable disease) or injured, we will get in touch with the parent or person indicated on the form as soon as possible.

Students may only be released to an individual on the emergency contact form if unable to contact the parent. Students may not be released to baby-sitters, neighbors, other relatives, or even stepparents unless the custodial parent has authorized this in writing. This is a provision of state law designed for the protection of your children.

Custodial parents may designate who is authorized to pick up their child by listing these persons on the Emergency Medical Form completed at the beginning of the school year. A new form can be filled out any time the parent wishes to add or delete names.

It is the parents' responsibility to carry insurance on their children and accept responsibility for any expenses incurred from an injury that may result from an accident at school. Students injured at school are not covered under the school liability insurance policy.

EMERGENCY SCHOOL CLOSING

Occasionally emergency conditions make the closing of the school imperative. In case of inclement weather, or any other emergency for which school will be closed, delayed, or dismissed early, the Tiffin City School District will communicate with parents and students by radio, television, or the district instant alert system. Please do not call the school building.

In cases of school having to close early, FinalForms are required for parents to complete. This will inform the school what to do with their children. Make arrangements in advance for your child to go to a relative's or neighbor's house if no one is going to be home. Phone calls at the time of dismissal may be very difficult to make due to busy phone lines, however, parents will be notified through the district instant alert system. Students are not released to anyone other than a parent/guardian or emergency contact without parent permission.

ENTRANCE IN SCHOOL REGULATIONS

Entrance Requirements: A birth certificate or Mother's Certificate is required of all children entering Tiffin City Schools for the first time.

State law requires immunizations for all students who enter our schools in any grade unless the parents make written objections to such immunization. See **IMMUNIZATION REQUIREMENTS**.

Physical and dental examinations are very strongly recommended for all students entering school for the first time.

A child must have attended kindergarten prior to enrollment in grade one.

A child may enroll in kindergarten if he or she reaches the age of five on or before August 1.

By parental request a child may be tested for early admission to kindergarten if s/he will be five (5) years of age between August 2nd and December 31st, inclusive, and exhibit the mental, social, and emotional standards established by the Tiffin City Schools Board of Education. If your child turns 5 years of age after January 1st and you believe s/he is a viable candidate for early entrance, please contact Paula Zirm, TCS Gifted Supervisor, at the Office of Gifted Education at 419-447-3358.

FEES FOR SUPPLIES AND WORKBOOKS

Fees have been waived since the 2026-2027 school year. Any outstanding fees from prior years are the responsibility of the parent.

FIELD TRIPS

As part of the educational services of the school, children are taken on field trips. Written permission from the parent must be signed on final forms for each child before the child is allowed to accompany his class on a field trip. All trips are supervised by school personnel.

The parents have the right to deny participation. Only students whose parents have signed permission slips will be permitted to participate in such activities.

FIGHTING

Fighting at school cannot be tolerated. Fighting usually stems from rough play which gets out of hand, some misunderstanding or miscommunication between students, or instigation by a third party.

When a fight occurs, we do not dwell on who started it. Almost always, all parties are at fault. Our approach is to help the students defuse their anger, work out their differences, and find ways to avoid the problem in the future. However, if a student persists in fighting, he/she will face the possibility of detention or suspension from school.

GIFTED and TALENTED

Gifted and/or academically talented learners are considered for the Tiffin City Schools gifted program. Students who meet the criteria for this class have the opportunity to study with the other pupils of similar abilities. Parents are individually contacted prior to recommending enrollment in this class.

GRADES, REPORT CARDS, AND PROMOTION / RETENTION

Our school operates on quarters of nine weeks. Report cards are sent home at the end of each quarter.

Teachers in grades 2-5 use the following district grading scale:

A	100-95	B-	82-80	D+	69-67
A-	94-90	C+	79-77	D	66-63
B+	89-87	C	76-73	D-	62-60
B	86-83	C-	72-70	F	59-Below

Interim Reports: Students in grades 2-5 not reaching average academic progress will receive an interim report. The interim report may be used as a basis for conferencing and working out solutions for your child.

Encore Class Grades (Art, Music, PE) will not appear for students who have missed a number of classes and have been unable to provide enough evidence for a grade.

Promotion and Retention of Students: The promotion of each student is determined individually. The decision to promote or retain a student in a grade is based on multiple criteria utilizing a standardized assessment process. The teacher and principal consider the following factors: reading grade, mental ability, age, physical maturity, emotional and social development, social issues, home conditions and grade average. Promotion procedures demand continuous analysis and study of the cumulative student case history records.

Any student who is truant for more than 10% of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade will be retained, unless the student's principal and the teachers of the failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

The Tiffin City Schools will follow all state and Board policies/procedures that relate to the Third Grade Guarantee requirement. A current list of those requirements may be obtained from the building principal.

HAZING AND BULLYING

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout this policy the term bullying is used in place of harassment, intimidation, and bullying.

Bullying, harassment, and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive education environment for the other student. This behavior is prohibited on school property, on a bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended.

Permission, consent or assumption of risk by an individual subjected to hazing and/or bullying does not lessen the prohibition contained in this policy.

Prohibited activities of any type including those activities engaged in via computer and/or electronic communications devices or electronic means are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.
No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No student, including leaders of student organizations, may plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying, and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying, and/or dating violence incidents are reported immediately to the Superintendent and the appropriate discipline is administered.
The Superintendent/designee must provide the Board President with a semiannual written summary of all reported incidents and post the summary on the District's website, to the extent permitted by law.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students, and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one shall retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

HEAD LICE (Pediculosis)

Pediculosis (head lice) infests millions of school-age children in the United States every year. Head lice should not be considered a medical or public hazard. According to the CDC, head lice can be a nuisance but they have not been shown to spread disease. Therefore, the management of head lice in the school setting should not disrupt the educational process.

The school nurse or school principal's designee will notify the parents/guardians of student(s) concerning the active infestation of head lice. If live bugs are present, the student will be sent home but may remain in the office until the parent/guardian arrives and is referred for treatment. Recommendations for treatment will follow current standards of evidence based practices recommended by the CDC and AAP (American Association of Pediatrics). A lice information letter will be sent home with the student. Following treatment, the student must be accompanied to school with a parent/guardian to meet with the school nurse or staff member trained in the procedure to be rechecked. If the student returns to school with live bugs, the student will not be permitted to return to the classroom. If the student is found to be free of live lice, the student will be permitted to return to the classroom, however, the student will be rechecked at the discretion of the nurse after individualized assessment of the student until nit free.
The student will be permitted to miss the day of dismissal plus one day excused. But every effort is to be made to have the student back the next school day. Any time away from school after the initial day plus one will be considered unexcused.

At initial evaluation by school personnel if a student is found to have nits only and no live bugs the student will be permitted to stay in school. The school nurse or principal/designee will notify the parent/guardian of the student. A lice information letter will be sent home with the student. The student will ride home on the bus if

they normally ride the bus. The student will be rechecked in 1 week or at the discretion of the school nurse after individualized assessment of the student until nit free.

Mass screenings of identification of head lice will not be performed at school. Classroom checks are not warranted unless deemed necessary by the school nurse and/or principal. If a classroom has more than two students identified with active infestations, the students of the class may be screened. Siblings and other persons, at the school nurse's discretion, who are felt to be in close contact with the student with live lice will be inspected for infestation and referred for treatment as appropriate. Every effort will be made to not isolate or ostracize the student affected. Due to confidentiality, no lice letters will be sent home in the classrooms when a student is sent home; however, a general letter may be sent school-wide informing parents of positive cases at the school.

This procedure is based on changes recommended from the American Academy of Pediatrics, Centers for Disease Control, National Association of School Nurses and the Ohio Department of Health. The following website with the position statements of the above organizations:

http://www.odh.ohio.gov/pdf/idcm/pedicpol.PDF
http://aappolicy.aappublications.org/cgi/content/full/pediatrics:126/2/392
http://www.nasn.org/Default.aspx?tabid=237
http://www.cdc.gov/parasites/lice/head/schools.html

HEARING AND VISION TESTS

As a part of school health and speech services, boys and girls are given screening tests in vision and hearing. Pupils receive their testing prior to entering kindergarten and again in grades one, three and five.

HOME INSTRUCTION FOR PHYSICALLY DISABLED

Home instruction may be provided for children not able, even with the help of transportation, to be enrolled in a school. The school provides an application for admission to this program. The physician who is treating the child must sign it.

HOMELESS STUDENTS

The Board believes that all school-aged students, including homeless students, have a basic right to equal educational opportunities. Accordingly, the District must enroll each homeless student in the District in the school determined to be in the student's best interest. A homeless student is defined as an individual who lacks fixed, regular and adequate nighttime residence including:

1. a "doubling up" or sharing the housing with another family due to loss of housing, economic hardship or a similar reason;
2. living in a motel, hotel, trailer park or campground due to the lack of alternative adequate accommodations;
3. living in emergency or transitional shelters;
4. abandonment in hospitals;
5. awaiting foster care placement;
6. a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;

7. living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings and
8. migratory students.

In compliance with the McKinney-Vento Homeless Assistance Act, the District must make school placement determinations on the basis of the best interest of the student. To the extent feasible, homeless students are kept in school of origin unless doing so is contrary to the wishes of the student's parent or guardian.

To the extent feasible, the District complies with a request made by a parent(s) regarding school placement regardless of whether the student lives with the homeless parent(s) or is temporarily residing elsewhere.

The Board ensures that:

1. it reviews and revises Board policies and regulations to eliminate barriers to the enrollment, retention, and success in school of homeless students;
2. the District does not segregate homeless students into separate schools or separate programs within a school based on the student's status as homeless;
3. it appoints a District liaison who ensures that homeless students enroll and succeed in school and
4. homeless students are provided with education, nutrition, and transportation services that are at least comparable to the service provided to non-homeless students.

The liaison ensures compliance with the subgrant and coordinates services for homeless students with local social service agencies and programs, including those funded under the Runaway and Homeless Youth Act.
A student who ceases to be homeless may continue to receive services until the end of the period of time for which the service was originally intended to be provided, which may be the end of the school year or the end of a program cycle.

The District complies with the Ohio Department of Education's Plan and State and Federal laws for the education of homeless students.

HOMEWORK

The Board believes that homework, as long as it is properly designed, carefully planned and geared to the development of the individual student, meets a real need and has a definite place in the educational program.

Homework is assigned to help the student become more self-reliant, learn to work independently, improve the skills that have been taught and complete certain projects such as the reading of worthwhile books and the preparation of research papers. Home study assignments also afford a way for parents to acquaint themselves with the school program and their own children's educational progress.

The amount and type of homework given is decided by the classroom teacher within the framework of overall instructional plans.

Developing the organization and self-discipline to regularly complete homework assignments is a significant goal of our elementary program.

The student's responsibilities for homework include: (1) keeping track of homework assignments, (2) handing in homework assignments that are complete, original (done mostly by the student), (3) punctual (handed in on time), and (4) carefully and neatly completed.
The parents' responsibilities include: (1) assisting their child in finding a well-lit, quiet place to work, (2) establishing a regular time to complete homework, (3) being available to provide help when their child is confused about an assignment, (4) helping the child develop ways to keep track of assignments in an organized manner, and (5) showing that they care about homework (and school in general) by asking questions about the lesson and insisting that he/she keep up with assignments.

ILLNESS

Symptoms of Illnesses: Please keep your child home from school if any of the following symptoms are apparent: sore throat, fever, nausea/vomiting, rash, swollen glands, abdominal pain or persistent coughing. This practice protects the other children. Your child will be given the opportunity to make up any schoolwork missed due to illness.

Returning to School: Children who have been absent due to one of the following contagious diseases may be required to have releases from their family doctor before readmission to school: whooping cough, measles, diphtheria, mumps, chicken pox, scarlet fever or impetigo. Students must be fever and vomit free for 24 hours prior to coming to school.

IMMUNIZATION REQUIREMENTS

In compliance with the Ohio Compulsory Immunization Law, no pupil will be admitted to school unless such pupil presents written evidence that he or she has received the required immunization by such means as may be approved by the Department of Health, pursuant to the powers granted by 3701.13 of the Revised Code or unless such pupil presents a written statement of his parents or guardian objecting to such immunization because of medical or religious grounds and substantiated by the physician, minister, or practitioner of their faith.

For the purpose of compliance with the law, the following minimum immunizations are required:

a. DPT (Diphtheria, Pertussis (Whooping Cough), and Tetanus): a minimum of four doses, the last one being at least 4 years from the date of birth (if 4th dose was given before the 4th birthday, a 5th dose is required).
b. OPV (Oral Polio Vaccine): a minimum of three doses of polio vaccine (if 3rd dose was given before the 4th birthday, a 4th dose is required).
c. MMR (Measles/Mumps/Rubella): two doses; one dose of vaccine administered after the first birthday, a second dose at least 28 days later.
d. Hepatitis B: three doses; (2nd dose must be administered 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series must not be administered before age 24 weeks.
e. Varicella (Chicken Pox): 2 doses; one dose administered after the first birthday, a second dose at least 28 days later. The documentation of natural disease is acceptable.

Ohio Revised Code 3313.671 (Proof of required immunizations-exceptions. A pupil who presents a written statement of the pupil's parent or guardian in which the parent or guardian declines to have the pupil immunized for reasons of conscience, including religious convictions, is not required to be immunized. The district requires a waiver form or written statement from a pupil's parent or guardian. Medical exemptions require a written statement provided by a medical provider.)

LEAVING SCHOOL

To assist with the overall protection of the students, children are not allowed to leave the building during regular school hours without permission.

If a student finds it necessary to leave school due to sickness or other emergency, they must first report to the school office. Any other manner of leaving school will be considered truancy.

Parent Request For Early Dismissal of Student: If it should be necessary to be excused from school before the end of the school day, the school should be notified in advance.

Parent Pickup of Students During School Hours: All students released during the day must be checked out in the office. Children will be released only to the custodial parent or guardian or to a parent designee by the custodial parent or guardian. The office staff must make positive identification of the adult checking the child out. The adult checking the child out must sign for the child's release.

LIBRARY

Weekly library periods are scheduled for all classes, which include instruction on library usage and research, as well as free reading time. Students may check out books, however, they are responsible for replacing any lost or damaged books. Also, books are expected to be returned on the assigned return date.

LUNCH SERVICE AND PROCEDURES

Lunch is available each school day in all Tiffin elementary schools. Menus for the week appear in the local newspaper. Pupils are permitted to order lunches at the beginning of each day. The children are responsible for their own lunch money. Children carrying sack lunches may purchase milk.

Students who go home for lunch are required to bring a written note stating the date(s) the child will be going home and signed by a parent or guardian. In addition, the student must be signed out in the school office.

Students may not leave school grounds during their lunch period, however, in special circumstances we do permit parents, or guardians or parent designee, to come into the school and sign their son/daughter out for lunch. In the event a parent would like to eat with their child at school for a special occasion, a location will be found for them to eat privately. The special location eliminates other children from being envious of special outside food.

Reduced-price and free lunches are available to qualifying families. Call or stop in at the school office for details and applications. New applications must be completed each year.

Students will be expected to observe the lunch/cafeteria rules as established in each building.

Due to regulations from the Health Department, the sharing of food among students is not permissible.

MEDICATION AND MEDICAL CONDITIONS

We strongly recommend that medication be administered in the home. Board policy states that many students are able to attend school regularly only through effective use of medication in the treatment of chronic disabilities or illness that will not hinder the health and welfare of others. Parents should ask their doctor to arrange the time medication is to be given to avoid school hours if possible. If this cannot be done, any pupil who is required by a physician's order to take medication during the regular school day must comply with the policy below as required in Ohio state law. Parents are asked not to send any prescription drugs to school with students. All prescription drugs are to be transported to and from school by the parent and only after submission of the written request and physician form. The following guidelines are board policy.

1. Prescription drugs to be taken at school must be accompanied by a doctor's order, labeled with all necessary information including the student's name, the date, the name of the drug and time intervals to be taken. The form for Administration of Prescription Drugs must be used for providing the school with the necessary information. This form can be picked up in the office.
2. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.
3. A release form and/or written permission from the parent/guardian of the student requesting that medication be given or taken during school hours must be presented.
4. Prescription medication to be taken at school will be stored in an enclosure, out of view, in the school office. (Refrigeration will be provided when necessary.)

Parents are responsible for informing the school of the child's allergies, especially allergies to bee stings. In case of bee sting allergies, the parents are responsible for providing the school with the bee sting medication and a doctor's statement about how the medication is to be administered.

PARENT - TEACHER ORGANIZATION (PTO)

The Tiffin K-5 Parent-Teacher Organization has regular meetings during the school year. You will receive notice from your school of the exact dates. The Parent-Teacher Organization has just one major interest – your child. We hope you will become active in this important building organization. You may stay informed through https://www.facebook.com/tiffinelementarypto/

PARENT VISITATION

Parents are welcome to visit the school at any time. If you would like to arrange a time to visit your child's classroom, please call the school office. The office needs to be aware of who is in the building. Please check in at the school office before proceeding to a classroom.

PARENTAL INVOLVEMENT IN EDUCATION

The Board believes that parental involvement is an important part of the educational program. Current research indicates that a home-school partnership and greater involvement on the part of parents in the education of their children generally results in higher achievement scores, improved student behavior and reduced

absenteeism. All parents and foster caregivers are encouraged to take an active role in the education of their children or foster children.

PARTIES

Social exchange and celebration of holidays teaches our children about the customs of our nation. Information as to what activities are planned will be provided as they arise. Some students have enjoyed celebrating their birthdays by bringing a treat to school for their classmates. The treats should be kept simple. Please check with your child's teacher before sending such treats. Please note: **Invitations to private home parties should be mailed**, not given out during school, especially when everyone in the class is not invited.

PHONE CALLS

Students will not be called to the phone from class unless it is an emergency. We will give messages when necessary.

PICTURES

School pictures for elementary students will be taken by a school photography studio. Purchase of school pictures is optional.

PLAYGROUND AND SAFETY RULES

In order to protect the health and safety of all the students, playground rules have been established in each building. All students are expected to abide by them.

Additional rules may be established by teachers and playground supervisors. The key to a safe and enjoyable time at recess is to treat others the way you like to be treated, with kindness and consideration.

POLICE QUESTIONING AND/OR CHILDREN'S SERVICES

In accordance with state laws and the interest of the welfare of all citizens, our school will cooperate with law enforcement agencies and Children's Services. We will also protect the welfare of our students and parents while at school.

Police Questioning: Parents will be notified if the police wish to question a student. If it concerns a school activity, a school official will be present. If it concerns a non-school activity, parents will be asked to be present. School officials will comply with orders of law enforcement officials.

Children's Services: The Children's Services agency is required to investigate all reports of possible child abuse or neglect made by children themselves, neighbors, community members, school officials, etc. State law requires all adults to make a report when they have reason to believe a possible abuse or neglect situation may exist. When contacted by Children's Services, the school cooperates in any investigation. If a child is interviewed by Children's Services at school, a school official will be present.

PROFESSIONAL QUALIFICATIONS OF CLASSROOM TEACHERS

As a parent of a student in the Tiffin City Schools, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about

your child's classroom teachers, and requires the school district to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

a.) Whether Ohio State Department of Education has licensed or, qualified the teacher for the grades and subjects he or she teaches.
b.) Whether Ohio State Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances
c.) The teacher's college major; whether the teacher has any advanced degrees, and if so, the subject(s) of the degrees.
d.) Whether any teachers' aides or similar paraprofessionals provide services to your child, and if they do, their qualifications.

If you would like to receive any of this information, please call the school office.

PROTECTION OF PUPIL RIGHTS/OPT-OUT FOR SPECIFIC ACTIVITIES

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

CONSENT before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

RECEIVE NOTICE AND AN OPPORTUNITY TO OPT A STUDENT OUT OF-

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

INSPECT, UPON REQUEST AND BEFORE ADMINISTRATION OR USE-

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

PSYCHOLOGICAL SERVICES

The School Psychologist is available to work with students, parents, teachers, principals, and other school personnel. The psychologist evaluates the difficulties a child may be encountering in school.

PUBLICATIONS

Tiffin City School students' photographs, artwork, poetry or other work produced in conjunction with a school project, class, or extracurricular activity, may be published in accordance with the policies set forth in the Board of Education Policy Manual.

PUBLIC'S RIGHT TO KNOW (Board Policy KBA)

The Board supports the right of the people to know about the programs and services of their schools and makes efforts to disseminate appropriate information. Each building principal is authorized and expected to keep the school's community informed about the school's programs and activities. The release of information of Districtwide interest is coordinated by the Superintendent.

Business of the Board is discussed and decisions are made at public meetings of the Board, except such matters required to be discussed in private executive sessions.

The official minutes of the Board, its written policies, its financial records and all other public records are open for inspection in the central office during the hours when the administrative offices are open.

Each Board member attends public records training every term for which he/she is elected to public office. However, the Board may, by resolution, designate one or more persons to attend public records training on its behalf. If so decided, the Board appoints a designee whenever the composition of the Board changes.

The District may ask that the identity of an individual requesting information and the reason the information is sought be in writing. The District first informs the requester that such disclosure is not mandatory, unless the request is for student directory information. The District also informs the requester that providing such information in writing enhances the District's ability to identify, locate or deliver the records sought. The District may also ask that the request be put in writing, but notifies the requester that it is not mandatory to do so.

Any individual who wants to obtain or inspect a copy of a public record may request to have the record duplicated on paper, on the same medium on which the record is kept or on any other medium that the Superintendent/designee determines reasonable. If the request is ambiguous or overly broad, the District informs the requester of the manner in which records are maintained and accessed in the ordinary course of business and allows the requester to revise the request.

Records pertaining to individual students and other confidential materials are not released for inspection. Only that information deemed "directory information" may be released from an individual student's file, and only after complying with the regulations prepared by the administration for the release of such information.

Student directory information is not released for profit-making purposes or when parents have affirmatively withdrawn their consent to release in writing. Student records that consist of "personally identifiable information" generally are exempt from disclosure.
All records responsive to the request are made available in a reasonable period of time.
The District makes the requester aware of any information that is exempt from disclosure requirements by notifying the requester of any redacted information or by making redactions in a plainly visible manner. If a public records request is denied, the District provides an explanation with legal authority for the denial of the request. This explanation is provided in writing if the request is made in writing or if the Superintendent/designee determines written explanation is necessary.

The Superintendent/designee transmits the information sought by mail or by any other means of delivery requested, if the method is reasonably available. The number of requests physically sent by mail or another delivery service to any one person may be limited to 10 a month unless the person certifies, in writing, that neither the records nor the information in them will be used for commercial purposes. If the District provides public records on a free and accessible website the number of requests delivered in a digital format to any one person may be limited to 10 a month unless the records requested are not provided on the website and the person certifies, in writing, that neither the records nor the information in them will be used for commercial purposes.

A fee may be charged for copies and/or delivery. The District may require the fee charged for copies and/or delivery be paid in advance.

The Board's public records policy is posted in a conspicuous location in the central office and in all other District buildings and employee handbooks provided by the District. The policy is distributed directly to the records custodian and receipt of the policy by the custodian is acknowledged. A copy of the records retention schedule is maintained and readily available to the public in the central office.

RECESS

Please be sure your child dresses appropriate to the weather. If your child is ill and should not be outside, you may want to have them stay home until they are well. Students go outside during recess periods when temperatures are above 20 degrees. Outside recess is supervised by school staff. Students should not bring toys, sports equipment, or electronic devices from home. Students will not sell, buy, or trade personal items.

SAFETY

The safety of your child is one of our major concerns. The cooperation of the home is needed to build good safety habits.

Urge your child to:

- Walk on sidewalks - avoid cutting across yards or gardens on the way to and from school.
- Cross only at intersections.
- Obey the crossing guards.
- Refuse to enter strange automobiles.
- Go directly to school or home before beginning to play.
- Be considerate of smaller children.

Refrain from snowballing or throwing other objects on the way to and from school.
Leave all types of guns, knives and other destructive toys at home.
Obey rules of bicycle safety when riding to and from school.
Obey rules of passenger safety when riding the bus.

SAFETY DRILLS

Safety drills are required by law in order to prepare staff and students in case of a real emergency. Emergency drills will be conducted to prepare staff and students for a variety of situations using the building safety plans.

SCHOOL HOURS AND DISMISSAL

Please note the time schedule for your child's building below. Students who walk to school or are dropped off by parents should not arrive any earlier than the opening time for that building. The school is not responsible for supervision prior to that time or after dismissal time.

All students are to exit the building at the dismissal bell at the end of the day unless he/she is with a teacher in charge. The school is not responsible for supervision beyond this time.

Unless a note is sent, all students will go home as usual. If a note is sent for a student to wait, the student will be kept until fifteen minutes after the dismissal time. If you have not arrived by then, the student will go to the office to call you and/or walk home. If no one can be reached at home by telephone, the police department and/or Children's Services will be called to pick up the child.

School	Doors Open	Classrooms Open	Tardy Bell	Dismissal
Washington K-1	8:00	8:30	8:45	3:15
Krout 2-3	8:00	8:30	8:45	3:15
Noble 4-5	8:00	8:30	8:45	3:15

SEXUAL HARASSMENT

All persons associate with the District, including, but not limited to, the Board, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment, whether verbal or nonverbal, occurring inside or outside of District buildings, on other District-owned property or at school-sponsored social functions/activities, is illegal and unacceptable and will not be tolerated. Any person who engages in sexual harassment while acting as a member of the school community is in violation of this policy.

Definition of Sexual Harassment: Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature may constitute harassment when:

1. submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's employment or educational development;
2. submission to, or rejection of, such conduct by an individual is used as the basis for employment or education decisions affecting such individual or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive environment.

Examples of sexual harassment-type conduct may include, but are not limited to, unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes, flirtations, advances or propositions; verbal abuse of a sexual nature; graphic verbal commentary relating to an individual's body, sexual prowess or sexual deficiencies; coerced sexual activities; any unwanted physical contact; sexually suggestive or obscene comments or gestures; or displays in the workplace of sexually suggestive or obscene objects or pictures. Whether any act or comment constitutes sexual harassment-type conduct is often dependent on the individual recipient.

The Grievance Officer: The Board directs the Superintendent to appoint one or more sexual harassment grievance officers who are vested with the authority and responsibility for investigating all sexual harassment complaints in accordance with the procedures set forth in the accompanying regulation student handbook.

The Board has developed complaint procedures that are made available to every member of the school community. The Board has also identified disciplinary penalties that could be imposed on the offenders.

SMOKING

Parents and adults waiting to pick up their children after school are reminded that smoking or vaping on school property violates Tiffin City Schools Board Policy. As adopted by the Board of Education on December 19, 1994, the policy states, "... the Board prohibits the use of all tobacco products 24 hours a day in or on all district owned property."

SPECIAL EDUCATION SERVICES

The Tiffin City Schools provide special education services for students who qualify as determined through a multi-factored evaluation.

STUDENT CONDUCT ON SCHOOL BUSES

The Board furnishes transportation in compliance with State law. This fact does not relieve parents of students from the responsibility of supervision until such time as the student boards the bus and after the student leaves the bus at the end of the school day.

Students on a bus are under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student once procedures are followed.

The Board authorizes the Superintendent or other administrators to suspend a student from school bus riding privileges for a period not to exceed one school year. The only due process required is the student must receive notice of an intended bus riding suspension and an opportunity to appear before the Superintendent or other administrator before the suspension is imposed.

The Board's policy regarding bus-riding privileges must be posted in a central location in each school building and made available to students upon request.

Regulations regarding conduct on school buses, as well as general information about the school transportation program, are available to all parents and students.

STUDENT CONDUCT (ZERO TOLERANCE)

Students are expected to conduct themselves in a way that exhibits respect and consideration for the rights of others. Students of the District must conform with school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" of violent, disruptive or inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. Students are also subject to discipline, as outlined in the student code of conduct for misbehavior that occurs off school property when the misbehavior endangers the health and safety of students within the District or adversely affects the education process. The Superintendent/designee develops regulations that establish strategies ranging from prevention to intervention to address student misbehavior, and provides continuing instruction in dating violence prevention in health education courses in grades 7 through 12.

Students and parents receive, at the beginning of each school year or upon enrolling in the District schools during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct, which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the Student Code of Conduct and the fact that any violations of the Student Code of Conduct are punishable. The rules also apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs.

If a student violates this policy or the code of conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

A student may be expelled for up to one year if he/she commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property or at a school activity, event or program.

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this division extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters that might lead to a reduction of the expulsion period include: the student's mental and/or physical characteristics or conditions; the age of the student and its relevance to the punishment; the prior disciplinary history of the student and/or the intent of the perpetrator.

STUDENT DUE PROCESS RIGHTS

The Board and school officials have the legal authority to deal with disruptive students and student misconduct. Due process, in the context of quasi-judicial administrative proceedings carried out by school authorities, does not mean that the procedures used by the courts in juvenile proceedings must be followed.

Students have clearly established means by which administrative due process is available for the protection of the individual's rights.

Due process procedures conforms to the following basic practices:

1. they must be fair;
2. they must apply equally to all and
3. they must be enforced in a fair manner, which involves:
    A. adequate and timely notice and an opportunity to prepare a defense;
    B. an opportunity to be heard at a reasonable time and in a meaningful manner and
    C. the right to a speedy and impartial hearing on the merits of the case.

In cases of student suspension or expulsion, the specific due process procedures set by the Board's policy are followed.

STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the Tiffin City School District to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) or legal guardian(s) or the student in accordance with law, and yet be guarded as confidential information.

The Superintendent is responsible for the proper administration of student records in keeping with Ohio law and federal requirements and the procedures for the collection of necessary information about individual students throughout the District.

Upon request, all records and files that are included in the student's cumulative folder are available to parents, guardians or the student if he/she is over 18 years of age. This request must be in writing and is granted within seven calendar days. No records are removed from the school, and a principal, teacher or other qualified school personnel must be present to explain any of the tests or other material.

All rights and protections given to parents under law and this policy transfer to the student when he/she reaches age 18 or enrolls in a postsecondary school. The student then becomes an "eligible student."

The District provides notice to parent(s)/guardian(s) and eligible students annually, in accordance with the procedures set forth under administrative regulations, of the following rights held by parents and eligible

students under law and this policy. It is the intent of the District to limit the disclosure of information contained in the student's education records except:

A. by prior written consent;
B. as directory information and
C. under other limited circumstances, as enumerated under administrative regulations

The following rights exist:

1. The right to inspect and review the student's education records;
2. The right, in accordance with administrative regulations, to seek to correct parts of the student's education records, including the right to a hearing if the school authority decides not to alter the record according to the parent(s)' or eligible student's request;
3. The right of any person to file a complaint with the U.S. Department of Education if the District violates relevant Federal law, specifically the Federal Education Rights and Privacy Act (FERPA) and
4. The right to acquire information concerning the procedure which the parent(s) or eligible student should follow to obtain copies of this policy, the location from which these copies may be obtained, as well as any fees to be charged for copies.

The District proposes to designate the following personally identifiable information contained in a student's education records as "directory information:"

1. student's name;
2. student's address;
3. student's date of birth;
4. participation in officially recognized activities and sports;
5. student's achievement awards or honors;
6. student's weight and height, if a member of an athletic team;
7. dates of attendance ("from and to" dates of enrollment);
8. date of graduation.

The above information is disclosed without prior written consent, except when the request is for a profit-making plan or activity. Student records that consist of "personally identifiable information" generally are exempt from disclosure. Student directory information, however, is released unless the parents have affirmatively withdrawn their consent to release in writing.

Administrative regulations set forth a procedure for annual notification to parents and eligible students of the District's definition of directory information. Parents or eligible students then have two weeks in which to advise the District, in accordance with such regulations, of any or all items which they refuse to permit as directory information about that student.

To carry out their responsibilities, school officials have access to student education records for legitimate education purposes. The District uses the criteria set forth under administrative regulations to determine who are "school officials" and what constitute "legitimate educational interests."

Other than requests as described above, school officials release information from, or permit access to, a student's education records only with the prior written consent of a parent or eligible student, except that the Superintendent or a person designated in writing by the Superintendent may permit disclosure in certain limited circumstances outlined under administrative regulations (e.g., transfers to another school district or to comply with judicial order or subpoena or where warranted, in a health or safety emergency, etc.).

The District maintains, in accordance with administrative regulations, an accurate record of all requests to disclose information from, or to permit access to; a student's education records and of information disclosed and access permitted.

STUDENT RECORDS: NOTIFICATION OF RIGHTS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

   Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

   Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

SUPERVISION TO AND FROM SCHOOL

The school is directly responsible for supervision of students only while they are on school property during school hours. Once they leave school and school property this becomes the responsibility of the parents. The school will cooperate with parents in stressing the rules of safety to and from school and will assist with discipline problems that occur between home and school.

Generally, misbehavior that occurs off school property is a police matter.

TARDINESS

Children are tardy if they arrive in the classroom after the scheduled time for school to begin. A parent note or phone call of explanation is required. (It is better to be tardy than to be absent.)

School discipline may be administered for problematic tardiness.

TESTING PROGRAM

Standardized and achievement assessments are used as part of the evaluation program in our schools. They provide a basis for educational guidance. They measure the effectiveness of curriculum and procedures. They assist the teacher in diagnosing difficulties of individual children.

A nationally normed standardized test will be administered to all students in grades two and five.

TEXTBOOKS

All basic textbooks utilized in the instructional programs are furnished for students. Proper care is essential. Students who damage or lose textbooks may be required to pay replacement costs. Although textbooks are supplied at no cost, there is a charge for workbooks/materials that are used in conjunction with the student's schoolwork.

TITLE IX

The District Title IX Coordinator's name and contact information can be found on our district website. Such Coordinator is authorized to coordinate the district's efforts to comply with its responsibilities under Title IX. NOTIFICATION OF POLICY The District does not discriminate on the basis of sex in its education program or activities, including admission and employment, and is required by Title IX and its implementing regulations

not to discriminate in such a manner. Inquiries about the applicability of Title IX and its implementing regulations to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.
The District has adopted a grievance procedure to provide for the prompt and equitable resolution of student and employee complaints alleging any action that would be prohibited by Title IX and its implementing regulations. This procedure describes how to report or file a complaint of sex discrimination, how to report or file a complaint of sexual harassment, and how the District will respond. The District's Policy and Procedures can be found at:
https://www.tiffincityschools.org/apps/pages/index.jsp?uREC_ID=1905838&type=d&pREC_ID=2049892

TOBACCO

A student shall not smoke, possess, or openly display tobacco in any form within the safe school zone. For the purpose of this handbook, any form of nicotine is considered tobacco. The use of tobacco within 1000 feet of school property is prohibited. Senate Bill 339 prohibits smoking and use of tobacco or possession of tobacco by any pupils in areas under the control of school districts or at activities supervised by the school district including extracurricular activities. Violation may lead to suspension. Students requiring nicotine as part of a tobacco cessation program are exempt from this rule if the student shows a prescription from a medical professional.

USE OF PERSONAL TECHNOLOGY DEVICES

A Guide for Students, Staff, and Parents

Purpose

Tiffin City Schools are committed to moving towards a 21st century learning environment. As part of this commitment, Tiffin City Schools will be piloting a plan to allow students, parents, staff, and community members access to a new "Public" wireless network, using their own technology. With teacher / staff approval, students will be able to access a filtered Internet connection to be used for educational purposes. We realize that not every student owns a device; and for those who do, some may choose not to bring their personally-owned technology to school. Additionally, there is absolutely no expectation that parents should provide a device to their child for this program.

Plan

Students, staff, community members and guests may bring their devices to School. Users will be prompted to accept the Tiffin City Schools Public User Agreement every 24 hours. Students, staff and other district employees will be responsible for adhering to all other district/building acceptable use policies, codes of conduct, or administrative guidelines while using the District's public network.

Students, staff, community members, and guests who do not accept the TCS Public User Agreement form will not be permitted network access. Once a user has accepted the TCS Public User Agreement form, they will have access to a filtered Internet connection where users are not permitted to bypass this filter for any reason.

Policy/Definition of “Technology”

For the purpose of this policy, “Technology” means any privately owned wireless communication device or portable electronic equipment. This includes, but is not limited to: smartphones, tablets, netbooks, iOS devices, and laptops. Cell phones have their own independent policy.

● Areas / Times of Use:

Area / Time of Use	Use Permitted?
Classrooms	Staff Discretion
Hallways / Class Change	No
Restrooms / Locker Rooms	No
Cafeteria / Lunch	No
District Sponsored Extra-Curricular	Staff Discretion
School Buses or other transport	Refer to BOE Policy: JFCK

Internet Access
When using personal devices at school, students, and staff will only be permitted to access the Internet through the Tiffin City School District “Public” wireless network. This is the same “Filtered” Internet connection that all school computers use. Internet connections such as 3G / 4G cellular or other mobile Internet provider connections are not permitted.

Security and Damages
The responsibility to keep any personally-owned device secure and safe rests entirely with the individual owner. The Tiffin City School District is not responsible for any device damaged or stolen while on District property. It is recommended that all devices be labeled or otherwise identified before being brought to school.

Privileges and rights
Use of this wireless resource is a privilege, not a right, intended to enhance teaching and learning. Users may be denied access at any time, for any reason. Students should not have the expectation of privacy on any device they bring into the Tiffin City School District. If staff members suspect improper use and/or abuse of this or related policies, they have the right to examine related student devices at any time.

Guidelines
In addition to the Tiffin City Schools Student Acceptable Use Policy, student code of conduct, board policies, building policies and administrative guidelines already in place, there are additional guidelines / policies users should be aware of:

- All devices should -- by default -- be set to mute/silent.

- Students are prohibited from using electronic devices to capture, record, or transmit the audio or images (i.e. pictures / video), of any student, staff member, or other person on school property or while attending a school-related activity without the express prior notice and explicit consent for the

capture, recording or transmission of such audio or images. Using an electronic device to capture, record or transmit audio or images of an individual or group without his/her/their consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use an electronic device to violate the privacy rights of another person may have their device confiscated and held until the end of the school year. Additional consequences may apply at the discretion of the principal, or designee.

- Student use of any electronic device while in class, while participating in school activities (e.g. extra-curricular activities) and while participating in school-related functions is restricted to academic or instructional purposes only, as determined by the instructor. During these times, the use of such devices for personal, business or entertainment purposes is prohibited (e.g., no games).
- The Tiffin City School District will not provide access to our internal resources or servers to any personally-owned devices.
- The Tiffin City School District will not provide access to our copiers or printers to any personally-owned devices.
- The Tiffin City School District or its staff will not provide any technical assistance on personally-owned devices. Users are directed to utilize their user manuals and other resources provided by their device manufacturer for technical assistance.
- The Tiffin City School District will not provide the opportunity to charge any personal device. It is the responsibility of the user to have a properly charged device before school.

VISITORS

The safety of children at school is a primary concern of the school staff. State law requires all visitors to report to the office before visiting classrooms. Tiffin City Schools requires visitors to register in the office with their driver's license or state ID.

VOLUNTEERS

Parents and community members are encouraged to take an active role in their child's education and school. If anyone is interested in volunteering time to help in the classroom, he/she should contact the school office or teacher.

TRANSFER OF STUDENTS

It is important that you notify the school as soon as possible when you move. You should be sure upon leaving for your new school that you have taken care of all obligations with your present school. You need to return all schoolbooks, pay any fees and/or charges due, and pick up all personal belongings of your child. If possible, we need to know the location of your new school. The school in which your child enrolls will send a request for his/her records. As soon as we receive this request, we will forward them immediately.

TIFFIN CITY SCHOOLS
CODE OF CONDUCT

Preamble

The Tiffin Board of Education is responsible for providing each student with the most favorable atmosphere for learning. Therefore, the Board has approved these expectations for student attendance and conduct. It is the aim of the Tiffin City Schools to teach students that they are responsible for their behavior. The objectives of the rules set forth in this document, as well as more specific rules established in the various buildings, are to develop mature and responsible citizens and to provide for maximum academic achievement.

Good discipline is positive; it helps students adjust to various situations and attempts to turn unacceptable conduct into acceptable conduct. It should be understood by students and parents that the authority of school personnel (administrators, teachers, and other staff members) extends to all students at all times and at all places in the school building or on school grounds, as well as on the way to and from school-sponsored activities.

It is a fundamental requirement of an orderly school that students and staff members share a mutual respect for each other. All students are entitled to basic civil liberties (freedom of expression, association, assembly, and the right to petition) and the school community is entitled to responsible action in the exercise of these civil liberties. The Tiffin City Schools encourage the free expression of ideas among students and are receptive to legitimate student concerns. Students who write, edit, publish, or distribute handwritten, duplicated, or printed material among their fellow students must assume responsibility for the content of such materials. Students who work cooperatively in this atmosphere will better develop a sense of responsibility and citizenship.

The Tiffin Board of Education also guarantees certain educational opportunity rights to all students. Any handicapped child will be provided with an appropriate public education. No student will be denied any educational opportunity on the basis of sex, race, or language deficiency.

Dress Code

One of the first impressions you get of your fellow students is the neatness of their appearance. The school administration, faculty, and most students are convinced that appropriately dressed students are better students. Therefore, the Tiffin City Schools expect that a student will not call undue attention to himself/herself due to immodest dress, unkempt appearance, or any other form of exaggerated clothing styles, hairdos, or jewelry. Appropriate wearing apparel and acceptable standards of grooming are expected of all students. Age appropriate dress codes will be addressed in individual school building handbooks. The school administration has the authority to make final interpretations of dress code guidelines.

Serious Student Misconduct

Those ways of behaving, written as school rules, which are considered to be serious misconduct include (but are not limited to) the following. A violation of any one or more of these school rules may result in disciplinary action, including (but not limited to) removal, suspension, or expulsion.

1. Disruption of the school: A student shall not by use of force, violence, coercion, threat, harassment, insubordination, or incorrigibility cause disruption or obstruction of the educational process, including all curricular and extracurricular activities.

   coercion-to dominate, restrain or control forcibly

   disruptive-students may be subject to school discipline for any harassment, vandalism, physical or verbal abuse, or other disruptive behavior toward the school and/or school personnel during school and non-school time

   gross misconduct-behavior deemed unacceptable by the local school community

   incorrigibility-because of bad habits, cannot be corrected or reformed

   insubordination-not submitting to authority; disobedient

   repeated violations-a reoccurrence of unacceptable behavior/disruption

2. Damage to property: A student shall not cause or attempt to cause damage to school property or materials on school premises or during a school activity, function, or event off school grounds.

3. Unauthorized touching: A student shall not cause physical injury to or behave in such a way which could threaten to cause physical injury to school staff, other students, or visitors while under the authority of the school. Fighting, hitting, unauthorized touching, and disruptions are prohibited.

4. Dangerous weapons and instruments: A student shall not possess, handle, transmit, or conceal any object which may cause physical injury to any person in school, on school property, or within the safe school zone. These include (but are not limited to) guns, knives, incendiary devices, firecrackers, explosives and clubs, and/or look-alikes to these items.

5. Tobacco: A student shall not smoke, possess, or openly display tobacco in any form within the safe school zone. The use of tobacco within 1000 feet of school property, Senate Bill 339 (effective July 20, 1988), prohibits smoking and use of tobacco or possession of tobacco by any pupils in areas under the control of school districts or at activities supervised by the school district including extracurricular activities.

6. Alcohol use/student drug abuse: The Board does not permit any student to possess, transmit, conceal, offer for sale, consume, show evidence of having consumed or used any alcoholic beverages, illegal drugs, prescribed drugs (unless properly authorized by the school administration), look-alike drugs or any mind-altering substance while on school grounds or facilities; at school-sponsored events; in other situations under the authority of the District or in school-owned or school-approved vehicles. Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, tobacco and tobacco products and drug paraphernalia. A “controlled substance” is defined as a drug, compound, mixture or substance included in Schedule I, II, III, IV, or V (Ohio Administrative Code 4729-11). Included in these schedules are narcotics such as amphetamines, depressants and hallucinogens, as well as many other types of drugs.

7. Repeated violations: A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, principal, and other authorized personnel during any time when that student is properly under the authority of school personnel.

8. Profane or obscene language or literature: A student while properly under the authority of school personnel shall not use obscene language, either written or verbal. This would include obscene gestures, signs, pictures, or publications.

9. A student shall not attempt to take into possession the public property or equipment of the school district or the personal property of another student, teacher, visitor, or employee of the school district nor shall student influence another student to do so.

10. Students may be subject to school discipline for any harassment, vandalism, physical or verbal abuse, or other disruptive behavior toward the school and/or school personnel during school or non-school time.

11. Bus conduct/transportation: The Tiffin City Schools provides transportation for all eligible students. While on the bus, students are under the authority of the bus driver and are expected to maintain a respectful attitude toward the bus driver and fellow riders, remain seated, and keep the noise level to a minimum. Disruptive behavior will not be tolerated, or violators may lose their privileges.

Disciplinary Actions for Serious Misconduct

1. Suspension (including in-school suspension)

   Suspension - removal of a student from the school premises and all related activities for a period of time greater than 24 hours, but not more than 10 days.

   In-school suspension - removal of a student from the normal schedule of classes and activities, and reassignment to another special area where classwork and assignments must still be done and where daily school attendance is still required.

   A. The pupil shall be informed in writing of the intended suspension and the reasons for the intended suspension.

   B. The pupil shall be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to otherwise explain their actions. This informal hearing can be held immediately.

   C. If a student is then suspended, within 24 hours, a letter shall be sent to the parents, guardian, or custodian stating the specific reasons for the suspension. This letter shall include a notice of their right to appeal such action to the Board of Education or to its designee, to be represented in appeal proceedings, to be granted a hearing before the Board or its designee, and to request such hearing be held in executive session.

2. Expulsion

Expulsion - the exclusion (forcing out) of a student from all school attendance and related activities for the remainder of the current semester.

A. The superintendent must give the student and his parent or guardian written notice of the intended expulsion and the reasons for the intended expulsion.

B. This written notice must advise the student and his parent or guardian or other representative of their right to appear in person before the superintendent or his designee to challenge the reasons for the expulsion and to otherwise explain the student's actions.

C. This written notice is to state the time and the place for such a hearing, and this must not be less than three days nor more than five days after the notice is given. The superintendent may grant an extension of time; if granted, he must notify all parties of the new time and place.

D. If the student is then expelled, within 24 hours the superintendent must notify, in writing, the parent or guardian of the student and the clerk of the Board of the action to expel and the reasons for the expulsion.

E. This written notice must also advise them of their right to appeal to the Board of Education or its designee, the right to be represented at the appeal, and the right to request that the hearing be held in executive session.

3. Emergency removal

Emergency removal - the removal of a student from curricular or extracurricular activities or from the school premises because the student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process. A teacher may remove a student from curricular or extracurricular activities only.

A. If a teacher makes an emergency removal for 24 hours or more, the reasons must be submitted to the principal or his designee in writing as soon as is practicable, but not later than the end of the day.
B. The superintendent or principal may remove the student from the premises, either during a curricular or extracurricular activity.
C. An informal hearing must be held within 72 hours after the removal is ordered and the person who ordered the removal must be present.
D. Written notice of this hearing, along with the reason for the removal and any intended disciplinary action, must be given to the student as soon as is practicable. The other procedures to be followed are the same as for a suspension.

In all cases of normal disciplinary procedures where a student is removed from a curricular or extracurricular activity for less than 24 hours, and where the student is not subject to further suspension or expulsion, the due process requirement of Sections 3313.66 and 3313.661 does not apply.