

Tiffin Middle School

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2021-2022

Student, Parent, and Bus Rider Handbooks

Mr. Shawn G. Murphy
Principal

Mr. Judd Lutz
Dean of Students

Mrs. Chris Joyce
Guidance Counselor

Mrs. Melissa Mellott
Guidance Counselor

Tiffin City Schools Vision
Great Schools! Great Students! Great Future!

Tiffin City Schools Mission
Tiffin City Schools, in partnership with students, families, and community, will create a learning environment where all students achieve their full learning potential.

TIFFIN CITY SCHOOLS BOARD OF EDUCATION

244 South Monroe Street
Tiffin, Ohio 44883
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Cellular Phones and Other Electronic Communication Devices

Possessing a cellular phone or other electronic communication device (which includes a pocket pager) in any school building or on any school grounds or premises is a privilege and not a right. The Tiffin City School District does not ban such possession per se, but does strictly regulate the possession and use of such devices since they can facilitate cheating, unlawful or otherwise inappropriate behavior and messaging, and distraction from the District's educational mission.

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing, or sexting, etc.) may constitute a crime under State and/or Federal law. Any person taking, disseminating or sharing obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

Each student is responsible for complying with the terms of this policy. If you do not agree with or do not intend to abide by all terms of this policy, do not bring a cellular phone or other electronic communication device to school. The following regulations apply:

1. Cellular phones and other electronic communication devices may not be used without proper authorization during the student instructional day or while in a school bus or other school vehicle. They should be turned off from 7:40 am until 2:45 pm and not made noticeable. Should a student need to call a parent or other person during the student instructional day, advance permission must be received from a principal or other District administrator.
2. Any possession or use of a cellular phone or other electronic communication device in violation of this policy will result in confiscation of the device and appropriate disciplinary action, which may range from a warning to an out-of-school suspension or expulsion. When confiscated, the student must surrender the entire device, and any attempt to disassemble, lock, or otherwise render the device inoperable, including removal of the battery, will be treated as insubordination for which appropriate discipline may be imposed.
3. A confiscated cellular phone or other electronic communication device is subject to search by the Administration. A student who chooses to bring such a device to a school building or onto school grounds or premises (including a school bus or other school vehicle) thereby agrees and consents to such a search if the device is confiscated because of a violation of this policy. A confiscated device will normally be returned to the student for the first offense at the end of the day. For a second offense the student's parent, guardian, or custodian, will be required to pick up the device and sign a release form. A third offense will result in the device being locked in the school safe until the end of the current school year. All of the actions will occur unless intervening law enforcement circumstances make such return inappropriate. The District will cooperate with law enforcement authorities in cases where unlawful activity appears to have occurred, or to have been abetted, in connection with the use of the device.
4. These regulations do not apply to attendance at evening or weekend athletic or other extracurricular events. However, as to any such school-sponsored event a student is expected to exercise courtesy and sound judgment in the use of a cellular phone or other electronic communication device, and such a device may be confiscated and searched upon reasonable

suspicion that the device is being used for an unlawful purpose or in furtherance of a violation of school rules or regulations.

5. The District assumes no liability if a cellular phone or other electronic communication device is broken, lost, or stolen.

Student Handbook

Welcome to Tiffin Middle School! The faculty and staff at TMS look forward to a GREAT school year. You are our number one priority! It is our goal to provide each student with an enjoyable and safe learning experience. To help you be a successful student at TMS, we need you to attend school each day, complete all assignments, behave appropriately in and out of the classroom, and last, but not least, give your best effort each and every day. We believe that by following these four expectations and maintaining a positive attitude, we can make this a successful and memorable school year!

Arrival and Departure from School

You should arrive at school between 7:35 a.m. and 7:50 a.m. Bus students enter the building through the Ella Street door. Students who walk, ride bicycles, or receive rides enter the building through the event parking entrance off Shepherd Drive. You may enter the building at 7:35 a.m. and you must be in your seat in your first period class at 7:55 a.m. in order to be counted present and on time.

Assignment Books

Included in your general fees is the cost of an assignment book for use in your classes. Use it to write down and keep track of your assignments. Teachers expect you to have it with you at all times as it will also serve the purpose of being a hallway pass. Please be sure to write your name in your assignment book.

Attendance Policies

Attending school, faithfully, is the single most important responsibility you have as a student. Attending school every day enhances your learning as well as establishing good habits that will benefit you during the rest of your academic career.

You must be in your first period class and in your assigned seat to be counted present and on time. Tardiness is defined as not being in class when the final bell rings. If you arrive at school after 7:55 a.m., enter the building through the main entrance and report to office. You will be

marked tardy, given an admit slip, and sent to class.

Tardy Policy

1. Students arriving at school after 7:55 a.m. must sign in at the attendance office. All tardies will be considered unexcused except for those allowable according to Ohio Revised Code. School tardiness is considered unexcused for the following reasons: car problems, missed bus, alarm did not go off, etc.

1st Tardy: Noted by teacher

2nd Tardy: Noted by teacher

3rd Tardy: One School Detention

4th Tardy: Two School Detentions

5th Tardy: Three School Detentions

6th (+) Tardy: may be referred to Dean of Students for further disciplinary action.

2. Tardiness to class, unless a student is detained by a staff member, is defined as the arrival of a student beyond the scheduled time that a class begins. The TMS staff will follow the same procedures for classroom tardiness as for tardiness to school (see above.)

Late Arrivals

If you arrive at school anytime after 7:55 a.m., you must report to the attendance secretary, located in the guidance office. If you arrive late due to an appointment, or because of illness, report to the attendance secretary with a note explaining reason(s) for being late. The attendance secretary will give you an admit slip and send you to class.

Appointments

If the event you need to be dismissed early from school, for an appointment, bring a note from your parent or guardian describing the appointment and the time you are to be excused. Bring the note to the office prior to first period.

At that time you will be given an early dismissal slip to show your teacher when you need to leave. Near the time of your appointment, ask permission to leave from the staff member and report to the attendance secretary. Students should be picked up at the main entrance of the school building. If you return to school after the appointment, enter the building through the main entrance. Report to the attendance secretary where you will sign in and receive a pass to class. **As a general rule, always report to the attendance secretary if you arrive at school after 7:55 a.m. or leave before 2:45 p.m.**

Bell Schedules

Regular Bell Schedule

Doors open.....7:35 AM
Warning Bell.....7:52 AM
Period 1.....7:55-8:48
Period 2.....8:51-9:39
Period 3.....9:42-10:30
Period 4.....10:33-11:21
Period 5.....11:24-12:12
Period 6.....12:15-1:03
Period 7.....1:06-1:54
Period 8.....1:57-2:45
Detention.....2:50-3:30

Two-Hour Delay Schedule

Doors open.....9:35 AM
Warning Bell.....9:52 AM

Period 1.....9:55-10:28
Period 2.....10:31-11:00
Period 4.....11:03-11:43
Period 5.....11:46-12:26
Period 6.....12:29-1:09
Period 3.....1:12-1:41
Period 7.....1:44-2:13
Period 8.....2:16-2:45
Detention.....2:50-3:30

Bicycles

If you ride a bicycle to Tiffin Middle School, park it in the bicycle racks and be sure to lock your bicycle. To avoid accidents, once on school

property, please walk your bicycle to the bike rack.

Bulletin Boards

The principal or the dean of students should approve all materials before being placed on any bulletin boards. A teacher should approve all materials before being placed on bulletin boards in classrooms.

Bullying (See – “Hazing, Bullying and Dating Violence”)

Bus Conduct

The Tiffin City Schools provides transportation for all eligible students. While on the bus, students are under the authority of the bus driver. All students are expected to maintain a respectful attitude toward the bus driver and fellow riders, as well as remaining seated and quiet throughout the ride. Disruptive behavior will not be tolerated and violators may be subject to school consequences and/or loss of riding privileges.

Tiffin City Schools’ Bus Rider Handbook can be found on pp. 40

Change of Address/Telephone

Any change in address or telephone number should be reported to the main office.

Cheating/Plagiarism

Students who are found using “cheat sheets” or treating someone else’s work as their own, will be considered cheating. Students who use someone else’s words or ideas without giving credit to the author will be considered plagiarizing. If a student is found guilty of cheating and/or plagiarizing, consequences will be issued and parents will be contacted. The assignment will be expected to be completed by the next school day. Credit may not exceed more than 59% of the total point value.

Furthermore, if a student is guilty of cheating and/or plagiarizing he/she may receive zero credit for the work in addition to consequences being issued.

Dances

Occasionally, during the school year, TMS Student Council will sponsor school dances. Dances are held immediately after school from 2:50 p.m. to 4:50 p.m. If you wish to attend a dance, you should report directly to the dance after school is dismissed. Once you leave the dance, you will not be permitted to re-enter. Any student receiving an office referral, during the week leading up to the dance will not be permitted to attend. **In addition to a student's behavior, grades and/or incomplete work may limit a student's privilege to attend a school event.** During the month of February, an 8th grade Valentine's Day Dance will be held from 7-9 p.m. This dance is not considered a FORMAL and TMS does not encourage formal attire. **School dances are open to TMS students only.**

Detention

After school detention is held from 2:50-3:30 p.m. in room 111. Students not bringing study materials or arriving late will not be admitted and the detention will be reassigned. Sleeping will not be permitted during detention.

If you have obligations, jobs, commitments, or transportation problems after school, consider this before taking any action, which might result in receiving detention. Detention is not issued at the convenience of the student and will be assigned with a minimum of one day's notice. **Failure to serve detention will result in further disciplinary action up to, and including suspension from school.**

An absence from school or the cancellation of school, on the day detention is assigned, does not excuse a student from the serving the detention. Arrangements should be made to serve on the next school day.

Due Process (Student 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:
4. Adequate and timely notice and an opportunity to prepare a defense;
5. An opportunity to be heard at a reasonable time and in a meaningful manner and
6. 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.

Electronic Devices

Students are strongly discouraged from bringing electronic devices to school. If you choose to bring any electronic device(s) to school, **they must be used properly under the authority of the TMS Staff.** Any electronic device misuse can result in punishment or confiscation. TMS will NOT be held responsible for any lost or stolen electronic devices.

Electronic Device Policy

1. First offense: Your device will be confiscated and held in the office until the end of the school day when you pick it up.
2. Second offense: Your device will be confiscated and the student's parent, guardian, or custodian will be required to pick up the device and sign a release form.

- Third offense: Your device will be confiscated and locked up in the school safe until the end of the current school year.

** Any use of an electronic device, while taking a test or quiz, may result in receiving “zero” points on the work. Administration will determine if further disciplinary measures are necessary.

Fire and Tornado Drills

During any fire/tornado drill, students should exit the room quickly and silently, listening for any special instructions. At the sound of a fire alarm, all students should exit the building as directed by their teachers and report to their assigned areas outside of the building. At the sound of a tornado alarm, all students should report directly to their assigned areas within the building. Each classroom teacher will explain where to report during a fire and tornado drill.

Food and Beverage

Students are not permitted to eat in any classroom. Exceptions may be made for special events or food that relates to class activities. Parents who wish for their child to carry a water bottle throughout the day must have administrative approval.

Grade Cards

You will receive your grade card approximately one week after the end of the nine weeks.

Grading Scale

The following scale is used to determine letter grades at TMS:

| | |
|------------|----|
| 100% - 95% | A |
| 94% - 92% | A- |
| 91% - 89% | B+ |
| 88% - 86% | B |
| 85% - 83% | B- |
| 82% - 80% | C+ |
| 79% - 73% | C |
| 72% - 70% | C- |
| 69% - 67% | D+ |

| | |
|-----------|----|
| 66% - 63% | D |
| 62% - 60% | D- |

Tiffin Middle School students enrolled in Honors Algebra 1 and Honors American History will earn grades under a weighted grading system. By weighting these honors courses, students enrolled will be rewarded by receiving higher grade point averages with grades C+ and above. Weighting courses at TMS helps to align us with current practice in place at Tiffin Columbian High School. **Please note that students enrolled in the course previously mentioned begin their high school grade point average and class ranking in the eighth grade.** Chinese and Spanish I are not weighted; however, they do count toward students’ high school grade point average and class rank.

Listed below you will find a comparison of non-weighted vs. weighted grade point values.

| <u>Non-Weighted</u> | | <u>Weighted</u> | |
|---------------------|-------|-----------------|-------|
| A+ | 4.000 | A+ | 4.330 |
| A | 4.000 | A | 4.330 |
| A- | 3.670 | A- | 4.000 |
| B+ | 3.330 | B+ | 3.670 |
| B | 3.000 | B | 3.330 |
| B- | 2.670 | B- | 3.000 |
| C+ | 2.330 | C+ | 2.670 |
| C | 2.000 | C | 2.330 |
| C- | 1.670 | C- | 2.000 |
| D+ | 1.330 | D+ | 1.670 |
| D | 1.000 | D | 1.330 |
| D- | 0.670 | D- | 1.000 |
| F | 0.000 | F | 0.000 |

Guidance Counselor

Tiffin Middle School has two guidance counselors to assist you. In the event you need to speak with a counselor please stop by the guidance offices to arrange a time. If the guidance counselor is not available, please leave a note on the door.

Hall Passes

Students will need to have a student handbook or a purple pass from a teacher if they are in the

hall, other than between classes. The pass should have the students' name, time departed, room number, and teacher's signature. Students should immediately report to their destination and return to class in a timely manner.

Hazing, Bullying, and Dating Violence

Hazing, bullying, and intimidation is an intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes both mental and physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property or at a school-sponsored activity. Prohibited activities of any type, including those activities engaged in via computer and/or electronic devices, are inconsistent with the educational process and are prohibited at all times.

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

Examples of conduct that may constitute prohibited behaviors include, but are not limited to:

1. Physical violence and/or attacks
2. Threats, taunts, and intimidation through words and/or gestures.
3. Extortion, damage or stealing money and/or possessions.
4. Exclusion from the peer group or spreading rumors.
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web based/online sites (also known as cyber-bullying), such as the following:
 - a. Posting slurs on websites, social networking sites, blogs or personal online journals.

- b. Sending abusive or threatening emails, web site postings or comments and instant messages
 - c. Using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online
 - d. Using web sites, social networking sites, blogs or personal online journals, emails or instant messages to circulate gossip and rumors to other students.
6. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

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/designee and appropriate discipline is administered.

District employees, students, and volunteers are provided with 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 is permitted to 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.

As a Tiffin City School student or parent, you have options for reporting information or incidents that occur in your lives or the life of someone else. If you see something, say something as we all have a part in protecting one another from bullying, harassment, and/or dating violence. To report information, see below:

1. **Contact safe school hotline at 1-844-723-3764**
2. **Located on Tiffin City Schools Website is reporting field. Complete the field with information related to the situation.**
3. **Report directly to a TMS Guidance Counselor.**
4. **Report directly to any TCS Employee.**

TMS Homework Policy/Procedures

Assigned homework is vital to student learning. Given that homework is an extension of the classroom, all homework is required to be completed in a timely manner. Each teacher is responsible for following this procedure in regard to his or her own assignments. Teachers are to provide students credit for makeup work and have flexibility to discount the work according to their own classroom procedures. TMS believes a student should never fail a class and/or grading period if work is completed satisfactorily and demonstrates mastery.

First Offense: Noted by teacher and student will make up work

Second Offense: Teacher or school detention, parent contact, and student will make up work.

Third Offense: Teacher or school detention, parent contact, and student will make up work.

Fourth Offense: Teacher or school detention, parent contact, and student will make up work.

When teachers assign students to study table for homework completion, the assignment is open ended. The student will continue to report until the work is completed to the teacher's satisfaction. When the work is completed, the teacher notifies the student and will remove the student's name from the study table list. Teachers are to use gold referral forms when assigning students to study table.

Whenever a teacher assigns students to study table for homework completion, the teacher will provide the study table monitor the materials needed for the student to successfully complete the missing work. The study table monitors will return the work and materials to the teacher's mailbox at the end of the study table assignment. The student will not be permitted to take the work from study table.

Honor Roll/BUG Roll

Students are eligible for "Honor Roll" if they have earned a grade point average of 3.2 or higher. Students are also honored through BUG Roll, which stands for "Bringing Up Grades." To be eligible for BUG Roll a student must have improved a subject grade by two letter grades, while not having any other grades drop for any subject.

Interscholastic Sports

Students, in the seventh and eighth grade, are given the opportunity to participate in the following interscholastic sports: **football, volleyball, cross country, cheerleading, boys and girls basketball, wrestling, and track**

Students are eligible (qualified) to participate in interscholastic sports if they have passed a minimum of five (5) classes in the nine-week period, prior to the upcoming sports season. Additionally, students must earn a minimum 1.5 GPA in the preceding grading period.

To remain eligible, one must meet these requirements each nine weeks. Success in the fourth nine-week grading period will impact a student's eligibility for participation in fall sports for the following school year.

Please keep in mind, that each school year, all necessary paperwork, including a physical, is required before participation in a sport. Furthermore, all athletes are required to attend four, full, academic periods to be eligible to practice or participate on any given school day.

Loaned Textbooks

You are responsible for textbooks loaned to you for your classes. Cover your textbooks and keep them covered all year long. **Students are financially responsible for any damaged or lost books.**

Lockers

You will be assigned an individual locker that should be used to store your books and other belongings. Please be sure to always lock your locker and don't allow anyone else access to your locker or combination. Students are advised not to make frequent trips to lockers between classes as this could lead to tardiness.

NOTE: Lockers are school property and administration reserves the right to search any locker when your safety or the safety of others may be in jeopardy.

Lunch/Breakfast Charge Policy

Students may pack or choose to buy their lunch from the cafeteria. A school lunch costs \$2.10. Students will be allowed only one charge. After that, a peanut butter or an alternative food item will be provided. The student will be asked to step to the end of the line to receive it. There is no free milk or any milk charges allowed for students who pack their lunch. We encourage online payment through our District's "e-Funds" system as well as prepayment by check.

The middle school has a closed lunch period and students are not permitted to leave school grounds during lunch. Occasionally, parents or guardians are permitted to sign their son or daughter out for lunch.

Make-Up Work as a Result of Absence

If you are absent, your parent or guardian may call the school to request your assignments for the day(s) you are absent. **Please call early in the day so assignments can be organized and arranged for pick-up.**

NOTE: Generally, students are granted one make-up day per day (s) of absence. It is your responsibility to talk with your teachers about making up the work you missed.

Medication

If you require medicine at school, you must bring the medicine to the main office as soon as you arrive at school. The written form/statement from the doctor and parent form or note must be included with any type of prescription or medicine (this includes inhalers) at school. The medicine must be in the original bottle from the pharmacy, and your parent or guardian must complete a form requesting that we give you medicine while you are at school. When it is time for you to take your medicine, you must report to the main office. Medicine will be administered and a recorded in a daily log.

NOTE: If your parent or guardian wants you to take non-prescription medicine (like Tylenol or Advil) while you are at school, you must bring the medicine in an original container to the main office when you arrive at school. Your name should be written on the bottle, and your parent or guardian must complete a form or write a note requesting that we give you medicine while you are at school.

Mid-Term Progress Reports

At the midpoint of each nine-week period you will receive a mid-term progress report. A mid-term report is an estimate of your current grades as well as an update for you and your parents on your academic performance. The goal is to address any weaknesses before official grades are reported at the end of the nine-week period.

Multi-Purpose Media/Computers and Technology

Students are encouraged to use the school's computer/network and the Internet connection for teacher assigned, educational work. Access

to the network and Internet services is a privilege, not a right. Students must abide by the Tiffin City Schools Acceptable Use Policy. Tiffin City Schools reserves the right to monitor student screens and e-mail.

Access to the network and Internet services is a privilege, not a right. Students and parents are responsible to read the Acceptable Use Policy. Parents who do not want their students to have Internet access must complete and return the No-Access Form from the Acceptable Use Policy. Network administrators reserve the right to monitor student screens and e-mail.

Any repair or replacement cost due to damage to computer hardware, software, media equipment or networks, occurring from unsafe or improper handling, is the responsibility of the student and his/her parents.

All computers are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. Violating the conditions of State and Federal laws dealing with students' and employees' rights to privacy, including unauthorized disclosure, use, and dissemination of personal information
2. Using profanity, obscenity or other language which may be offensive to another user or intended to harass, intimidate or bully other users
3. Accessing personal social networking websites for non-educational purposes
4. Reposting (forwarding) personal communication without the author's prior consent
5. Copying commercial software and/or other material in violation of copyright law
6. Using the network for financial gain, for commercial activity or for any illegal activity.
7. "Hacking" or gaining unauthorized access to other computers or computer systems,

or attempting to gain such unauthorized access

8. Accessing and/or viewing inappropriate material
9. Downloading of freeware or shareware programs.

Personal Business

TMS teachers place a high priority on quality instruction in the classroom. Interruptions to the educational process need to be minimal. We will not interrupt class to give personal messages to students (Examples of such personal messages include haircut or tanning appointments). If you would like to leave a message for your child, we would be happy to see that they receive it in a timely fashion. Only in the case of an emergency will messages be delivered right away. Floral or balloon deliveries cannot be accepted for students during the school day.

Personal Technology Device

Personal technology device refers to any privately owned wireless communication device or portable electronic equipment. This includes, but is not limited to: smart phones, tablets, netbooks, iOS devices, and laptops. Cell phones have their own independent policy.

With teacher and staff approval, students will be able to access a filtered Internet connection to be used for educational purposes. 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.

The responsibility to keep any personally owned device secure and safe rests entirely with the individual owner. Tiffin City Schools 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.

Profanity Policy

Any Tiffin Middle School student shall not use profane or obscene behavior, language, or acts either written or verbal, in communicating with any other person. This would include obscene gestures, signs, pictures, or publications.

Obscene: repulsive; offensive to modesty or decency.

Profane: showing disrespect, contempt, or irreverence for sacred things.

Each offense involving profanities or obscenities will result in disciplinary action up to, and including, suspension from school.

Repeat offenders as well as any profanity directed towards staff member(s) before, during, or after school hours will be considered serious student misconduct.

Public Display of Affection

Any excessive show of affection, which demonstrates poor taste, is prohibited. Examples include hand holding, close body contact, hugging, and kissing.

Public's Right to Know

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.

[Adoption date: July 23, 2001]

[Re-adoption date: March 27, 2007]

[Re-adoption date: September 25, 2007]

[Re-adoption date: January 22, 2008]

[Re-adoption date: June 25, 2013]

[Re-adoption date: December 20, 2016]

LEGAL REFS.: Family Educational Rights and Privacy Act; 20 USC, Section 1232g

ORC 121.22

149.011; 149.35; 149.381;
149.41; 149.43

3319.321

OAC 3301-35-03; 3301-35-04

CROSS REFS.: BDC, Executive Sessions

BDDG, Minutes

EHA, Data and Records Retention

GBL, Personnel Records

GBS, Health Insurance Portability and
Accountability Act (HIPAA)

IGBA, Programs for Students with
Disabilities

JO, Student Records

KA, School-Community Relations Goals

KKA, Recruiters in the Schools

Requirements to Pass

Sixth grade students must earn passing grades in two of the four grading periods for each full year class they take. One of the passing grades must be in the third or fourth grading period.

Seventh grade students must earn passing grades in two of the four grading periods for each full year course they take. One of the passing grades must be in the third or fourth grading period.

Seventh grade students must earn a passing grade in one of the two grading periods for a semester class.

Eighth grade students must pass three of six grading periods (four nine week grading periods and two exams), two of which must be in the second semester for each full year class they take. Eighth grade students must pass two of the three grading periods for each semester class they take.

Sexual Harassment

Sexual harassment is unwanted sexual advances or unwanted visual, verbal, or physical conduct of a sexual nature. If you experience these unwelcome activities, tell the person that you are uncomfortable with their behavior and ask them stop. If the problem continues, please report the issue to a teacher, school counselor, dean of students, or principal. Students who sexually harass others may be subject to school consequences.

Sexual Harassment (TCS Board Policy)

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

All sexual harassment complaints are investigated in accordance with Board policies and regulations.

All matters involving sexual harassment complaints remain confidential to the extent possible.

Skateboards, Scooters, Roller Blades

Skateboards, scooters, roller blades, will not fit in your locker therefore; they are not permitted at TMS.

Spectator Code of Conduct

1. I will cheer for my team, not against my opponents.
2. As a spectator, I am here as the guest of the school and will conduct myself with respectful enthusiasm.
3. I will respect the decisions of the game officials (who have a difficult job) even when I do not agree with them. Also, I will not demean or criticize the coaches or players.
4. I will respect the welfare of the players, other spectators and the facility. I will realize that any action which threatens this welfare (throwing objects, physical,

verbal attacks and game disruptions) will be cause for ejection from the premises.

Standards for TMS Student Behavior

The teachers at TMS have a common set of standards for student behavior. We expect every student to meet the following standards every day:

1. Treat adults, staff members, and your peers with respect.
2. Put forth your best efforts!
3. Complete all assigned work.
4. Behave appropriately in and out of the classroom.

Student Conduct (ZERO TOLERANCE)

The Board believes that discipline in the school setting provides each student with the most favorable atmosphere for learning. It recognizes that the incorporation of limits and controls by individual students is an important part of the learning process. It believes limits on the individual are necessary for the orderly function of any society.

It is considered a fundamental understanding by each student and his/her parents that any school staff member has not only the right but the duty to insist on good behavior. The right of discipline extends to all areas of the school program.

It is a fundamental requirement of an orderly school that student respect for the school staff members be accompanied by an equal respect for the students on the part of the faculty and administration. The greater this mutual respect, the less the need for rules and disciplinary procedures.

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. The Superintendent/designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior.

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 which 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 Council

Specific requirements set forth in the Student Council Constitution include good citizenship in your daily activities, good grades in your classes (no D’s or F’s), good sportsmanship in your activities, and a willingness to participate and inform your peers of the happenings in our school. Student Council sponsors and coordinates spirit days and other activities throughout the year.

Student Telephone Use

In emergency situations you may report to the office to use the school phone.

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 hand-written, 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. Therefore, the following guidelines shall be enforced:

1. All students will exercise sound hygiene practices – clean body, hair, and clothing.
2. Shoes or sandals are to be worn by all students while on school grounds. Students should be mindful of their classes and needed footwear.
3. All shirts, etc. **must have sleeves.** Bare midriffs, clothing which exposes the cleavage of females, see-through and/or cutout clothing, tank tops, spaghetti strap dresses/shirts and sheer clothing are not permitted.
4. Unclean, disheveled, baggy and excessively torn clothing is not permitted. Trousers must be cinched tightly at the waistline (no sagging shorts, sweatpants, or jeans) and undergarments may not be visible at any time. Pants that hang below the sole of the shoe must be rolled up or shortened.
5. The length of shorts, skirts, dresses and/or skorts must equal or exceed student's fingertips. Use good judgment when choosing your clothing for the school day.

6. Any form fitting or skintight articles of clothing must be covered by an appropriate over-garment on the body.
7. Students are not to wear heavy sweatshirts, overcoats, or out-of-door coats in classrooms or during class time.
8. No pajama pants or boxer shorts will be permitted.
9. The presence of any apparel, jewelry, accessory, notebook, or manner of grooming, which by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a group or gang is prohibited. No chains hanging from trousers, coats, shirts or used as necklaces will be permitted. Chains/spiked wristbands, spiked collars or clothing/backpacks with spikes of any kind, are not permitted.
10. Piercings: Students **must not** wear lip, tongue, eyebrow, cheek, or nose piercings.
11. All hoods must be worn down and hats off in the hallways, cafeteria, or other common areas. Students are not permitted to wear headwear of any kind unless prior administrative approval is given. Head bands may be worn as long as they are not directly above the eye brow.

It will be the responsibility of the administrator to exclude apparel, which is disruptive to the conduct of education or affects the health or safety of the students or others. **NOTE: The above lists are examples and not all-inclusive. School administration has the authority to make final interpretation of these 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 either 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, throwing snowballs, and disruptions are prohibited.

Assault: A student shall not cause physical injury or threaten to cause physical injury to school staff, other students, or visitors while under the jurisdiction of the school.

jurisdiction - authority

****Any violent act occurring at TMS, or on Tiffin City School property, may result in the police being contacted and charges filed against you.**

4. Dangerous weapons and instruments: A student shall not possess, handle, transmit, or conceal any object which may cause or threaten to cause physical injury to any person within the safe school zone. These objects include (but are not limited to) guns, knives, incendiary devices, firecrackers, explosives, 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. For the purpose of this handbook, any form of nicotine, including e-cigarettes or e-cigarette paraphernalia, is considered tobacco. The use of tobacco within 1000 feet of school property. 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. Students requiring nicotine as part of a tobacco cessation program are exempt from this rule if the student shows proof of a prescription from a medical professional.
6. Alcohol use/student drug abuse: The Board does not permit any student to possess, transmit, conceal, offer for sale, consume, show evidences of having consumed, or used any alcoholic beverages, illegal drugs, prescribed drugs, 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, 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 and 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 or other prohibited behaviors as outlined under the District’s hazing, bullying, and dating violence policy located on page 11 of student handbook.
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 a 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 school personnel during school or non-school time. This may include other prohibited behaviors as outlined under the District’s hazing, bullying, and dating violence policy located on page 11 of student handbook.
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

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 class work and assignments must still be done and where daily school attendance is still required.

1. The pupil shall be informed in writing of the intended suspension and the reasons for the intended suspension.
2. 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.
3. 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.
4. Student work that has been assigned during the time of a suspension may be completed for full credit.

2. Expulsion

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

1. The superintendent must give the student and his parent or guardian written notice of the intended expulsion and the reasons for the intended expulsion.
2. 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.

3. 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.
 4. 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.
 5. 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 on-going threat of disrupting the academic process. A teacher may remove a student from curricular or extracurricular activities only.

1. 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.
2. The superintendent or principal may remove the student from the premises, either during a curricular or extracurricular activity.
3. An informal hearing must be held within 72 hours after the removal is ordered, and

the person who ordered the removal must be present.

4. 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.

Surveillance Cameras

Students are informed that their behavior will be monitored on school property and/or adjacent property by security cameras. These recordings may be used as evidence in disciplinary and legal actions.

Visitors to the Building

The doors of Tiffin Middle School are always open to our family members. In accordance with State law, authorized visitors must obtain a visitor's pass from the office. If you wish to visit your child's classroom, please notify the office and teacher in advance.

Withdrawal/Transfer From School

All students withdrawing from school must properly complete a withdrawal form from the main office. A parent/guardian must notify the school.

Admission of Homeless Students

All school-aged students, including homeless students, have a basic right to equal educational opportunities. A homeless student is defined as an individual who lacks fixed, regular and adequate nighttime residence including:

1. a "doubling up" or sharing housing 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 and adequate accommodations;
3. living in an emergency or transitional shelter;
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;
8. migratory students.

Work Permit

Students can obtain the necessary information for a work permit from the Administration/Board of Education office.

Signatures

I have read and understand the information in the student and parent handbooks, and I have removed the parent handbook pages and kept them for future reference.

Signed: _____
(student signature)

Signed: _____
(parent/guardian signature)

Student Hall Passes

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Tiffin Middle School Parent Handbook

The Parent Handbook has been designed to provide a better understanding of policies and procedures at the Tiffin Middle School. Please remove these pages from your son or daughter's assignment book and keep them for future reference. We urge you to carefully review the contents of the Student Handbook with your child on a regular basis. Communication is integral in our efforts to foster a positive partnership between home and school. Please feel free to contact us (419-447-3358) with any questions or concerns that you may have regarding your child's educational experience.

Arrival and Departure from School

To increase the safety of our students and improve the flow of traffic around the school before and after school, we ask that parents who drop off their children before school and/or pick them up after school follow these procedures:

1. Drop off your child between 7:35 a.m. and 7:50 a.m.
2. Pickup your child between 2:45 p.m. and 2:55 p.m.
3. Parents may drop off their students at the event entrance or the Ella Street entrance using the procedures described below.
4. When dropping off your child at the event entrance, please pull ahead to where the bike racks are located before allowing your child to exit the vehicle. Another option is to pull into a space to allow your child to exit the vehicle. Once you have dropped your child off, you may re-enter the traffic flow. Please drive your vehicle around the lot to exit in the same manner in which you entered. This manner of exiting should allow you to make a circle.
5. Parents may use the Ella Street lot to drop off their students after all the busses have exited the parking lot in the morning. There will be a gate that will be closed at 7:35 a.m. and will not re-open until 7:45 a.m. after the last bus has left the parking lot. Normally

this is between 7:40 and 7:45 a.m. Parents may pick up their student in the Ella Street lot after the last bus exits the lot, after 3:00 p.m. Please only use the Ella Street lot during these times. The visitor's parking lot should not be used for pick-up or drop-off. Thank you for your cooperation.

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 four school days 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.

Head Lice

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 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.

Tardiness

A student not using school transportation is considered tardy if he/she arrives up to 90 minutes after the established school starting time. TMS students need to be seated in their first period classroom by 7:55 a.m. each day.

Tardy Policy

Students arriving at school after 7:55 a.m. must sign in at the attendance office. All tardies will be considered unexcused except for those allowable according to Ohio Revised Code. School tardiness is considered unexcused for the following

reasons: car problems, missed bus, alarm did not go off, etc.

1st Tardy: Noted by teacher

2nd Tardy: Noted by teacher

3rd Tardy: One School Detention

4th Tardy: Two School Detentions

5th Tardy: Three School Detentions

6th (+) Tardy: may be referred to Dean of Students for further disciplinary action.

Tardiness to class, unless a student is detained by a staff member, is defined as the arrival of a student beyond the scheduled time that a class begins. The TMS staff will follow the same procedures for classroom tardiness as for tardiness to school (see above.)

Half-Day Absence

A student is considered absent for half day if he/she is 91 minutes or more late and arriving before 12:30 p.m.

Full-Day Absence

A student is considered absent for a full day if he/she has not been in attendance for four (4) full periods or has been absent for three or more hours.

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. All students are expected to maintain a respectful attitude toward the bus driver and fellow riders as well as remaining seated and quiet throughout the ride. Disruptive behavior will not be tolerated and violators may be subject to school consequences and/or loss of riding privileges.

If you need to make any changes to your child’s established transportation arrangements please send a signed and dated note to school explaining your request. Students will not be permitted to get off the bus at a stop other than

their designated drop off without such a note. If you have any questions, please contact the Transportation Supervisor, at 447-8729.

Change of Address/Telephone/Custody

If at any time during the school year you move to a different address or change your telephone number, please report the change to the main office. If custody arrangements for your son or daughter change, during the school year, please inform the main office and be able to provide copies of any court documents.

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 ordnance into a school safety zone.

Course Grading System

The following scale is used to determine letter grades at TMS:

| | |
|------------|----|
| 100% - 95% | A |
| 94% - 92% | A- |
| 91% - 89% | B+ |
| 88% - 86% | B |
| 85% - 83% | B- |
| 82% - 80% | C+ |
| 79% - 73% | C |
| 72% - 70% | C- |
| 69% - 67% | D+ |
| 66% - 63% | D |
| 62% - 60% | D- |

An Eleven-Point System

The grading system is based upon an eleven-point scale, as opposed to the traditional four-point scale, to allow for plus (+) and minus (-) grades to be awarded.

| | |
|----|--------------|
| A+ | 12 (HS Only) |
| A | 11 |
| A- | 10 |
| B+ | 9 |
| B | 8 |
| B- | 7 |

| | |
|----|---|
| C+ | 6 |
| C | 5 |
| C- | 4 |
| D+ | 3 |
| D | 2 |
| D- | 1 |

Requirements to Pass

Sixth grade students must earn passing grades in two of the four grading periods for each full year class they take. One of the passing grades must be in the third or fourth grading period.

Seventh grade students must earn passing grades in two of the four grading periods for each full year course they take. One of the passing grades must be in the third or fourth grading period. Seventh grade students must earn a passing grade in one of the two grading periods for a semester class.

Eighth grade students must pass three of six grading periods (four nine week grading periods and two exams), two of which must be in the second semester for each full year class they take. Eighth grade students must pass two of the three grading periods for each semester class they take.

Due Process (Student 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
4. 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.

Grade Cards

Grade cards will be sent home approximately one week after the end of the nine weeks. The dates grade cards will be issued will be published in the monthly newsletter. Questions about students' grades may be directed to the teacher assigning the mark.

Hazing, Bullying, and Dating Violence

Hazing, bullying, and intimidation is an intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes both mental and physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property or at a school-sponsored activity. Prohibited activities of any type, including those activities engaged in via computer and/or electronic devices, are inconsistent with the educational process and are prohibited at all times.

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

Examples of conduct that may constitute prohibited behaviors include, but are not limited to:

1. Physical violence and/or attacks
2. Threats, taunts, and intimidation through words and/or gestures.
3. Extortion, damage or stealing money and/or possessions.
4. Exclusion from the peer group or spreading rumors.
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web based/online sites (also known as cyber-bullying), such as the following:
 - a. Posting slurs on websites, social networking sites, blogs or personal online journals.
 - b. Sending abusive or threatening emails, web site postings or comments and instant messages
 - c. Using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online
 - d. Using web sites, social networking sites, blogs or personal online journals, emails or instant messages to circulate gossip and rumors to other students.
6. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

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/designee and appropriate

discipline is administered.

District employees, students, and volunteers are provided with 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 is permitted to 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.

Students and/or parents are encouraged to immediately report incidents of hazing and/or bullying to school administration. Incidents of hazing and/or bullying may be reported on the Tiffin Middle School website by clicking on the “Report Bullying” symbol.

Human Growth and Development

A Human Growth and Development unit of the Health Course of Study will be taught to all eighth students in the Tiffin City Schools. An informational letter describing the contents of the course will be sent home with each student prior to these health lessons. If you have any questions about this health course, please feel free to call the principal.

Medicines Administered at School

Parents or guardians whose children need to take prescription medication at school (including inhalers possessed by students) must use the following procedure:

1. Complete the Parent Request form and submit it to the main office.
2. Have your child’s physician complete the Physician’s Verification Statement and submit it to the office. This can be faxed to school by the physician at our fax number 419-448-5250.

3. Provide the office with the medication in a container in which it was issued by the prescribing physician or pharmacist. The prescription should be included. The parent or guardian must bring the medication to the office.
4. A **non-prescription** bottle of medication brought to school must have the student's name on the bottle and an appropriate authorization form must also be completed or a note can be written by the parent.
5. All medication must be accompanied by the appropriate medication authorization form completed by the parents and approved by the school office. This must be completed each school year or whenever medication or dosage changes.
6. If medication is not in the original container and/or the form is not completed correctly, the medication will not be given that day but will be stored in the office until school is dismissed.
7. A record of the dispensing of medication will be kept in the office.

Messages

TMS teachers place a high priority on quality instruction in the classroom; therefore interruptions to the educational process need to be kept to a minimum. We will not interrupt class to give personal messages to students (examples of such personal messages include haircut or tanning appointments). Messages will be delivered when an emergency situation arises. Any messages for staff members will be forwarded to them in a timely manner. Please keep in mind that teachers may not be able to return your message immediately.

Mid-Term Progress Reports

At the midpoint of each nine-week period all students will receive a mid-term progress report. A mid-term report is an estimate of your child's grade in each subject. The dates in which midterm reports will be issued are printed in the monthly newsletters.

Multi-Purpose Media

Students are encouraged to use the school's computer/network and the Internet connection for teacher assigned, educational work. Access to the network and Internet services is a privilege, not a right. Students must abide by the Tiffin City Schools Acceptable Use Policy. Tiffin City Schools reserves the right to monitor student screens and e-mail.

Access to the network and Internet services is a privilege, not a right. Students and parents are responsible to read the Acceptable Use Policy. Parents who do not want their students to have Internet access must complete and return the No-Access Form from the Acceptable Use Policy. Network administrators reserve the right to monitor student screens and e-mail.

Any repair or replacement cost due to damage to computer hardware, software, media equipment or networks, occurring from unsafe or improper handling, is the responsibility of the student and his/her parents.

All computers are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. Violating the conditions of State and Federal laws dealing with students' and employees' rights to privacy, including unauthorized disclosure, use, and dissemination of personal information
2. Using profanity, obscenity or other language which may be offensive to another user or intended to harass, intimidate or bully other users
3. Accessing personal social networking websites for non-educational purposes
4. Reposting (forwarding) personal communication without the author's prior consent

5. Copying commercial software and/or other material in violation of copyright law
6. Using the network for financial gain, for commercial activity or for any illegal activity.
7. "Hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access
8. Accessing and/or viewing inappropriate material
9. Downloading of freeware or shareware programs.

Notice of Publication

Tiffin City School student photograph, 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 Tiffin City Schools Board of Education Policy Manual.

Office Hours

The TMS main office is open from 7:15 a.m. until 3:30 p.m. The school phone number is 447-3358.

Parent-Teacher Conferences

Parent-teacher conferences will be held at TMS on Monday, November 2nd from 3:00-6:30pm and on Thursday, November 12th from 3:00-6:30pm. Parent teacher conferences will also be held during second semester on Monday, February 8th from 3:00-6:30pm and on Thursday, February 18th from 3:00-6:30pm.

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.

Parent Newsletters

To communicate with parents and guardians of TMS students, monthly newsletters are published and available on our district's webpage. Additional copies are also available in the main office.

Requesting Assignments

If your child is absent, you may contact the school to request assignments for the day(s) your child is absent. **Please call early in the day so assignments can be organized and arranged for pick-up.**

NOTE: Generally, students are granted one make-up day per day (s) of absence. It is the child's responsibility to talk with his/her teachers about making up the work missed.

School Day

The Tiffin Middle School day begins at 7:55 a.m. and ends at 2:45 p.m.

School Safety

In light of the increase in violent acts occurring in schools, school safety has become a high priority for students, parents, and all school staff. Tiffin City Schools has adopted a crisis procedure in the event of an unwelcome intruder. During one of these situations our building code word will be issued and staff will ensure all students are out of the hallways and following "lockdown procedures." During a lockdown all doors are locked and windows are covered. At the same time, the appropriate law enforcement agency will be notified.

Sexual Harassment Policy

TMS is committed to eliminating and preventing sexual harassment from our school and facilities. Sexual harassment is improper, immoral, illegal, and is prohibited at TMS. This policy is implemented to inform students, parents, and staff as to what sexual harassment

is and what procedures are to be followed in dealing with sexual harassment.

Definition of Sexual Harassment

Ohio and Federal Laws define sexual harassment as unwanted sexual advances or unwanted visual, verbal, or physical conduct of a sexual nature. This sexual harassment policy is intended to protect against sexual harassment before it becomes actionable sexual harassment. The term "sexual harassment" is intended to mean sexual harassment in the broadest meaning of that term in current popular as well as legal usage.

What to do if you are sexually harassed?

When unwelcome activities described above of a milder nature occur, the best thing to do is to say that you are uncomfortable with the behavior and ask that it cease. Also, you should report the activities to a teacher, counselor, or administrator. If the behavior does not cease, then recourse for students should be through the school counseling office or any school administrator. If you are subjected to behavior which you consider to be sexual harassment, notify a school counselor or administrator. You will be asked to put your complaint in writing and an investigation will be made into the matter. This sort of behavior will not be tolerated. Appropriate sanctions will be imposed against any student or employee who is found to have engaged in sexual harassment while on or about district property, or in relation to any school activity.

Sexual Harassment (TCS Board Policy)

All persons associated 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:

4. submission to such conduct is made either explicitly or implicitly, a term or condition of a person's employment or educational development;
5. submission to, or rejection of, such conduct by an individual is used as the basis for employment or education decisions affecting such individual or
6. 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 Board has developed complaint procedures which are made available to every member of the school community. The Board has also identified disciplinary penalties which could be imposed on the offenders.

All sexual harassment complaints are investigated in accordance with Board policies and regulations.

All matters involving sexual harassment complaints remain confidential to the extent possible.

Student Conduct (ZERO TOLERANCE)

The Board believes that discipline in the school setting provides each student with the most favorable atmosphere for learning. It recognizes that the incorporation of limits and controls by individual students is an important part of the learning process. It believes limits on the individual are necessary for the orderly function of any society.

It is considered a fundamental understanding by each student and his/her parents that any school staff member has not only the right but the duty to insist on good behavior. The right of discipline extends to all areas of the school program.

It is a fundamental requirement of an orderly school that student respect for the school staff members be accompanied by an equal respect for the students on the part of the faculty and administration. The greater this mutual respect, the less the need for rules and disciplinary procedures.

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. The Superintendent/designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior.

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 which 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 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, 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:

1. the right to inspect and review the student’s education records;
2. 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
3. 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 District decides not to alter the record according to the parent or eligible student’s request;
4. 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
5. the procedure which the parents/guardian 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 their refusal to permit the District to designate 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 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

Vacations

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.

One (1) hunting day will be considered an excused absence, provided a parent contacts the

school and signs an advanced absence form. If not, the absence will be considered unexcused.

Visitors to the Building

The doors of Tiffin Middle School are always open to our family members. In accordance with State law, authorized visitors must obtain a visitor's pass from the office. If you wish to visit the school, please come to the main office (doors by the flagpoles) to obtain a visitor's pass

and sign in. Please return to the office at the end of your visit to return the visitor's pass and sign out.

Withdrawal from School

If you withdraw your child from school, please call the office at least a day before the withdrawal date and we will review the process with you.

REQUIRED NOTICES

DESIGNATION OF TITLE IX COORDINATOR

The following individual has been designated to serve as the District's Title IX Coordinator. Such Coordinator is authorized to coordinate the District's efforts to comply with its responsibilities under Title IX.

Michelle Tuite

Tiffin City Schools

419-447-2515

244 South Monroe St.

michelle_tuite@tiffincityschools.org

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.

NOTIFICATION OF GRIEVANCE PROCEDURE

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=20498

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Tiffin City Schools' Bus Rider Handbook

The goal of this Bus Rider's Safety Handbook is to help provide a safe and enjoyable experience for students who ride the school buses. Parents are responsible for reading and discussing the material in this handbook with their child. Riding a school bus is a privilege provided by the School District and should be treated as such. To ignore these rules will result in disciplinary action or suspension of the privilege. Although your school bus drivers train extensively and are experienced in the many different facets of pupil transportation, they need the cooperation and assistance of both students and parents to ensure the safest trip possible.

Please take a few minutes to review this handbook with your child (ren). It contains information that will assist students in learning the rules and responsibilities in transportation safety.

We ask that you discuss with your child the importance of safety both inside and outside of the school bus. Please stress the danger involved when walking or playing behind, at the sides, or close to the front of any vehicle. Familiarity with the items in this handbook will help make everyone's ride safer and more convenient.

Forbidden Cargo

- Tobacco of all kinds
- Live animals or insects
- Glass containers
- Alcoholic beverages
- Weapons, explosive devices, fireworks, harmful drugs or chemicals
- Open flames of any kind (matches, lighters, etc.)
- Any object (musical instrument, shop or science projects) too large to be carried by the students
- Food and/or drinks
- Helium filled/floating balloons
- Any item deemed unsafe by the bus driver

Accidents or Emergencies

1. Follow the driver's instructions.
2. If you must leave the bus, stay in a group.
3. Dependent on the location and severity of the accident multiple emergency exits are available on all School Buses.
4. The following procedures will be used for evacuation in an emergency situation:
 - a. The student nearest the exit(s) will open the door.
 - b. Evacuation will start with the seat closest to the exit(s) the first two students out the exit(s) will assist all other students off the bus.
 - c. Leave bus single file and as quietly as possible. Students should not jump out the emergency exit but accept the assistance of the students on the ground when leaving the bus. Students should assemble in one group approximately 100 ft. from the bus.
 - d. Follow the driver's instructions completely.

Extracurricular Trips

1. Bus rider rules apply to all sponsored events.
2. Discipline will be the responsibility of the building principal and the trip sponsor.
3. Strict loading and unloading time schedules will be followed.

School Discipline Procedures

The school bus is an extension of the classroom. The principal will administer discipline with assistance from the transportation supervisor and/or bus driver. All school board policies that apply to student conduct and other student-related activities apply to the school bus. Consequences for improper conduct on the school bus may include the following:

- **VERBAL WARNING:** Issued by bus driver.
- **WRITTEN WARNING:** A written warning with documentation is issued by the bus driver and forwarded to the principal. A copy of the documentation will be sent home with the student.

- **SUSPENSION** of transportation privileges removal of a student from the bus and all transportation services for a period of time greater than twenty-four hours, but not more than ten days. The pupil shall be informed in writing of the intended suspension and the reasons for the intended suspension. The pupil shall be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to otherwise explain his/her actions. This informal hearing can be held immediately. student is then suspended, within twenty-four hours a letter shall be sent to the parents or guardians 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.
- **EXPULSION** from transportation services - the withdrawal of a student from all transportation services for a period of up to eighty (80) days. The superintendent must give the student and his parent or guardian written notice and reasons of the intended expulsion. 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/her designee to challenge the reasons for the expulsion and to otherwise explain the student's actions. 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/she must notify all parties of the new time and place. If the student is then expelled, within twenty-four hours the superintendent must notify in writing the parent or guardian of the student and the

treasurer of the Board of the action to expel and the reasons for the expulsion. 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. Infraction of any bus rules that could endanger the health and safety of the students will result in the immediate removal of the student's bus riding privilege for the remainder of the school year. Students are subject to arrest and removal from the bus if they refuse to follow the directions of the school bus driver.

Who is eligible to ride the school bus?

The Tiffin City School District provides K-5 bus transportation to and from school for eligible students residing one-half or more miles from the building they attend. Grade 6-12 eligible students residing two miles or more from the building they attend.

Authority of TCS Bus Drivers

While being transported on a Tiffin City Schools' bus, the students are under the authority of the TCS bus driver, who is responsible for the orderly conduct and safety of all riders. Your driver has the authority to enforce all rules and regulations as described.

Schedule and Routes

The bus routes have been designed to promote the safest and most efficient transportation to and from school. Students are to ride only the buses to which they have been assigned. School bus drivers, if ahead of schedule, will wait at your pick-up point until the scheduled time for that stop. If on schedule or behind schedule, the drivers cannot wait for tardy students, so be on time at your assigned pick-up location.

General Rules

1. Obey the instructions of the bus driver at all times.
2. Board and leave the bus at designated stops only.

3. Ride only the bus to which you are assigned.
4. Cell phone use is at the bus driver discretion.

Procedures for Waiting for the Bus

1. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
2. Stand at the bus driver assigned point of safety while waiting for the school bus.
3. When the bus approaches, form a line and be prepared to load immediately.
4. Stand clear of the bus until it comes to a complete stop. Do not approach until driver signals.
5. If you miss the bus, go home immediately.
6. Parents should instruct their child on what procedures to follow if the bus is missed.
7. Parents are responsible for providing transportation to school if a student misses the bus.
8. The School District is only responsible for the students while they are riding the school bus to and from school.

Loading the Bus

1. Do not push or shove.
2. Use the handrail and steps.
3. Pupils must go directly to an available or assigned seat so the bus may safely resume motion.

Conduct on the Bus

1. Do not change seats.
2. A student shall not refuse to sit in an assigned seat or deny another student a place to sit.
3. Each student will be expected to remain seated for the duration of the trip and remain seated until the bus door opens.
4. Normal conversation is permitted: any noise may distract the driver and create an unsafe condition.
5. Scuffling, fighting, and the use of obscene, vulgar, or profane language and gestures are forbidden.
6. Arms, head, and other parts of the body are to be kept inside the bus.

7. Do not throw objects inside or out of the bus. Law prohibits throwing any object from a motor vehicle.
8. Do not mark, cut, or scratch any part of the bus. The person(s) responsible for the damage will pay vandalism costs.
9. The emergency door and exit controls should not be used by pupils except during supervised drills or actual emergencies.
10. Students will not attempt to operate the passenger door or other driver controls except in cases of extreme emergency.
11. Students will face forward for the duration of the trip and will keep their feet on the floor in front of them and out of the aisle.
12. Window may be opened with permission from your driver.
13. Students and chaperones will not be permitted to eat or drink on the bus.

Exiting the Bus

1. Stay seated until the bus is completely stopped.
2. Use the handrail and take one step at a time when leaving the bus.
3. Wait for your turn to leave the bus.
4. Stay clear of the bus when the engine is running, do not chase or hang onto the bus. Ask the driver for help.
5. Students will be required to stay at their point of safety until the bus has pulled away.

Crossing the Street or Highway

1. When crossing the street or highway, walk to the front of the bus and wait for the driver to signal that it is safe to cross. You must cross at least 10 feet in front of the bus.
2. Check in both directions and walk directly across the road.
3. Never cross the road behind the bus.
4. CAUTION: Be alert for vehicles that do not stop when the bus is loading or unloading.
5. Cross the streets at intersections when possible. Obey all traffic signals and signs on your way to and from the bus stop.

Route Changes

All requests for transportation, new or changes should be submitted to the transportation office in

writing. The form is available on the district web site.

<http://www.tiffin.k12.oh.us/Departments/Transportation/index.html>