**Tiffin Middle School Staff 2021-22 Handbook**

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**Tiffin City Schools Mission Statement**

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

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**Academic Assist** **Academic Assist**

A seating chart for each day must be available. Only one girl and one boy may sign out at any one time*.* Each student must get permission to leave his/her seat for sharpening pencils, going to the restroom or to the library.

Teachers requesting students from other academic assists should give the student a pass prior to that period. Please do not allow students to leave a class without giving the student a proper pass.

Teachers should require that students engage in meaningful learning activities. If students have no other work to do, they should read.

**Accidents**

In case of an accident involving bodily injury, the classroom teacher on duty or the nearest teacher in the vicinity of the accident is to follow this procedure:

1. Stay at the scene of the accident and follow procedures involving blood borne pathogens.
2. Send a student to the office to report the accident.
3. Do not attempt to move the injured person and keep others away from the injured person.
4. The principal or the one in charge will report directly to the scene to take charge as soon as the office is notified.
5. The office shall call the appropriate person or place in accordance with the severity of the injury (parents, doctor, etc.).
6. The teacher first upon the scene is to complete an accident liability report. This form is available in the main office. The report is to be made the same day the accident occurs.
7. In case of a minor cut, bump, etc., send the student, accompanied by another student, to the office for first aid.

If the accident should happen at an activity outside of class hours, follow the above items 1, 2, 3, and 4, and then: The person placing the call to 911 should then contact the student’s parents. Ask them to come to the school at once and explain the nature of the injury or illness. Try to state the facts in such a way as to give parents a chance to adjust to the situation. Be tactful and do not unduly alarm the parents or shock them unnecessarily.

**Activity Calendar**

All school events and use of special facilities such as the conference room, media center, cafeteria and gymnasium must be listed on the TMS Master Calendar. Calendar requests should be made to the Dean of Students.

**Activity Funds**

***Requisitions***

Gold purchase order requisition forms should be completed and submitted to one of the secretaries in the main office for purchases from the activity accounts. Requisitions must be approved before actual purchases are made. Requisitions submitted after 2:00 p.m. may not be processed until the following day. Upon receipt of merchandise, check the order thoroughly and give all packing slips and invoices to an office secretary. Payment will be made as soon as invoices are submitted.

***Deposits***

Do not keep money in your rooms. All money is to be turned in daily to one of the secretaries in the main office. Do not leave money on their desk if they are not there. Deposits will be made daily. No checks are to be cashed for any reason*.* Checks are to be made payable to the Tiffin Board of Education for the exact amount, as we have no funds for change.

**Announcements**

Announcements will be made at the beginning of each school day. Teachers who have written announcements should have them in the office by 7:40 am. All announcements must be printed or typedon the announcement forms, which are found in the office workroom. Please require students to be quiet and attentive for all announcements.

**Assemblies**

Assemblies will be scheduled in the cafeteria and the gymnasium, depending on the nature of the program. During assemblies, teachers are expected to sit with their class and supervise student behavior.

**Athletic Eligibility / Extracurricular**

Athletic eligibility is determined by the preceding nine-week grading period. All students involved in athletics must pass five classes each grading period and earn a GPA of 1.5 or better during that grading period. A student with an IEP is exempt from the grading provisions set forth in this policy only if it is so indicated in the student’s IEP, but those students still must meet the O.H.S.A.A. requirements as per 3323.08 of the Ohio Revised Code.

**Attendance / Tardiness-Student Requirements**

Regular attendance in school leads to academic achievement at or above the level that can reasonably be expected. Just as importantly, Ohio Revised Code Sections 3321.01-3321.99 makes school attendance compulsory for every child who is an actual resident of the state. Therefore, the following is a statement of policy regarding pupil absences and make-up work for those absences that fall within the legal categories.

1. For those cases not covered below, the building principal has full authority to handle each according to his/her best judgment.
2. During second period teachers will receive a copy of the day's attendance sheet.
3. Students with appointments are listed on the attendance sheet. Students who are absent from class and not listed on the attendance sheet should be reported to the front office.
4. Teachers should keep a written record of each student's attendance for each class.
5. Teachers are responsible for daily attendance. Students should not be responsible for this task.

Accuracy in reporting attendance and following up with appropriate corrections is necessary during the school year. A calling system is performed in the office to notify parents of a student's daily absence.

***Tardiness***

Tardiness is defined as any arrival or departure of a student beyond the scheduled time that a class begins or ends. Teachers who detain a student from reporting to class on time must give the student a pass to enter the next class. Teachers will honor other staff members’ passes.

1. Students must be in their classroom before the tardy bell rings, otherwise they are to be counted tardy.
2. Students who are late to class and do not have a pass from a faculty member should be counted tardy.
3. The classroom teacher documents a child’s first/second tardy.
4. One detention will be issued after the third tardy.
5. Two detentions will be issued after the fourth tardy.
6. Three detentions will be issued after the fifth tardy.
7. When a student is tardy to a class for the sixth (+) time, the child may be referred to the Dean of Students.

**Blood Borne Pathogens**

Blood or other body fluids from any child or adult may harbor a number of organisms besides HIV that are potentially infectious to others. Therefore, it is recommended:

Surfaces soiled with blood, urine, feces, vomitus, etc., should be thoroughly washed with soap and water, then disinfected with a 10% solution of household bleach and water (1 part bleach to 9 parts water). This solution must be freshly prepared for each use.

Personnel cleaning the spill must wear gloves. Disposable towels should be used whenever possible.

For an injury that results in bleeding, the person assisting the student should wear gloves whenever possible. Direct contact with blood is potentially infectious, especially when there are breaks in the skin. Proper hand washing, soap and running water for 15 seconds, significantly reduces the risk of infection from contact with all potentially infectious body fluids.

**Bulletins and Announcements**

Weekly bulletins will be emailed to all TMS staff. Please read these documents as they have updates related to upcoming events and building news.

**Bus Rules For Field Trips / Extracurricular Activities**

There are to be no living animals or insects brought on the bus. Examples would include, but are not limited to: mice, spiders, crickets, grasshoppers, dog and cats. Students who need to bring these items to school must find alternative transportation.

Stopping at restaurants during field trips or extracurricular activities is not required of bus drivers unless it has been specified in the “Request for Transportation” form. Most drivers will accommodate a request to stop and eat, but are not required to do so, especially if the event has run more than an hour past scheduled time. There is to be no eating or drinking on the bus.

**Cafeteria**

The cafeteria is open every day school is in session. A hot lunch, meeting the requirements of the Federal Lunch Program, will be served daily. Charges for the meals for students will be $2.00. Ice cream, milk, and other a la carte items will be sold extra or separately. Teachers’ lunches are $2.75 plus $.50 for milk.

**Certificated Staff Assignments and Transfers**

The assignment and transfer of teachers shall be the responsibility of the superintendent. Each teacher will be assigned to a specific area and may be transferred to any other position for which they qualify. Administrators, supervisors or teachers may request transfers. The superintendent may initiate a transfer whenever it is in the best interest of the Tiffin City School District.

A staff member may request a transfer, although a request for transfer does not guarantee that such a transfer will be made. Teachers will be encouraged to discuss transfers or their intention to request transfer with the principal or appropriate supervisor.

**Certificated Staff Leaves and Absences**

The Tiffin City Board of Education will provide a plan for considering leaves and absences for its staff members in accordance with the Ohio Revised Code and Board policies. A leave of absence is a period of extended absence from duty by a staff member for which written request has been made and formal approval granted by the Board of Education.

Compensation, if any, during leaves of absence will depend on the type of leave. Deductions will be made in salaries for absence in accordance with regulations developed by the administration and approved by the Board. When group insurance policy permits, an employee may continue to participate in Board-approved insurance programs provided the employee pays the entire premium for these benefits.

An employee will be granted the same contract status held at the start of the leave as when he/she returns to duty if the contract has not expired during the period of the leave of absence. A staff member will terminate the affiliation with the Board if, at the expiration of the specified period of leave, he/she declines the position that is offered.

***It is the responsibility of the teacher on leave to prepare lesson plans if a substitute is assigned to the classroom while the teacher is on paid sick leave.***

***It is the responsibility of the interim teacher to prepare lesson plans if the interim teacher has been hired to replace a teacher on non-paid leave.  However, in the best interest of the students, the teacher of record should provide the interim teacher with an overview of topics/lessons/units to be covered during her absence to ensure a continuum of instructional services.***

**Child Abuse Reporting**

Any school employee who has reason to believe that a child is being, or has been abused and/or neglected shall immediately make an oral report to the building administration. After consultation, an oral report of this suspicion will be made to the Seneca County Children’s Services by calling 447-5011. Whenever possible the building administration will be present during the telephone report.

The report shall include, if possible...

1. Name and address of child;

2. Name of person(s) with whom the child resides;

3. Name and addresses of parents, if different from child’s;

4. Names and ages of other children in the household;

5. The reason for suspecting abuse and/or neglect, including the nature and extent of the child’s condition, injuries, and other previous injuries of which you are aware

6. Additional information that may be relevant (i.e. other professionals who may have information that relates to this child);

7. An opinion as to whether the situation is serious enough to warrant immediate intervention.

Copies of child abuse/neglect forms and/or related correspondence are NOT to be kept in the child’s permanent record folder. Forms for reporting are in the office. Please, don’t hesitate to share with the building administration any concerns you have.

**Class Bell Schedule**

Three minutes are allowed between periods. Students are expected to be in the classroom when the tardy bell rings.Teachers are expected to be in their classrooms or outside their door as students arrive*.* Our goal is to utilize the entire class time to the fullest extent as “time on-task,” relates toward a quality program of instruction.

**Regular Bell Schedule**

Teachers Report 7:30 AM

Students enter 7:35 AM

Period 1/Announcements 7:55 AM - 8:48 AM

Period 2 8:51 AM-9: 39 AM

Period 3 9:42 AM - 10:30 AM

Period 4 10:33 AM - 11:21 AM

Period 5 11:24 AM - 12:12 PM

Period 6 12:15 PM - 1:03 PM

Period 7 1:06 PM - 1:54 PM

Period 8 1:57 PM - 2:45 PM

Detention 2:50 PM - 3:30 PM

Students depart 2:55 PM

**Two-Hour Delay Bell Schedule**

Teachers Report 9:30 AM

Students enter 9:35 AM

Period 1/Announcements 9:55 AM-10: 28 AM

Period 2 10:31 AM - 11:00 AM

Period 4 11:03 AM - 11:43 AM

Period 5 11:46 AM - 12:26 PM

Period 6 12:29 PM - 1:09 PM

Period 3 1:12 PM - 1:41 PM

Period 7 1:44 PM - 2:13 PM

Period 8 2:16 PM - 2:45 PM

Detention 2:50 PM - 3:30 PM

Students depart 2:55 PM

**Class Lists**

Class lists have been prepared for you in detail. The students listed should be in the scheduled classes at the beginning of school. Please check these very carefully and report any discrepancies to the office. No new students should be admitted to your class unless authorized by a schedule change slip and notification from the office. First and second semester class lists should be kept accurate and up-to-date. No change should be made on a class list unless authorized by a schedule change slip from the office or a notification of withdrawal from school.

**Course of Study / Student Academic Course Requirements**

Each teacher is to have available a class policy handout for each subject taught. The class policy handout shall be utilized to describe what is to be taught, specify subject matter objectives, establish scope and sequence, and provide a basis for pupil evaluation for each nine-week period. A copy of each teacher’s course policy handout is required to be on file with the principal.

Teachers should give all students and the administration a course policy handout explaining various aspects of the course, which should include the following:

1. Reading and written requirements
2. Homework
3. Class participation
4. Other aspects of the course

Any disciplinary procedures that would impact student grades must be done with the knowledge and consent of the administration, for example: removal from class. Those procedures that result in the reduction of grades must be submitted in writing for approval.

**Class Projects**

Collaboration with other staff members/departments is suggested and appropriate to eliminate similar deadlines.

**College Transcripts / Teacher Certification**

All teachers are required to have a valid teaching certificate and have this recorded in the office of the superintendent of schools. Teachers new to this system and those who have received a new certificate since last year should report this information to the principal. The new certificate should then be taken to the administration building where a copy will be made and the certificate returned to you. The treasurer of the board of education is not authorized to pay a teacher if the proper teaching certificate/license and transcript of credits are not on file.

**Confidentiality**

Information about students is confidential and is to be discussed only in the privacy with appropriate staff members who work with that child or with the parent/guardian.  Information is not to be discussed inside or outside of the school with unauthorized persons.

When writing a referral or a note to parents concerning their child, do not write the name of any other child on the referral.  Never discuss another child during a parent conference.  Do not leave confidential student information on an answering machine or voicemail.

The professional reputation of our school hinges upon dealing with information about students in a confidential and sensitive manner.  Your concern for confidentiality is critical to maintaining Tiffin City Schools' positive reputation in our community.  It is a professional responsibility and obligation.

**Copies**

Teacher copying needs may be met through the use of the photocopy machines located in the office and teacher workrooms. If a copy machine is inoperable, please notify one of the secretaries at the main desk.

**Copyright / Educational Use of Printed Materials**

All employees of Tiffin Middle School are expected to follow the Tiffin City School's copyright policy. A copy of this policy is available as a PDF document on the TCS website. A copy is also available in the TCS School Board Policy Manual, which is in the main office.

**Desk Copies**

Desk copies of workbooks and textbooks, teachers’ manuals, and keys for textbooks and workbooks are available. These should be left in your teaching-station at the end of the school year. Teachers not returning to TMS should turn in all materials to the office (assistant principal/principal).

**Detention**

Detention slips are used to improve the management of school detention. If you use the teacher detention slip make sure that the student is aware that these are for your detentions, not for school detentions. Your cooperation and assistance is appreciated. A review of the existing policy is important in this process. Detention is not appropriate for all disciplinary problems.

School detentions are held in a room to be determined from 2:50 PM to 3:30PM. School detentions should be issued by teachers for the following reasons:

1. Failure to serve teacher detentions
2. Hallway disruptions

All other infractions are considered "staff" detentions and need to be served with the issuing teacher. Exceptions to these rules may be made after a conference with the administration. The times and location of your own detentions are at your prerogative Be specific about where and when the student is to serve your detention.

If you issue a teacher detention, and the student says that they currently have school detention, your detention takes precedent.We only ask that you place a note in the detention monitor’s detention box indicating that this student did serve a detention with you on a specific date; otherwise this student will be penalized for not appearing at his assigned school detention. Always assign detentions for the next school day. When completing a detention slip, please be neat, with specific dates and names. Give the top slip to the student, keep the second copy for your records, and place the remaining copies in the detention box in the main office workroom. When issuing a detention, teachers are expected to contact parents and notify them of the details.

**Disciplinary Actions For Serious Misconduct**

The Tiffin City Board of Education delegates to school officials the authority to enforce District policies, regulations and school rules governing student conduct. The Board also believes that the teacher-student relationship in the classroom, halls and on school property is important and should be one of mutual respect at all times. The teacher will be recognized as the person in authority at all times in the classroom, halls, buildings, on school grounds, and at school-related events.

No student should be removed from class until a phone contact is made and a parent conference is held. If these or other forms of disciplinary intervention fail, then a classroom removal may be considered a viable option. Exceptions to this are any student actions that may fall within the serious student misconduct section of the student handbook.

Many disciplinary cases would never occur if teachers would carefully observe the following:

1. Always be pleasant, friendly, courteous, and considerate of the students.
2. Never be sarcastic, use ridicule, or make an example to control a student.
3. Be considerate and helpful in dealing with students, but do not be familiar or permit familiarities in relationships with students.
4. Never discuss or permit discussion of another teacher or adult employee of the school in the presence of or with a student.
5. Be consistent, fair, reasonable, and firm with your students. Students must be able to depend upon your requirements being stable. Have high expectations for your students. Expect quality and regular work from your students.

Some methods to be implemented before a class removal would include, but are not limited to, the following:

1. Denying of certain privileges granted to other students
2. Assigning special tasks
3. Teacher detentions
4. School detentions, with administrative permission
5. Student-Teacher Conferences
6. Parental Conference (contact/notification) of classroom disruptions/problems
7. Conference with Dean of Students or Principal

***Class Removal***

All students at Tiffin Middle School are responsible for their own behavior. Disruptions or interference with the educational process for other students is not acceptable. Flagrant misconduct, insubordination, and/or frequent disruptions may result in a removal from class. The building administration has the full authority to handle each situation in the manner deemed most appropriate.

A class removal at Tiffin Middle School is considered a serious event and should only be utilized after other disciplinary methods have failed to produce positive behavioral changes. Teachers are expected to handle their own discipline as often as possible.

Removal from class for reasons that are not stated in the serious student misconduct section may only occur after the teacher has completed the following:

1. Repeated instances of inappropriate behavior and teacher responses are documented.
2. A parental contact by the teacher has been documented.
3. The administration is invited to attend a meeting between the parent, student, and the teacher.
4. The instructions below are to be followed when removing a student from your class.
5. If a student is removed from class you must first notify the office by phone so we are aware that the student will be coming to the office. Past experience has indicated that the student may not report as instructed and this notification will alert the office to expect the student.
6. Send the student immediately to the office.
7. Complete the TMS Discipline Referral Form and send it to the as soon as possible. Discipline notices are available in the main office. Please be specific when describing the incident.
8. Contact the parent/guardian by phone as soon as possible. If you are not successful in making contact by phone, write and mail a short note to the parent/guardian explaining the situation and asking for their assistance and support. Attach a copy of the note to the TMS Discipline Referral Form.

If there are problems with any students or questions involving any aspect of the discipline policy, please feel free to discuss this with Dean of Students or the Principal.

***Suspension***

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

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

The student shall be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to otherwise explain his actions. This informal hearing can be held immediately. If a student is then suspended, within twenty-four hours a letter shall be sent to the parents, guardian, or other representatives 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.

Work missed as a result of a suspension will be provided to students; however, students will only earn partial credit, which will not exceed 59% for each assignment.

***Expulsion***

Expulsion: Expulsion is the removal of a student for more than 10 days, but not more than 80 days duration.

Actions meriting expulsion are outlined in the student code of conduct. Only the superintendent or designee may expel a student. An expulsion can extend beyond the end of the school year, if there are fewer school days than expulsion days remaining in the school year, and then the superintendent may apply any remaining part of all of the period of the expulsion to the following school year.

The superintendent or designee must give the student and his/her parent or guardian written notice and the reasons for the intended expulsion.

This written notice must advise the student and his/her 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.

***Emergency Removal***

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

**Drug Administration**

Teachers should make themselves aware of the policy regarding the administering of prescription and non-prescription drugs to students. No prescription medication may be administered without the proper forms on file from both parent and physician. Non-prescription medication (such as Tylenol or cough syrup) may be given with written parent permission. All prescription medication must be kept in the office.

By state law, students who need prescriptive drugs will need to furnish a signed statement from the doctor with the student’s name and address, the drug name, dosage and time administered. Prescriptive drugs are to be in their original container along with any special instructions for administration by the principal or his/her designee. The office personnel will keep all medications.

No employee authorized by the Tiffin City Board of Education to administer a prescribed drug, and who has a copy of the most recent statement, would be liable in civil damages for administering or failing to administer the drug, unless he acted in a manner that would constitute “gross negligence or wanton or reckless misconduct.”

The Board of Education shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

See Board of Education Policy **JHCD**

**Drug-Free Workplace Act**

The Board of Education will maintain an employee standard of conduct that clearly prohibits at a minimum the unlawful manufacturing, possession, use and distribution of illicit drugs and alcohol on school premises or as part of its activities. It is also understood that compliance with these standards of conduct is mandatory.

The Board of Education will utilize disciplinary sanctions (consistent with local, state and federal law) up to and including termination of employment and/or referral for prosecution. These rules will be imposed on employees who violate the standards of conduct established above.

**Emergency Procedures**

Safety of the students is vital to the school. A fire or tornado drill throughout the year provides an idea of what must happen in case of an emergency. The teacher conducting the class is responsible for the children in case of an emergency or drill. All students are to follow basic rules.

It is the teacher's responsibility to acquaint themselves and their students with the official regulations and procedures governing fire and tornado drills. Please post the exit information near the room exit. Those classes outside for recess or physical education should proceed to the designated area during fire or tornado drills. Special area teachers should bring their students to their designated area during the drill

**Equipment Care**

Staff members that are taking TCS owned equipment (i.e. computers, cameras etc.) home is doing so at their own risk. Tiffin City Schools Insurance DOES NOT and CAN NOT cover this equipment once it leaves the district. Please also be advised that your personal insurance policies may not cover the equipment either. I have been told that for a small fee a "rider" may be purchased for your homeowner’s insurance policy to extend coverage for this type of incident. Please contact your insurance company to see if the equipment would be covered under your current policy if an accident was to happen and damage/destruction occurred to TCS owned equipment while in your possession. Please also understand that if any damage occurs to any TCS owned equipment while in your possession outside of the district you will be held financially responsible for any repairs and or replacement costs involved.

**Equipment Inventory**

When new equipment is received, please check to see if an inventory sheet has been filed. If equipment is moved from one room to another permanently, please request an inventory transfer sheet. If any equipment should be deleted from the inventory, please request an inventory deletion sheet. These forms may be obtained in the main office. Inventory tag numbers should be attached to all items with a value of $500 or more.

**Evaluation of Staff**

Staff evaluations will be conducted as defined in the current Master Agreement.

**Exams**

Semester exams are given in all eighth grade classes. Exams **may** be given in grades six and seven at the teacher’s discretion.

**Family Educational Rights and Privacy Act - (FERPA)**

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:

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 (or appropriate school official) 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.

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 (or appropriate school official), 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.

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.

**FMLA**

**Basic Leave Entitlement**

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

1. For incapacity due to pregnancy, prenatal medical care or child birth;
2. To care for the employee’s child after birth, or placement for adoption or foster care;
3. To care for the employee’s spouse, son or daughter, or parent, who has a serious health condition, or
4. For a serious health condition that makes the employee unable to perform the employee’s job.

**Military Family Leave Entitlements**

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leaver to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status, or is on the temporary disability retired list.

**Benefits and Protections**

During FMLAA leave, the employer must maintain the employee’s health coverage un- der any “group health plan” on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

**Eligibility Requirements**

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer with 75 miles.

**Definition of Serious Health Condition**

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

**Use of Leave**

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer’s operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

**Substitution of Paid Leave for Unpaid Leave**

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer’s normal paid leave policies.

**Employee Responsibilities**

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer’s normal call-in procedures.

*It is the responsibility of the teacher on leave to prepare lesson plans if a substitute is assigned to the classroom while the teacher is on paid sick leave.)*

*It is the responsibility of the interim teacher to prepare lesson plans if the interim teacher has been hired to replace a teacher on non-paid leave.  However, in the best interest of the students, the teacher of record should provide the interim teacher with an overview of topics/lessons/units to be covered during her absence to ensure a continuum of instructional services.*

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

**Employer Responsibilities**

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees’ rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee’s leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

**Unlawful Acts by Employers**

FMLA makes it unlawful for any employer to:

1. Interfere with, restrain, or deny the exercise of any right provided under FMLA;
2. Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

**Enforcement**

An employee may file a complaint with the U.S.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

**FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R, § 925.300(a) may require additional disclosures.**

See Board of Education Policy **GBR, GBR-R**

**See TCS Treasurer for FMLA Form**

**Field Trips / Travel Vendor Compensation**

Any compensation paid by a private travel vendor to an employee is considered "public money" and must be returned to the District. All travel arrangements must be in compliance with district field trip regulations and approved by the Superintendent or his/her designee. Expectations for student behavior, attire, time schedules(s), and any other pertinent facts should be provided in writing by the event supervisor to the students and parents prior to the actual event.

**Fire Drills**

The signal for a fire drill is the rapid sounding of the fire signal. When the fire signal sounds, students should follow directions for the room they are in at the time. The teacher should be the last one leaving the room, seeing that windows and doors are closed and then joining the students at their designated place on or off the school grounds. The class/students should remain outside until they are directed to return to classes.

Teachers must enforce good conduct on the part of the students and not permit wandering away from their group, loud talking, running, or any conduct detrimental to an orderly evacuation and reentry to the building. Attendance is to be taken and reported to your assigned counselor or administrator. A copy of the Fire Drill Procedure should be posted on your room bulletin board. Fire drill procedures are listed in the individual rooms.

**Grade Books**

Grade books are to be kept accurately and the final grades inputted into Progress Book. Teachers should submit their grade books to the principal at year’s end. Students are not to be given access to record books or other areas containing student records.

**Grading/Records**

Only teachers record grades and have access to student grades and/or student records.

**Grade Point Average - G.P.A.**

A student’s grade point average will be calculated automatically at the quarter and semester grade reporting periods. The grade point average is calculated on a four-point scale with the numerical value of grades assigned according:

A = 4.00 A- = 3.67 B+ = 3.33

B = 3.00 B- = 2.67 C+ = 2.33

C = 2.00 C- = 1.67 D+ = 1.33

D = 1.00 D- = 0.67 F = 0.00

A student’s **grade point average** reflects the student’s academic performance for that quarter only.

**Grade Reporting Process**

Immediately after the grades have been reported, verification sheets will be processed and returned to you. These will generally need to be turned in by the end of the next day after grades have been reported with the exception of the second and fourth nine weeks. At the end of the fourth quarter, verification sheets will need to be turned in before you check out for the summer.

***Incompletes:***

Incompletes and grade changes must be cleared by administration and although they do occur, they should be avoided and rectified before submitting class grades.

**Grading System**

***Tiffin City School District Common Grading Scale***

The following Common Grading Scale has been adopted by the Tiffin City School District. This scale is to be used by all staff in all classes

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-

***Weighted Courses***

Tiffin Middle School students enrolled in Honors Algebra 1 and Honors American History will earn grades under a weighted grading system. By weighting honors courses, students enrolled will be rewarded by receiving higher grade point averages with grades D- and above.   Weighting courses at TMS helps to align us with current practice in place at Tiffin Columbian High School. 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 versus weighted grade point values.

                                Non-weighted             Weighted\_\_\_\_\_\_\_

                             A      4.00           A or A+ 4.33

                                A-     3.67          A-     4.00

                                B+   3.33           B+   3.67

                                B      3.00           B      3.33

                                B-     2.67          B-     3.00

                                C+   2.33          C+   2.67

                                C      2.00           C      2.33

 C- 1.67 C- 2.00

 D+ 1.33 D+ 1.67

 D 1.00 D 1.33

 D- 0.67 D- 1.00

 F 0.00 F 0.00

***Grading System and Course Failure***

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

A+: 12 (applies to HS and weighted courses only)

A: 11

A-: 10

B+: 9

B: 8

B-: 7

C+: 6

C: 5

C-: 4

D+: 3

D: 2

D-: 1

All other grades will be calculated by the following formula: double the nine weeks’ grade and add in the semester exam grades.

The grade issued in a semester course will be the final grade that will determine both credit for the course and the representative grade point average. Similarly, the final grade issued for a year course will be the only grade that will determine credit for the course and the grade point average. The first semester grade in a year course is a projection of student performance for the year and not used to determine credit or grade point average.

The computer will calculate all final grades, both for semester and yearlong courses. Teachers do not need to calculate end-of-course grades*.* However, there are constraints when a teacher must override the computer to determine the end-of-course grade and force the final grade because the student did not meet the specific requirements as listed.

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 of 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.

**Hall Passes / Hallways**

Teachers shall use the passes found in the student handbook when students request a pass. Students may request a pass from each period class no more than three times a quarter. If a student is without his or her handbook, the student may not leave your room. What happens to the student who uses all three of the passes? He or she will get another pass the next grading period. You will have many fewer students asking to leave your room. What is the reward for not using the passes? For each of the unused trips in a grading period, you could award an extra credit point(s) or give incentive points towards goals in class. Students really try to save their passes and use them only for truly necessary situations.

Students sent on teacher errands or requested by the office or guidance counselors should be given a purple pass. Teachers should have a written procedure as to the use of either hall pass used. The important point is that all students need to have either their handbook or a purple pass to be in the halls during regular class time. We want to prevent students from simply "walking" the hallways for no appropriate reason.

**Hazing/Bullying**

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

Bullying is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

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

Prohibited activities of any type including those activities engaged in via computer and/or electronic communications devices are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No student, including leaders of student organizations, may plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events, which might include hazing and/or bullying. If hazing and/or bullying or planned hazing and/or bullying is discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all hazing and/or bullying activities immediately. All hazing and/or bullying incidents are reported immediately to the Superintendent and the appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written report of all reported incidents of bullying and post the report on the District's website.

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

District employees, students and volunteers 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 law.

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

**Honor Roll**

Honor Roll for students will be based on each nine weeks’ grading period. Honor Roll is determined by earning at least a 3.2 GPA.

**Interim Reports**

Interim grades will be distributed to all students at the mid point of each quarter.

**Inventories**

Room inventories must be filed in the office at the end of the year and should include all equipment, including audio-visual items. Major room items should be labeled with teacher's name/room for summer cleaning.

**Keys**

Students must never be permitted to borrow or use any school keys. Teachers are responsible for the keys in their possession. All keys should be returned to the office or signed out at the end of the school year.Teachers are to use the keys themselves or omit the planned activity. Lost keys are to be reported immediately to the principal's secretary. Broken keys will be replaced and the activity suspended until new keys can be issued. Lost keys will be replaced at the teacher’s expense.

Building security is to be emphasized by closing windows, turning out lights, and locking doors when leaving your rooms for any length of time.

**Lesson Plan Books**

Each teacher is expected to keep an accurate plan of daily assignments and lesson plans to be covered. Plan books are to be prepared at least one week in advance. Since this book serves as a ready reference for substitute teachers, each teacher should have a copy in the office when absent. Seating charts for each class are also to be available and accurate. Teachers should follow their assigned due dates when turning in lesson plans.

A schedule for submitting lesson plans has been established for the school year and will be distributed on the teacher workday.

A sub folder should also be periodically updated with seating charts, classroom rules, emergency procedures, and other specific and pertinent information valuable to a substitute teacher.

**Lesson Plans - Policy and Guidelines**

The following guidelines have been established for classroom teachers, grades kindergarten through twelve. These guidelines should provide all teachers a consistent framework in writing plans for their instructional program regardless of building, subject area, or grade level assignment. This system-wide policy attempts to define the expectations of teachers in discharging their responsibilities for this important component in the teaching process. The guidelines will also provide the building principal with a standard for determining the effectiveness of lesson planning efforts.

***General guidelines for lesson plans:***

These guidelines address themselves only to the actual writing of instructional plans in the plan book provided for each classroom teacher.

The guidelines are minimal lesson plan writing expectancies for all classroom teachers, grades kindergarten through grade twelve.

The building principal may require additional requirements in the areas of schedules, daily routine, special teachers, etc.

Lesson plans for all classroom teachers will be checked by principals a minimum of once every two weeks. The details of this process will be left to the discretion of the building principal.

A full week’s lesson plans are to be completed no later than Monday morning of each week.

Plans would best be written in pencil to allow for unavoidable changes necessitated as the instructional plan is implemented.

In general, the written plans should provide the following basic component for each lesson:

1. What the students are to learn,
2. How the desired learning outcomes are to be attained and,
3. The means to be utilized in determining the extent of learning that occurred in the lesson.

Written lesson plans need to reflect a direct correlation to Board adopted, written courses of study, and the content standards.

It is the responsibility of the teacher on leave to prepare lesson plans if a substitute is assigned to the classroom while the teacher is on paid sick leave.

It is the responsibility of the interim teacher to prepare lesson plans if the interim teacher has been hired to replace a teacher on non-paid leave.  However, in the best interest of the students, the teacher of record should provide the interim teacher with three weeks of lessons plans in addition to an overview of topics/lessons/units to be covered during his/her absence to ensure a continuum of instructional services.

**Mail**

All school related out-going mail should be brought to the office. All Tiffin Middle School mail will be sent to the administration building at noon daily for postage. The office does not mail any personal mail or sell postage stamps or envelopes*.* Please refer to **UPS Charges, Postage Charges, And Miscellaneous Purchases** for additional information.

**Mailboxes / E-Mail Accounts**

There is a mailbox for each teacher in the main office workroom. Please check daily for bulletins, directions, and mail. All boxes must be completely cleared when you leave the building.Do not permit students to pick up your mail. The mailbox should be checked each morning upon your arrival at school, at noon, and after school. Mailboxes and e-mail accounts should be checked consistently throughout the day.

**Make-Up Work As a Result of Student Absence**

In the event a student is absent, the parent or guardian may call the school to request assignments for the day(s) you are absent. Generally, students are granted one make-up day per day (s) of absence. It expected that regardless of the reason for a child missing school, he/she will be granted the opporutnitity combined with reasonable support to make up the work.

Students having physical problems that might require an excessive amount of absenteeism should make this known through a letter from a physician to the school administration. At the discretion of the administration, tutoring may be necessary to receive credit in any given course.

**Media Center**

Teachers are encouraged to make use of the library by sending students for individualized research to this area and, if necessary, scheduling entire class sessions with the librarian. If it is necessary for your students to complete library work on specific days, communication should take place between library and classroom teacher.

**Medication Policy For Students**

Students who require daily medication must directly bring all medication to the main office. The appropriate medication authorization form completed by parents and approved by the physician must accompany all medication. 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. A record of the dispensing of medication will be kept in the office. Please see an administrator if you have any concerns or questions regarding medication.

**Nondiscrimination / Harassment**

The Board’s policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin, citizenship status, religion, sex, economic status, age or disability.

The Board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means, or a climate of hostility or intimidation; or, the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual. Employees or students who engage in discrimination/harassment of another employee or student shall be subject to disciplinary action.

**Parent / Teacher Conferences**

Parent teacher conferences will be held in the 1st semester and 2nd semester.

**Parking**

Teachers should use the Ella Street parking lot or the event parking lot behind the gym. Teachers should not use the visitors’ parking lot at the main entrance.

**Personal Leave**

Each full-time teacher or other employee will be granted threedays of personal leave per year with no loss of compensation. Requests must be submitted in writing to the building principal or immediate supervisor one week in advance of the desired date for personal leave.

The principal or supervisor has the authority to approve the request consistent with the provisions of the TEA negotiated agreement.

Requests for personal days may be made for any contracted day of the school year with the following exceptions with respect to which a personal day may be taken only with approval of the principal or supervisor:

a. First and last day of school for students.

b. Parent / teacher conference days.

c. Teacher meeting / work days.

d. The regularly scheduled workday immediately preceding and the regularly scheduled workday immediately following a holiday or break period (e.g. the winter break and spring break) in the school calendar.

e. The above exceptions will not be applied in the event of a declared Level 3 emergency that precludes the teacher from getting to work or comparable natural disaster.

Requests for unrestricted personal days August through April will be approved up to a daily maximum of 15% of a building staff (minimum of two). Requests for unrestricted personal days in May are approved up to a daily maximum of 5% of a building staff. Requests will be honored on a first come, first served basis.

**Professional Conduct**

All staff members behave in a professional manner, realizing that one’s actions reflect directly on the status and substance of the profession.

All staff members shall maintain a professional relationship with all students at all times, both in and out of the classroom.

A staff member's responsibility includes nurturing the intellectual, physical, emotional, social, and civic potential of all students and providing a safe environment free from harassment, intimidation and criminal activity. We create, support, and maintain an appropriate learning environment for all students and fulfill the roles of trusted confidante, mentor and advocate for students’ rights. All staff members must serve as a champion against child abuse and be cognizant of student behaviors that suggest abuse or neglect.

**Conduct unbecoming**includes, but is not limited to, the following actions:

1. Committing any act of sexual abuse of a student or minor or engaging in inappropriate sexual conduct with a student or minor.
2. Committing an act of cruelty to children or an act of child endangerment (e.g., physical abuse, mental injury, or emotional abuse).
3. Soliciting, encouraging, engaging or consummating an inappropriate relationship with a student or minor.
4. Disparaging a student on the basis of race or ethnicity, socioeconomic status, gender, national origin, sexual orientation, political or religious affiliation, physical characteristics, academic or athletic performance, disability or English language proficiency.
5. Using inappropriate language, gestures or signs at any school­ related activity such as racial slurs, biased, lewd or lascivious expressions.
6. Provoking an altercation between students, or provoking or engaging in a physical altercation with students (i.e. grabbing by the arm, grabbing by the collar, pushing, etc.), that is not for the purpose of ensuring the health, safety, and welfare of students.
7. Failing to provide appropriate supervision of students, within the scope of the staff's official capacity, which risks the health, safety, and welfare of students or others in the school community.
8. Knowingly contributing to or knowingly failing to intervene in the harassment, intimidation or bullying of a student.
9. Using technology to promote inappropriate communications with students.

**Progress Book**

TMS teachers will maintain and keep current their own Progress Book sites. Grades should be entered on a regular basis. Information for parent access is located in the main office.

**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 orwhen 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

**Rooms, Care of**

Please see that windows are closed, chairs and desks properly arranged, and paper picked up from the floor in your room at the close of the day. During cold weather, doors and windows should be closed for proper room heating. We should all help to conserve energy by turning off rows of lights that are not needed, using window blinds effectively, and reporting any discrepancies to the office.

Writing on desks and putting chewing gum underneath desks should be strongly deterred by all teachers. Refreshments or food is the responsibility of each individual teacher. If food is a necessary extension of the course curriculum, students should not take food from the classroom site.

It is the teacher's responsibility to make sure the room is clean and free of spills before the next class period. Parties are not to be held in classrooms, especially on the last day of school and before any vacation period.

**Schedule Changes: Student**

The office or a counselor notifies each teacher affected by a student schedule change. Teachers should then add or delete said student from their class lists. Do no make any changes on your class list until you have received the verification copy from the office. No schedule changes can be made without guidance and/or administrative approval.

**School Hours**

Teachers are expected to be at school from 7:30 a.m. to 3:00 p.m. If it is necessary to leave before that time, it must be with the permission of the principal or dean of students. You are expected to be on duty from 7:31 to 7:55 a.m. in and about your classrooms, not in the lounges, workroom, or office. Evening events should conclude by 9:00 p.m. during the week. The building is to be cleared of all students by 9:00 p.m.

**Sexual Harassment Policy**

Tiffin Middle School is committed to eliminating and preventing sexual harassment from our school and facilities. Sexual harassment is improper, immoral, illegal, and is prohibited at Tiffin Middle School. 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.

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. 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, request for sexual favors or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

Submission to such conduct is made, either explicitly or implicitly, a term or condition of a person’s employment or educational development;

Submission to, or rejection of, such conduct by an individual is used as the basis for employment or education decisions affecting such individual; or

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.

**Smoke-Free Workplace**

Local school districts are required to prohibit smoking within "school safe zones" as of January 1, 1995, P.L. 103-227. Recognizing health issues, the Board prohibits the use of all tobacco products 24 hours a day in or on all district owned property.

**Staff Conduct**

All staff members have a responsibility to make themselves familiar with, and abide by, the laws of the State of Ohio, the policies of the Tiffin City Board of Education and the administrative regulations designed to implement them.

In the area of personal conduct the Board desires that staff conduct themselves in a manner that not only reflects credit to the District, but that sets forth a model worthy of emulation by students.

All staff members will be expected to carry out their assigned responsibilities with conscientious concern. Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which will be required of all personnel:

1. Faithfulness and promptness in attendance at work;

2. Support and enforcement of policies of the Board and regulations of the school administration in regard to students;

3. Diligence in submitting required reports promptly at the times specified

4. Care and protection of school property, and;

5. Concern and attention toward their own and the District’s legal responsibility for the safety and welfare of students, including the need to assure that students are under supervision at all times.

See Board Of Education Policy **GBGC.**

**Staff Gifts And Solicitations**

No organization may solicit funds of staff members in the schools, nor may anyone distribute flyers or other materials related to fund drives through the schools, without the prior approval of the superintendent. Employees may not engage in the sale of products to the schools, collect any money or distribute any fund-raising literature without the expressed approval of the superintendent.

**Staff-Student Relations**

No member of the school staff shall date or become romantically or sexually involved with a student enrolled in the Tiffin City Schools. Such involvement with students by school staff will be viewed as highly inappropriate behavior and may constitute just cause for contract termination.

The relationship between the District’s staff and students must be one of cooperation, understanding, and mutual respect. Staff members have a responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her capacity.

Staff members should strive to secure individual and group discipline, and should be treated with respect by students at all times. By the same token, staff members should extend to students the same respect and courtesy that they, as staff members, have a right to demand. Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. Excessive informal and/or social involvement with individual students is prohibited. Such conduct is not compatible with professional ethics and, as such, will not be tolerated.

Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context including, but not limited to, the following guidelines.

1.Staff members shall not make derogatory comments to students regarding the school, its staff, and/or other students.

2.The exchange of purchased gifts between staff members and a student is discouraged.

3.Staff-sponsored parties, at which students are in attendance, unless they are a part of the school’s extracurricular program and are properly supervised, are prohibited.

4.Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.

5.Staff members shall not associate with students at any time in any situation or activity which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.

6.Dating between staff members and students is prohibited.

7.Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.

8.Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.

9.Staff members shall not send students on personal errands.

10.Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.

11.Staff members shall not attempt to counsel, assess, diagnose or treat a student’s personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance.

12.Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health, and/or family background.

Social Networking Web Sites

1. District staffs that have a presence on social networking web sites are

Prohibited from posting data, documents, photographs or inappropriate information on any web site that might result in a disruption of classroom activity. The Superintendent/designee has full discretion in determining when a disruption of classroom activity has occurred.

2.District staff is prohibited from providing personal social networking web site passwords to students.

3.Fraternization between District staff and students via the Internet, personal e-mail accounts, personal social networking web sites and other modes of virtual technology is also prohibited.

4. Access of personal social networking web sites during school hours is prohibited. Violation of the prohibitions listed above will result in staff and/or student discipline in accordance with State law, Board policies and regulations, the Staff and Student Codes of Conduct and handbooks and/or staff negotiated agreements. Nothing in this policy prohibits District staff and students from the use of education web sites and/or use of social networking websites created for curricular, co-curricular or extracurricular purposes.

See Board of Education Policy **GBH**

**Start and Dismissal (All Buildings)**

Columbian: 7:45 a.m. - 2:45 p.m.

TMS: 7:55 a.m. - 2:45 p.m.

Krout: 8:15 a.m. - 2:45 p.m.

Lincoln Pre-K: 8:00 a.m. -11:10 a.m. (M-TH) and 11:50 a.m. – 3:00 p.m. (M-TH)

Noble: 8:15 a.m. - 2:45 p.m.

Washington: 8:15 a.m. - 2:45 p.m.

**State Teachers’ Retirement**

All teachers must belong to the State Teachers’ Retirement System. All teachers who have not previously taught in Ohio are to complete a form, which can be obtained from the treasurer’s office located at the administration building.

**Student Publications**

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

**Student Records**

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

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

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

All rights and protections given to parents under law and this policy transfer to the student when he/she reaches age 18 or enrolls in a post secondary 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

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 Supervision**

Enforce a policy of having students out of the building at the close of the school day, unless they are to remain for special help with a teacher. Never send students off the school grounds on an errand. Never leave students alone in a room except in an emergency.

Each student from the time he/she arrives on the school grounds until he/she leaves the school at the end of the day is under the direct supervision of a teacher. Teachers should not leave their classroom of students in order to use the telephone, run off materials, or check mailboxes. Under no circumstances should students be excused prior to the end of the class period to go to lunch.

**Student Surveys**

All human research projects (including surveys, professional tests, questionnaires, and studies in which the researcher is the subject of his/her own research) are subject to the following guidelines and review of the cooperating teacher and administration before experimentation begins. Copies of standardized tests and student prepared tests, surveys, etc., must be included with the research plan. Examples of innocuous human projects that involve no risk would be projects that involve color preferences, eye color, etc., as opposed to invasive questionnaires that probe into personal matters that do involve risk for the subject.

Parents have the right to deny participation in any behavioral study including those using tests or questionnaires. Consent forms for behavioral projects must be informed consent (i.e., projects involving inquiries regarding personal insight into students' feelings, etc.,) must include self-made or professional questionnaires with the informed consent form so that parents or guardians are cognizant of the type of questions to be asked. Informed consent is strongly encouraged for all projects using human subjects and is required for subjects under 18 years of age and for all subjects when acceptable risk is determined. A sample consent form must be submitted before experimentation begins. Before experimentation, the cooperating researcher and administration must be given the opportunity to review the researcher's research plan. Any recommended changes must be incorporated and resubmitted for final approval prior to beginning experimentation. All surveys must have administrative approval.

**Student Withdrawal / Transfer**

Do not allow a student to withdraw from your class without the official withdrawal form that must be presented by the student to each teacher for your signature.

**Teacher Absence**

If a teacher is ill or cannot teach due to an emergency, it is the desire of the administration to secure a substitute teacher so that the schoolwork can proceed as normally as possible for that particular day. Your substitute will use the lesson plans and seating charts that you will have filed in the main office. Sub folders are emergency lesson plans only.

If a teacher is absent for any day or part of any day, whether a substitute is employed or not, the teacher must complete an absence statement upon returning.

It is the responsibility of the teacher on leave to prepare lesson plans if a substitute is assigned to the classroom while the teacher is on paid sick leave.

It is the responsibility of the interim teacher to prepare lesson plans if the interim teacher has been hired to replace a teacher on non-paid leave.  However, in the best interest of the students, the teacher of record should provide the interim teacher with an overview of topics/lessons/units to be covered during her absence to ensure a continuum of instructional services*.*

**Teacher Aides**

Teacher aide activities must be limited to areas not involving student grades, grading, or attendance. Assistance is limited to one per period with a maximum of two per day.

**Teacher Attire**

While the Tiffin City Schools system does not have a teachers’ dress code, part of good professionalism is setting a good example through appropriate appearance.

**Teachers’ Meetings**

Teachers’ meetings will be held each month beginning at 3:00 p.m. in the media center*.* In addition, special meetings may be called if the need should arise. Place these dates on your calendar at the beginning of the year. All teachers are expected to attend these sessions. If for some reason you cannot attend a scheduled meeting, you are expected to communicate with the principal prior to the meeting.

**Technology / Electronic Media Use**

Students in the Tiffin City Schools are responsible for good behavior on school computers or networks and other technology/electronic media equipment. Computers are provided for students to conduct research, communicate with others, and produce products. General school rules for behavior and communications apply. 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 student to have Internet access must complete and return the Technology/Electronic Media No-Access Form.Network administrators reserve the right to monitor student screens and E-mail.

As outlined in school policies and procedures on student rights and responsibilities, the following are not permitted:

1. Intentionally damaging computers, peripherals, or networks
2. Using another persons’ password or giving your password to someone else
3. Sending or displaying offensive messages or pictures
4. Using obscene language; harassing, insulting or attacking others
5. Violating copyright laws
6. Intentionally wasting network purposes
7. Employing the network for commercial purposes
8. Distributing or collecting obscene (determined by the Administration), abusive or threatening material found on the Internet

Violations may result in a loss of access as well as other disciplinary or legal action, depending on the severity of the situation. The disciplinary process may include combinations of the following consequences:

1. Loss of access privileges
2. Referral to the Administration for disciplinary action

**Telephone, Use of**

Long distance calls are to be recorded and given to one of the secretaries in the main office for proper documentation.

**Textbooks, Issuance of**

Teachers should have an accurate record of textbook issuance with textbook numbers and condition. An accurate record of this information is very important. Students should use caution regarding the use and care of books. Explain that the student will be held financially responsible for the loss of, or damage to, his/her book. No report cards will be issued until all fines for damaged or lost books have been paid. Lost books must be reported to the office on your year-end textbook inventory*.* Lost textbooks will be charged according to their actual replacement cost. You will be given a book price list after the beginning of the school year.

**Textbooks, Supplemental for Group Work**

The teacher to determine age and curricular appreciation will preview any supplemental material used in the classroom. All supplemental material used should have a direct tie to the Board adopted Course of Study. The teacher will write a brief description of any items of a questionable nature and submit it to the building principal and curriculum director for authorization. Upon authorization, a similar description will be sent home to the students’ parents. Before students may be introduced to the supplemental materials, they must obtain their parents’ signature.

**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

(Name)

Tiffin City Schools

(School District Title)

419-447-2515

244 South Monroe St.

(Office Address)

michelle\_tuite@tiffincityschools.org

(District Email Address)

**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:

[Title IX](https://www.tiffincityschools.org/apps/pages/index.jsp?uREC_ID=1905838&type=d&pREC_ID=2049892)

**Tornado Alert Procedure**

The Tiffin Middle School Tornado Alert Procedure is distributed on the teacher workday. This procedure is to be reviewed with each class at the beginning of each semester and during those months designated as Tornado Safety months. Please familiarize yourself with this plan and be prepared to carry out this procedure.

In case of a tornado alert, teachers are to direct students into the corridors and move in an orderly fashion to the lower floor. Keep your students away from glass areas - windows and doors. Instruct your students to move to lower-floor corridors away from glass doors to the designated areas listed in the Tornado Alert Procedures that should also be posted on your bulletin board. The signal for this will be given via the P.A. system or at your door by this simple command; “Teachers are to follow the emergency weather procedure at this time.” An air horn system is to serve this same notice and is to be used as a back-up system.

**Twenty-Four Hour Protection**

Teachers have protection from certain types of student harassment for 24/7 hours/days. In other words just because the event happens on Saturday or Sunday does not mean that the student can use profanity to a teacher, strike a teacher, or otherwise harass and or disrespect a school employee.

**UPS Charges, Postage Charges, And Miscellaneous Purchases**

For all school-related mailings, see one of our secretaries in the main office. Any package that needs to be shipped UPS should be taken to the Administration Building, shipping center for Tiffin City Schools. Only school related packages are accepted, personal shipping is not accepted.

**Visitors To The Building**

In accordance with O.R.C. 2911.12 all visitors must report to the main office. Failure to do so may result in criminal trespass charges in which a maximum penalty of thirty days’ imprisonment and a $250 fine may be imposed. (Posted in accordance with O.R.C. 3313.20.)

**Webpages**

All TMS staff are expected to maintain and update their webpage’s on the District website.