

**Columbian High School
Teacher Handbook
2026-2027**

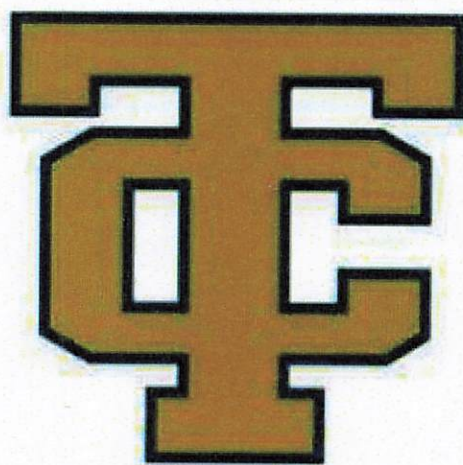


Table of Contents

Accidents	5	
Activity Calendar	6	
Activity Funds	6	
Announcements	7	
Assemblies/Assembly Bell Schedule	7	
Athletic Eligibility/Extracurricular	7	
Attendance/Tardiness-Students' Daily Course Requirements	7	
Auditorium Assembly Seating	9	
Bulletins and Announcements	9	
Bus Rules for Field Trips/Extracurricular Activities	9	
Cafeteria	9	
Cell Phone Usage-Staff	9	
Certificated Staff Assignments and Transfers	9	
Certificated Staff Leaves and Absences	9	
Class Bell Schedule	10	
Class Lists	10	
Class Policy Handout	11	
Class Projects	11	
College Transcripts/Teacher Certification	11	
Conduct of Staff	11	
Confidentiality	12	
Copies-Teacher Workroom		12
Copyright/Educational Use of Printed Materials	12	
Credit Flexibility	13	
Desk Copies	13	
Detention	13	
Disciplinary Action for Serious Misconduct	14	
Discipline-In School Suspension, Class Removal	15	
Discipline-Emergency Removal	17	
Discipline-Expulsion	16	
Discipline-Suspension	16	
Drug-Free Workplace Act	17	
Expulsion	16	
Family and Medical Leave	18	
Field Trips/Travel Vendor Compensation	18	
Fire Drills	18	
Grades	18	
Grade Point Average (G.P.A.)	19	
Grade Reporting Process	20	
Grading and Records	18	
Grading System	20	
Grading System and Course Failure	21	
Gymnasium Assembly Seating	23	
Hall Passes/Hallways	23	

Hazing	23
Honor Roll	24
Inventories	24
Keys	24
Lesson Plan Books	24
Lesson Plans-Policy and Guidelines	25
Library	25
Mail	25
Mailboxes/Email Accounts	26
Make-Up Work as a Result of Student Absence	26
Medication Policy for Student	26
Mission Statement of Columbian High School	4
Nondiscrimination /Harassment	26
Parking	27
Personal Leave	19
Personnel Records	19
Rooms, Care of	28
Schedule Changes (Student Class Schedules)	28
School Hours	28
Sexual Harassment Policy	29
Smoke-Free Workplace	29
Social Networking Websites	33
Staff Complaints and Grievances	30
Staff Gifts and Solicitations	30
Staff-Student Relations	31
Standards of Professional Conduct	29
Student Publications	32
Student Records	33
Student Records: Notification of Rights	35
Student Supervision	36
Student Surveys	36
Student Withdrawal/Transfer	36
Study Hall Procedures	37
Suspension	15
Tardiness-Student	7
Teacher Absence	37
Teacher Aides	37
Teacher Attire	37
Teachers' Meetings	37
Technology/Electronic Media Use/Guidelines	37
Telephone, Use of	39
Textbooks, Issuance of	39
Textbooks, Supplemental for Group Work	40
Tornado Alert Procedure	40
Truancy-Student	8
Twenty-Four Hour Protection	17

UPS Charges, Postage Charges, Miscellaneous Purchases
Visitors to the Building

40
40

DRAFT

MISSION STATEMENT OF COLUMBIAN HIGH SCHOOL

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

We at Columbian High School believe a diploma should indicate the following skills:

A Columbian High School graduate will make informed choices:

- recognize decision-making situations
- gather information relevant to the situation from a variety of resources
- organize and prioritize information
- analyze information
- reevaluate choices adapting to situational changes

A Columbian High School graduate will exhibit acceptable social skills:

- understand and participate in the democratic process
- be aware of and respect the existence of cultural and ethnic differences
- interact socially in appropriate ways
- assume responsibility for one's own actions
- appreciate and preserve the environment
- recognize and support community needs

A Columbian High School graduate will demonstrate personal growth skills:

- adapt to life changes
- act responsibly and accept consequences of personal choices
- set priorities to manage time
- demonstrate organizational skills
- continue learning
- develop personal interests to enhance the quality of life
- practice a healthy physical and emotional lifestyle
- demonstrate parenting skills
- manage personal finances
- understand and be tolerant of human diversity

A Columbian High graduate will be employable:

- recognize employment trends
- utilize effective job seeking skills including resume, interview, applications, etc.
- demonstrate quality work ethic including: be on time, attendance, respect, initiative, responsibility
- work cooperatively
- be accountable for actions
- show willingness to learn
- adapt to change
- demonstrate problem-solving

A Columbian High School graduate will communicate effectively:

- listen actively and demonstrate understanding
- write clearly, expressing organized ideas
- read and comprehend information from a variety of sources
- speak with purpose using language acceptable to the audience
- use and interpret nonverbal cues
- use technology to express and receive information

A Columbian High School graduate will demonstrate basic fundamentals of education:

- perform math skills
- perform reading skills
- perform writing skills
- demonstrate technology literacy
- demonstrate career/job readiness
- demonstrate organizational skills
- demonstrate citizenship skills

**GENERAL PLAN OF OPERATION
2026-2027**

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 staff first upon the scene is to complete an accident liability report. This form is available from the principal's secretary, 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.
8. 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 auditorium, stadium, cafeteria and gymnasium must be scheduled with the principal's secretary.

ACTIVITY FUNDS

Requisitions - Purchase order requisition forms should be completed and submitted to the secretary, for purchases from the activity accounts. Any purchase order requiring that payment accompany it, must be in the administration office no later than Monday of each week, and checks will be processed on Thursdays only. Be sure to indicate any special instructions on the requisition form when you turn it in. This entire process will be expedited more efficiently if handled according to the following guidelines:

- **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 the 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 the business secretary, personally or one of the secretaries in the main office. Do not leave money unattended on a desk. 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. A "Deposit of Funds" form should accompany all deposits for workbooks, as well as activity accounts. A receipt will be issued to you after each deposit is verified and should be kept as your record.

Students will be mailed a bill for fees. Teachers should not collect any money from any students. All students should see the athletic secretary concerning fees. The exceptions are club or team fundraisers. For them, the advisors or coach should make daily deposits to the athletic secretary.

ANNOUNCEMENTS - (P.A.)

Announcements will be given at 7:30a.m. and 12:03p.m. Teachers who have written announcements should have them in the office 10 minutes beforehand. All announcements must be sent to the office secretary. No more than three announcements for any one event should be given. Encourage students to be quiet and attentive for all announcements.

ASSEMBLIES/ASSEMBLY BELL SCHEDULE

Assemblies will be scheduled in the auditorium and the gymnasium, depending on the nature of the program. At assemblies, teachers must sit with their class groups and supervise proper student behavior. All teachers with conference periods will supervise and help in getting students seated and should remain to help supervise during the

assembly. Teachers should always check for assigned seating depending on the specific event.

ATHLETIC ELIGIBILITY/EXTRACURRICULAR

Athletic eligibility is determined by the preceding nine-week grading period. All students involved in athletics must pass five classes, not counting flag squad or physical education, each grading period and earn a 1.50 or better GPA during that grading period. Students enrolled in Post-Secondary Educational Option classes should contact their counselor for eligibility compliance.

In order to be eligible to participate in any interscholastic extracurricular activities, students in grades 9-12 must meet the following requirements:

- In the immediately preceding grading period, a student must receive a passing grade in a minimum of five (5) one credit courses or the equivalent, which count toward graduation; and
- Those grades must, when combined, be a total grade point average of at least a 1.5, on a four-point (4.0) scale;
- 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 - STUDENTS' DAILY COURSE REQUIREMENTS

Regular attendance in school leads to academic achievement at or above the level, which 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, which fall within the legal categories.

For those cases not covered below, the building principal has full authority to handle each according to his/her best judgment.

- Teachers are to report absences for each period within the first 10 minutes of each period daily.
- If a student reports to class after the tardy bell, indicate his/her arrival time on an attendance correction slip and attach it to the classroom door.
- After attendance sheets have been taken, make corrections for students entering class on the attendance correction slips. Slips not picked up should be brought to the attendance office by 2:50 p.m.
- Teachers should keep a written record of each student's attendance.
- Students are not to take attendance! Teachers are responsible for daily attendance.

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

Tardiness - (Student)

Tardiness, unless a staff member detains a student, 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.

- Students who are late to class and do not have a pass from a faculty member will be given an unexcused tardy.
- Students must be in their classroom before the tardy bell rings, otherwise they are to be counted tardy.
- Tardiness of more than 5 minutes is considered a class cut.

Students who are tardy to class(es) will serve detention after their third offense (per semester).

The attendance secretary should note the tardy accumulations.

- One detention will be issued after the third tardy.
- When a student is tardy to a class for the sixth (+) time, this student's NAME should be referred to the office.

Truancy - (Student)

Please check the student handbook for a definitive interpretation.

AUDITORIUM ASSEMBLY SEATING

Students should proceed as far to the front of the auditorium as possible and be seated. Teachers are to sit with their classes.

BULLETINS AND ANNOUNCEMENTS

Information bulletins will be placed in Columbian's e-mail and on the TV in the main office. Please read these carefully for important updates.

BUS RULES FOR FIELD TRIPS/EXCURRICULAR 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; NO EXCEPTIONS.

CAFETERIA

The cafeteria will be open every day school is in session. A hot plate lunch, meeting the requirements of the Federal Lunch Program, will be served.

CELL PHONE USAGE-STAFF

We know that our teachers are very good role models for our students and provide many daily examples of how a responsible authority figure should conduct him/herself. To further the modeling process, we are requesting that our staff exercise good judgment when using cell phones during school hours. Staff should only use their cell phones during school hours for safety or classroom instruction.

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.

CLASS BELL SCHEDULE

Students arriving at school in the morning should report to the front hallway or to the cafeteria. Students are not to sit in the hallways before school. If a place is needed to study before school, students should go to the cafeteria.

7:24 a.m. - Students report to first period classes.

7:30 a.m. - Tardy bell - First period begins - P.A. announcements
2:35 p.m. - P.M. Detention period begins
2:55 p.m. - P.M. Detention period ends.

Three minutes are allowed between periods. Students are expected to be in the classroom when the tardy bell rings. Teachers need to set a good example by being in the classroom on time. Our goal is to utilize the entire class time to the fullest extent as "time on-task", one criterion toward a quality program of instruction.

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.

CLASS POLICY HANDOUT/Course of Study/Student Academic Course Requirements

Each teacher is to have available a class syllabus for each subject taught. The class syllabus 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 syllabus should be available upon request.

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

- reading and writing requirements
- homework
- class participation
- other aspects of the course - (There are no yearly requirements, only quarterly.)
- teachers should prohibit food from leaving their respective classes so as not to create disturbances and conflicts with other classes and teachers

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

CLASS PROJECTS

So that students' projects do not conflict with each other, collaboration with other staff members/departments is suggested and appropriate.

COLLEGE TRANSCRIPTS/TEACHER CERTIFICATION

All teachers are required to have a valid teaching certificate/license and have this recorded in the office of the superintendent of schools. Teachers new to this system and those who have received a new license since last year should report this information to the principal. The new license should then be taken to the administration building where a copy will be made and the license 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.

CONDUCT OF STAFF

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.

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' good reputation in our community. It is a professional responsibility and obligation.

COPIES - TEACHER WORKROOM

Teacher copying needs can be met through the use of the copy machine located in the teacher lounge/workroom. Please schedule a time in the office with the principal's secretary if you have extensive copying to do. Copy machine usage and paper

consumption will be monitored to stay within budget. If the copy machine is inoperable, please notify the principal's secretary.

COPYRIGHT/Educational Use of Printed Materials

All employees of Columbian High School are expected to follow the Tiffin City School's copyright policy. A copy of this policy is located in the workroom. "Refer to Board Policy file: EGAAA and File: EGAAA-R"

CREDIT FLEXIBILITY

The future that our students will encounter demands that we continue to make significant changes in teaching and learning school design. Senate Bill 311 directed the State Board of Education to adopt a plan

that enables students to "earn units of high school credit based on a demonstration of subject area competency, instead of or in combination with completing hours of classroom instruction."

This plan for "credit flexibility" focuses on expanded learning opportunities and real-world learning environments reflective of today's realities (e.g., service learning, student projects, and various assessments).

Please consult with a guidance counselor or a curriculum guide to learn more about credit flexibility opportunities.

DESK COPIES

Desk copies of workbooks and textbooks, teachers' manuals, and keys for textbooks and workbooks are available. These should be returned to the department chair or left in your workstation at the end of the school year. Teachers not returning to Columbian should turn in all materials to the office (assistant principal/principal).

DETENTION

Detention slips are used to improve the management of school detention. The following two detention forms may be used:

- The Teacher Detention slip is used for teacher detentions only.
- The Columbian H.S. Detention slip is used for school detentions only.

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 are appreciated. A review of the existing policy is important in this process. Detention is not a cure all for disciplinary problems.

School detentions are held in a designated room.

- Detention is held immediately after dismissal for a 30 minute period.

School detentions should be issued by administration only for the following reasons:

- class tardies

- failure to serve teacher detentions
- study hall disruptions
- 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. Make sure that detentions are served at your convenience, not the students. 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 school detention slip, please be neat, with specific dates and names. Give the top slip to the student and place the copy in the detention box, which will be located in the main office.

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, and buildings on school grounds and at school-related events.

No student should be removed permanently from class until a phone contact is made and a parent conference, if requested, is held. If these or other forms of disciplinary intervention fail, then a final 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.

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

- Denying of certain privileges granted to other students
- Assigning special tasks
- Teacher detentions
- School detentions, with administrative permission
- Student-Teacher Conferences
- Parental Conference (contact/notification) of classroom disruptions/problems
- Conference with Administration

-Appropriate conduct becoming of a student is fostered through mindful, professional interactions between staff and students. The tone we set each day directly influences the climate of our classrooms and the behavior we receive in return. To promote a respectful and productive learning environment:

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.

IN SCHOOL Assignment– (ISA)

In-school assignment will be from 7:30am until 2:30pm. Daily assignments are expected, and few privileges are granted. Students can be scheduled in ISA daily with assignment coming from the administration. ISA will be used for short- and long-term suspension, credit recovery, and academic help.

CLASS REMOVAL

All students at Tiffin Columbian High 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.

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

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. The student is sent directly to the office.
2. A parental contact has been documented.

The instructions below are to be followed when removing a student from your class:

- In the event a student is removed from class, make every effort to notify the office via the phone system so we are aware that the student will be coming to the office.
- Send the student immediately to the office.

- Complete the discipline notice (in PBIS Rewards). Please be specific, what happens, where and when, describing the incident.
- Contact the parent/guardian by phone as soon as possible. If you are not successful in making contact by phone, a short note explaining the situation and asking for their assistance and support needs to be completed and a copy placed on record with the administration.
- Students who are discipline problems - it is expected that inappropriate behavior is documented as either minor or major in the PBIS Rewards app.
- In the event there are problems with a student or questions involving any aspect of the discipline policy, please feel free to discuss this with any administrator.

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.
- Suspension days will be considered unexcused days.

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, 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.
- Hearing will 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. Administration may remove a student from the premises.

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 a school employee.

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.

FAMILY AND MEDICAL LEAVE

The Board provides leave to eligible employees consistent with the Family and Medical Leave Act

(FMLA). Eligible employees are entitled to up to 12 work weeks of unpaid family and medical leave in any 12-month period. The Board continues to pay the District's share of the employee's health benefits during the leave. In addition, the District restores the employee to the same or similar position after the termination of the leave in accordance with Board policy. In complying with the FMLA, the District adheres to the requirements of applicable Federal and Ohio laws. Additional information is contained in the regulations which follow this policy.

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 head teacher. A copy of the Fire Drill Procedure should be posted on your room bulletin board. Fire drill procedures are listed in the individual rooms.

GRADES

Grades are to be kept current and accurate in Canvas. Final grades are to be inputted into NOACSC.

GRADING AND RECORDS

Only teachers grade student papers, record grades, and have access to student grades and/or student records. Students do not grade other students' papers.

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 accordingly:

A = 4.00	B = 3.00	C = 2.00	D = 1.00
A- = 3.67	B- = 2.67	C- = 1.67	D- = 0.67
B+ = 3.33	C+ = 2.33	D+ = 1.33	F = 0.00

Three grade point averages will be tallied based upon the school calendar:

- A student's quarter grade point average will reflect the student's academic performance for that quarter only.
- A student's semester grade point average will reflect the academic performance for the semester.

- A student's cumulative grade point average reflects the student's academic performance in high school.

NOTE: The first semester grade point average calculated at the end of the first semester in year-long courses is a projected grade point average and subject to change based upon student performance.

Pre-AP courses, Advanced Placement courses, Honors courses, Pre-Calculus, and Post-Secondary Options courses are weighted. They will receive additional weight in the calculation of a student's quarter, semester, and cumulative grade point average. The student who receives an "A" in a weighted course will receive an additional one-third of a letter grade in the grade point calculation. An "A" - would become a 4.00. A grade of "C" in a weighted course will receive a 2.33-point value.

The weighted scale is listed below:

Course Weights	Grade	Regular Weights
4.33		A or A+ 4.00
4.00		A- 3.67
3.67		B+ 3.33
3.33		B 3.00
3.00		B- 2.67
2.67		C+ 2.33
2.33		C 2.00
2.00		C- 1.67
1.67		D+ 1.33
1.33		D 1.00
1.00		D- 0.67
0.00		F 0.00

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

Year Course Ten-grade scale		
0 - 4 = F		
5 - 14 = D-		
15 - 24 = D		
25 - 34 = D+		
35 - 44 = C-		
45 - 54 = C		
55 - 64 = C+		
65 - 74 = B-		
75 - 84 = B		
85 - 94 = B+		
95 - 104 = A-		
105 - 114 = A		

Year Course Seniors Nine-grade scale		
0 - 4 = F		
5 - 13 = D-		
14 - 22 = D		
23 - 31 = D+		
32 - 40 = C-		
41 - 49 = C		
50 - 58 = C+		
59 - 67 = B-		
68 - 76 = B		
77 - 85 = B+		
86 - 94 = A-		
95 - 103 = A		

Year-No Exam Eight-grade scale		
0 - 3 = F		
4 - 11 = D-		
12 - 19 = D		
20 - 27 = D+		
28 - 35 = C-		
36 - 43 = C		
44 - 51 = C+		
52 - 59 = B-		
60 - 67 = B		
68 - 75 = B+		
76 - 83 = A-		
84 - 91 = A		

Semester Five-grade scale		
0 - 2 = F		
3 - 7 = D-		
8 - 12 = D		
13 - 17 = D+		
18 - 22 = C-		
23 - 27 = C		
28 - 32 = C+		
33 - 37 = B-		
38 - 42 = B		
43 - 47 = B+		
48 - 52 = A-		
53 - 57 = A		

Semester-No Exam Four-grade scale		
0 - 2 = F		
3 - 6 = D-		
7 - 10 = D		
11 - 14 = D+		
15 - 18 = C-		
19 - 22 = C		
23 - 26 = C+		
27 - 30 = B-		
31 - 34 = B		
35 - 38 = B+		
39 - 42 = A-		
43 - 46 = A		

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. The numerical value of 12 or A+ may be achieved in Advanced Placement and K.A.P. classes only.

A+ 12 (AP only)	B+ 9	C+ 6	D+ 3	F 0
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A 11
A- 10

B 8 C 5
B- 7 C- 4

D 2
D- 1

P 2
U 0

All other grades will be calculated by the following formula: double the nine weeks' grade and add in the semester exam grades. (For seniors in some cases, the first semester exam only, as they are exempt from second semester examinations in yearlong courses.)

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 determine 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.

Semester Course

- In a semester course with an exam, a student must pass two of three grading periods in order to receive credit.
- In a semester course without an exam, a student must pass one of the two grading periods with at least a "D" OR pass each of the two grading periods with a "D-".

If the student has not met this requirement, the teacher must force the end-of-year grade and override the computer.

Year Course

- In a full year course with a final exam, it is necessary for a student to pass three of six grades for the year (four quarter grades and two examination grades), with two of the six grades passed during the second semester.
- In a full year course without a final exam, a student must pass three (3) of five (5) grading periods with one of the three grading periods being passed during the second semester. A student must obtain a minimum of three points in the second semester.
- In a full year course without a semester exam or a final exam, a student must pass two (2) of four (4) grading periods with one of the two grading periods being passed during the second semester. A student must obtain a minimum of three points in the second semester.

In the case of seniors in yearlong courses with final exams, a senior must pass both the third and fourth nine weeks grading periods to pass the second semester and be

exempt from taking a final examination. A final examination will only be given to a senior who does not pass either the third or fourth grading period. A senior student who has passed the 3rd and 4th nine weeks grading periods may not take the final examination to try to improve the second semester grade in a year long class.

A student must obtain three points in the second semester to pass any course. For example, a student receiving in the second semester a C the third nine weeks, and F in the fourth nine weeks, and a D for the exam would accumulate the following points:

$C = 5 (2 \times 5 = 10)$, $F = 0 (2 \times 0 = 0)$, $D = 2 (2 \times 1 = 2)$; $10 + 0 + 2 = 12$.

This student would have 12 points.

The following is a pertinent example of a student who does not have three points during the second semester: a senior who does not take a second semester exam received a D- for the third nine weeks and F for the fourth nine weeks:

$D- = 1 (1 \times 2 = 2)$, $F = 0 (0 \times 2 = 0)$; $2 + 0 = 2$.

Two points will not pass this student.

GYMNASIUM ASSEMBLY SEATING

Whenever possible teachers should sit with their respective class(es).

HALL PASSES/HALLWAYS

Teachers must use the universal hall pass. The universal hall pass provides student accountability and knowledge of who is or was in the hallways. The important point is that all students need to have a 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, harassment, and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes either mental and/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. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended.

Prohibited activities of any type, including those activities engaged in via computer and/or

electronic communications devices, or electronic means, are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

No administrator, teacher or other employee of the District shall encourage, permit,

condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

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

HONOR ROLL

Honor Roll for students will be based on each nine weeks' grading period. One 3.20-3.99 honor roll and one 4.00-4.33 honor roll will be listed.

- Students maintaining a 4.00+ grade point average for four years in high school will be presented with summa cum laude recognition.
- Students who maintain an average of 3.50 to 3.99 grade point average for four years in high school will be presented with magna cum laude recognition.
- Students who maintain an average of 3.20 to 3.49 grade point average for four years in high school will be presented with cum laude recognition.

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 stressed by closing windows, turning out lights, and locking doors when leaving your rooms for any length of time. Outside doors need to remain locked on weekends and holidays.

LESSON PLAN BOOKS

Each teacher is expected to keep an accurate plan of daily assignments and lesson plans to be covered. Lesson plans are to be prepared at least one week in advance. The lesson plan serves as a reference for substitute teachers, each teacher should have available either in writing or electronically when absent.

A sub folder should also be updated periodically 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 expectations for all classroom teachers, grades kindergarten through grade twelve.
- The building principal may stipulate additional requirements in the areas of schedules, daily routine, special teachers, etc.
- Lesson plans for all classroom teachers will be checked by principals periodically.
- A full week's lesson plans are to be completed no later than Monday morning of each week.
- In general, the written plans should provide the following basic component for each lesson:
 - what the students are to learn,
 - how the desired learning outcomes are to be attained and,
 - the means to be utilized in determining the extent of learning which occurred in the lesson.
- Written lesson plans need to reflect a direct correlation to Board adopted, written courses of study, and content standards.

LIBRARY

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, said teacher should sign a special written permit. The study hall teacher may then give these students the first option to the library.

MAIL

All school related out-going mail should be brought to the office. All Columbian mail will be sent to the administration building 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. 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-mails should be checked, cleared, and answered at least twice a day and before leaving the building at the end of the day.

MAKE-UP WORK AS A RESULT OF STUDENT ABSENCE

The following statement of policy regarding student absence and make-up work will apply for those absences falling within the categories named below. The principal has full authority to handle each case according to his/her own best judgment. When a student must be absent for personal illness or for death or very serious illness in the immediate family, his/her absence is fully excusable and the student will be given every reasonable help and consideration after his/her return to school to complete assignments given during this period of absence. Excessive absenteeism will result in the requiring of an excuse from a physician.

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. Please refer to the student handbook for additional information.

MEDICATION POLICY FOR STUDENTS

Students who require daily medication must bring all medication directly 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. The policy 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.

PARKING

The parking lots by the gym entrance and the satellite buildings are reserved for the high school faculty and staff. All faculty and staff parking in these areas must display the proper parking tag. This tag will be issued through the principal's secretary.

PERSONAL LEAVE (PL) REQUEST

Each full-time teacher or other employee will be granted three (3) days of personal leave per year with no loss of compensation. Requests must be submitted in Frontline one week in advance of the desired date for personal leave.

PERSONNEL RECORDS

The Superintendent develops and implements a comprehensive and efficient system of personnel records.

The Treasurer is hereby designated as the employee directly responsible for the personnel records system.

"Refer to Board Policy File: GBL"

PROTECTION OF PUPIL RIGHTS/OPT-OUT FOR SPECIFIC ACTIVITIES

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

- **CONSENT** before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, antisocial, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law, to determine program eligibility.
- **RECEIVE NOTICE AND AN OPPORTUNITY TO OPT A STUDENT OUT OF-**
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- **INSPECT, UPON REQUEST AND BEFORE ADMINISTRATION OR USE-**
 1. Protected information surveys of students;

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

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

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.

It is the teacher's responsibility to make sure the room is clean and free of spills before the next class period.

SCHEDULE CHANGES - (Student Class Schedules)

In the event a student's schedule changes, the student's guidance counselor will send out an email to staff for verification purposes. Teachers should then add or delete said student from their class lists. Do not make any changes on your class list until you have received the verification email from the guidance counselor. No schedule changes can be made without guidance and/or administrative approval.

SCHOOL HOURS

Teachers are expected to be at school from 7:15 a.m. to 2:45 p.m. If it is necessary to leave before that time, it must be with the permission of the principal or assistant principal. You are to be on duty from 7:25 to 7:30 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.

Tiffin City Schools Starting and Dismissal Times

Columbian High School.....	7:30 a.m. -	2:30 p.m.
Tiffin Middle School.....	7:35 a.m. -	2:25 p.m.

Elementary Schools

Krout, Noble, Washington.....	8:45 a.m. -	3:15 p.m.
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SEXUAL HARASSMENT POLICY

Columbian High School is committed to eliminating and preventing sexual harassment from our school and facilities. Sexual harassment is improper, immoral, illegal, and is prohibited at Columbian High 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. **"Refer to Board Policy File: ACAA and File: ACAA-R"**

Definition of Sexual Harassment

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

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

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.

STANDARDS OF 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:

- a) Committing any act of sexual abuse of a student or minor or engaging in inappropriate sexual conduct with a student or minor.
- b) Committing an act of cruelty to children or an act of child endangerment (e.g., physical abuse, mental injury, or emotional abuse).
- c) Soliciting, encouraging, engaging or consummating an inappropriate relationship with a student or minor.
- d) 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.

e) Using inappropriate language, gestures or signs at any school related activity such as racial slurs, biased, lewd or lascivious expressions.

f) 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.

g) 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.

h) Knowingly contributing to or knowingly failing to intervene in the harassment, intimidation or bullying of a student.

i) Using technology to promote inappropriate communications with students.

STAFF COMPLAINTS AND GRIEVANCES

The Board encourages the administration to develop effective means for resolving differences that may arise among employees and between employees and administrators; reducing potential areas of grievances and establishing and maintaining recognized channels of communication between the staff, administration and Board of Education. "Refer to Board Policy File: GBM"

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

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 students 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 staff who 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 a 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, cocurricular or extracurricular purposes.

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, 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 team;
7. Dates of attendance ("from and to" dates of enrollment);
8. Date of graduation.

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

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

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

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

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

STUDENT RECORDS: NOTIFICATION OF RIGHTS

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (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 record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has

contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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 without first clearing it through the office. 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 close 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.

Teachers will be required to be visible between classes, in the hallways, to monitor dress code and student behaviors.

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.

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.

STUDY HALLS PROCEDURES

- A seating chart for each day (if study halls vary) 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.

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. Seating charts for each class are to be available and accurate. Sub folders are emergency lesson plans only. Teachers must enter the absence in Frontline and notify the principal, preferably by 6:00 a.m.

TEACHER AIDES

Teacher aides are to remain in the teacher's classroom unless performing a specific errand or task outside of the room. There are many ways the students can assist teachers. However, the activities must be limited to areas not involving student grades, grading, or attendance. Assistance is limited to one per period.

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 once a month on Wednesdays beginning at 2:45 p.m. in the library/cafeteria.. 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 to clear this with the principal prior to said meeting.

TECHNOLOGY/ELECTRONIC MEDIA USE

Tiffin City Schools are committed to moving towards a 21st century learning environment. Students will be able to access a filtered Internet connection to be used for educational purposes.

Guidelines

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

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

2. Students are prohibited from using electronic devices to capture, record, or transmit the audio or images (i.e. pictures / video), of any student, staff member, or other person on school property or while attending a school-related activity without the express prior notice and explicit consent for the capture, recording or transmission of such audio or images. Using an electronic device to capture, record or transmit audio or images of an individual or group without his/her/their consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use an electronic device to violate the privacy rights of another person may have their device confiscated and held until the end of the school year. Additional consequences may apply at the discretion of the principal, or designee.

3. Student use of any electronic device while in class, while participating in school activities (e.g. extra-curricular activities) and while participating in school-related functions is restricted to academic or instructional purposes only, as determined by the instructor. During these times, the use of such devices for personal, business or entertainment purposes is prohibited (e.g., no games).

4. The Tiffin City School District will not provide access to our internal resources or servers to any personally owned devices.

5. The Tiffin City School District will not provide access to our copiers or printers to any personally owned devices.

6. The Tiffin City School District or its staff will not provide any technical assistance on personally owned devices. Users are directed to utilize their user manuals and other resources provided by their device manufacturer for technical assistance.

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. 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:

- Intentionally damaging computers, peripherals, or networks
- Using another person's password or giving your password to someone else
- Sending or displaying offensive messages or pictures
- Using obscene language; harassing, insulting or attacking others
- Violating copyright laws
- Intentionally wasting network resources
- Employing the network for commercial purposes

- **Distributing or collecting obscene (determined by the Administration), abusive or threatening material found on the Internet**

Unacceptable uses of the computer/network include but are not limited to:

1. violating the conditions of State and Federal laws dealing with students' and employees' rights to privacy, including unauthorized disclosure, use, and dissemination of personal information;
2. using profanity, obscenity or other language which may be offensive to another user or intended to harass, intimidate or bully other users;
3. accessing personal social networking websites for non-educational purposes;
4. reposting (forwarding) personal communication without the author's prior consent;
5. copying commercial software and/or other material in violation of copyright law;
6. using the network for financial gain, for commercial activity or for any illegal activity;
7. "hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
8. accessing and/or viewing inappropriate material; and
9. downloading of freeware or shareware programs.

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:

- Loss of access privileges
- Referral to the Administration for disciplinary action

TELEPHONE, USE OF

Office telephones are installed for official business. Phones are available for use in the conference room and the ladies' lounge. If a student is required to make a call for a teacher, it should be done in the main office.

TEXTBOOKS, ISSUANCE OF

Teachers should have an accurate record of textbook issuance (**when applicable**) with textbook numbers and condition. An accurate record of this information is very important. Caution students in 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. 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

Any supplemental material used in the classroom will be previewed by the teacher to determine age and curricular appreciation. 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.

TORNADO ALERT 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 (listed in the back of handbook) which 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."

UPS CHARGES, POSTAGE CHARGES, AND MISCELLANEOUS PURCHASES

For all school-related mailings see the main office secretary.

UPS Shipping - 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 high school 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.)

