

**Tiffin Middle School
Teacher Handbook
2026-2027**



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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 office 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 conference room, media center, cafeteria and gymnasium must be scheduled on the TMS Master Calendar. Calendar requests should be made with the office secretary.

ACTIVITY FUNDS

Requisitions - Purchase order requisition forms should be completed and submitted to the secretary in the main office 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 office secretary. 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 receipt will be issued to you after each deposit is verified and should be kept as your record.

Student fees will be sent electronically. Teachers should not collect any money from any students. All students should see the office secretary concerning fees.

ANNOUNCEMENTS - (YouTube)

Announcements will be broadcast through our TMS YouTube Channel. Staff should submit announcements electronically to the Career Technology teacher no later than 12:00 the day before they air. No more than three announcements for any one event should be given. Encourage 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 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 each grading period and earn a 1.50 or better GPA 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 - STUDENTS DAILY COURSE REQUIREMENTS

Attendance - (Student) 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 first period absences (daily attendance) and second period absences (period attendance) within the first 10 minutes of class.
- During 3rd period teachers will receive a copy of the day's attendance sheet, but are encouraged to check ProgressBook throughout the day for updates.

- Students who are absent from class and not on the attendance sheet should be reported to the attendance office.
- Teachers should keep a written record of each student's attendance.
- Teachers are responsible for daily attendance. Students should not be responsible for this task.

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.

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.

The **classroom teacher** should document **classroom tardy accumulations**.

- 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.
- One detention will be issued after the 3rd tardy.
- Two detentions will be issued after the 4th tardy.
- Three detentions will be issued after the 5th tardy.
- When a student is tardy to school for the 6th(+) time, the child may be referred to Administration.

Late Arrivals - The **attendance secretary** will document students' **first period tardy accumulations** and will follow the same procedures for classroom tardiness as for tardiness to school (see above).

Truancy - (Student)

Please check the student handbook for a definitive interpretation.

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

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

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.

Teachers report 7:10

Students enter 7:15

REGULAR BELL SCHEDULE

1 7:30-8:18

2 8:21-9:09

3 9:12-10:00

4 10:03-10:51

| | | |
|----------------|----------------|---------------|
| 5L 10:54-11:24 | 5 10:54-11:42 | 5 10:54-11:42 |
| 6 11:27-12:15 | 6L 11:45-12:15 | 6 11:45-12:33 |
| 7 12:18-1:06 | 7 12:18-1:06 | 7L 12:36-1:06 |

8 1:09-1:57

TT 2:00-2:25 (Announcements)

L=Lunch

6th Grade

7th Grade

8thGrade

2-HOUR DELAY BELL SCHEDULE

1 9:30-10:04

2 10:07-10:41

| | | |
|----------------|----------------|----------------|
| 5L 10:44-11:14 | 5 10:44-11:18 | 5 10:44-11:18 |
| 6 11:17-11:51 | 6L 11:21-11:51 | 6 11:21-11:55 |
| 7 11:54-12:28 | 7 11:54-12:28 | 7L 11:58-12:28 |

3 12:31-1:05

4 1:08-1:42

8 1:45-2:25 (Announcements)

No Tornado Time

Detention 2:30-3:00

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 changes to your class list (new students admitted, student withdrawals from school, switching students) should be made unless authorized and notified by the office. Class lists should be kept accurate and up-to-date.

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 may be met through the use of the copy machines located in the office, guidance office and teacher workrooms. If a copy machine is inoperable, please notify the office secretary.

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 located online at tiffincityschool.org. "Refer to Board Policy file: EGAAA and File: EGAAA-E"

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 Tiffin Middle School 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
- 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 assignments coming from the administration. ISA will be used for short- and long-term suspension and academic help.

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.

Teachers are expected to handle their own discipline as often as possible. 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.

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.
- Student work that has been assigned during the time of suspension may be completed for full credit.

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 another 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. Administration may remove a student from the premises.

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 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.

Transportation Request

In an effort to secure transportation services for your busing needs, please follow your building procedures and be sure to submit all transportation requests ***at least 2 weeks in advance***. Transportation requests should be submitted to the main office.

FIRE DRILLS

The Tiffin Middle School Fire Drill Procedure is distributed on teacher workday and should be posted on your room bulletin board. This procedure is to be reviewed with each class at the beginning of each semester or quarter. The office will provide a Fire Drill Evacuation procedure sign that should be posted near the room exit.

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.

GRADES

Grades are to be kept current and accurate in ProgressBook. 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.

GRADE REPORTING PROCESS

Immediately after the grades have been submitted, verification sheets will be processed and sent to you. These will generally need to be verified by the end of the next day after grades have been reported. 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 should be avoided, but rectified within two weeks after grades are submitted.

GRADING SYSTEM

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% - 90% = A-
89% - 87% = B+
86% - 83% = B
82% - 80% = B-
79% - 77% = C+
76% - 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 these honors courses, students enrolled will be rewarded by receiving higher grade point averages with grades C+ and above. Weighting courses at TMS helps to align us with current practice in place at Tiffin Columbian High School. **Please note that students enrolled in the course previously mentioned begin their high school grade point average and class ranking in the eighth grade.** Chinese and Spanish I are not weighted; however, they do count toward students' high school grade point average and class rank.

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 |

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 & weighted courses only) | C | 5 |
| A | 11 | C- | 4 |
| A- | 10 | D+ | 3 |
| B+ | 9 | D | 2 |
| B | 8 | D- | 1 |
| B- | 7 | F | 0 |
| C+ | 6 | P | 2 |
| | | U | 0 |

Final Grades

The final grade issued in a course will be the grade that will determine both credit for the course and the representative grade point average. The computer will determine all final grades, both for quarter and year long courses. Teachers do not need to calculate final grades. However, there are constraints when a teacher must override the computer and change the final grade to an 'F' because the student did not meet the specific requirements as listed.

Course Requirements

- In a QUARTER course, a student must pass the quarter to receive credit.
- In a FULL YEAR course, a student must pass two (2) of four (4) grading periods with one of the two grading periods being passed during the second semester.

HALL PASSES/HALLWAYS

Teachers shall use the passes found in the student handbook or a purple pass when students request a pass. Students sent on teacher errands or requested by the office or guidance counselors should be given a purple pass. 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.

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/BUG 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 are also honored through BUG roll, which stands for "Bringing Up Grades." To be eligible for BUG roll a student must have improved a subject grade by two letter grades, while not having any other grades drop for any subject.

INVENTORIES

Major room items should be labeled with the teacher's name/room for summer cleaning. Staff computer sign-out will be available from the tech department prior to summer.

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 when a teacher is no longer employed at TMS. Lost keys are to be reported immediately to the office secretary. 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.

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 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. Do not permit students to pick up your mail.

E-mails should be checked consistently throughout 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.

MEDIA CENTER

Teachers are encouraged to make use of the media center by sending individual students for book checkouts or during Academic Assist periods. Classrooms may sign-up for a scheduled monthly visit to the media center.

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

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 (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 personal records system. "Refer to Board Policy File: GBL"

PROGRESS BOOK

TMS teachers will maintain and keep current their own Progress Book sites. Grades should be entered on a regular basis. Parents/guardians who need help accessing Progress Book can contact the office secretary for assistance.

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 school counselor or administrator 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 school counselor or administrator. No schedule changes can be made without guidance and/or administrative approval.

SCHOOL HOURS

Teachers are expected to be at school from 7:10 a.m. to 2:40 p.m. If it is necessary to leave before that time, it must be with the permission of the principal or assistant principal.

Tiffin City Schools Starting and Dismissal Times

Columbian High School.....7:30 a.m. - 2:30 p.m.

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

Elementary Schools

Krout, Noble, Washington.....8:45 a.m. - 3:15 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. "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.

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

The Board authorizes the expenditure of public funds to purchase meals, refreshments and tokens of appreciation for employees and Board members in the completion of their responsibilities. The Board believes that such expenditures are necessary, on occasion, to further a public purpose in the general operation of the District. Such public purpose includes, but may not be limited to, employee development activities, employee recognition activities and certain routine meetings that may be enhanced by such amenities.

Such expenditures shall be consistent with the Board's purchasing policy and within the appropriation limits established by the Board.

Presentation of gifts to, and the arrangement of social affairs for, employees leaving the District are governed by the following.

Each building principal appoints, or employees may volunteer for, a small social committee to plan social affairs. Any gifts to be presented to departing employees by their respective groups are at the discretion of the group involved.

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.

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.

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 to 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.

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.

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 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.

TEACHER HELPERS

Student helpers 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.

TEACHERS' MEETINGS

Teachers' meetings will be held once a month. 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

Telephones are available for use in each classroom, the conference room and workrooms. Students who need to make an important call home may use the student phone located in the main office or guidance office.

The TMS telephone directory is distributed on teacher workday.

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

The Tiffin Middle School Tornado Alert Procedure is distributed on teacher workday and should be posted on your room bulletin board. This procedure is to be reviewed with each class at the beginning of each semester or quarter. The office will provide a Tornado Evacuation procedure sign for each classroom that should be posted near the room exit.

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. 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."

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.

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

To maintain the safety of students and staff and to ensure that no unauthorized persons enter buildings, all visitors must first report to the main office to receive authorization to visit.

The Board encourages parents and other citizens of the District to visit classrooms to observe the work of the schools and to learn what the schools are doing. Visits should be scheduled with the teacher, in advance, to avoid any unnecessary disruption to classroom instruction or activities. In accordance with ORC 3313.20(A)

Tiffin Middle School

Tiffin City Schools Cell Phone/Electronic Device Policy

Why?

Student safety and high academic standards remain our top priority. Research shows that student engagement & mental health is hindered by cell phone use in schools.

Who?

This policy applies to all students while on school property, during school hours.

Storage

Students shall keep their cell phones and other electronic devices at home, in their car, or in their locker throughout the school day.

Exception



A student may use a cell phone to monitor or address a health concern as stated in their IEP, 504, or medical plan.

Discipline Flow

First Offense

Student will be reminded of the policy and redirected to put the device away.

Second Offense

Device will be confiscated and remain secured in the office until the end of the school day.

Third Offense

Device will be confiscated and remain secured in the office. The student will meet with an administrator who will connect with home to discuss next steps and additional consequences.

***Please note:** If a student chooses not to turn in their device, administration will address the situation and determine the next appropriate step.

Classroom

**P
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D**

Positive

- Welcome differences
- Care about others feelings
- Be proud of yourself
- Keep trying

Respectful

- Follow class rules
- Ask questions
- Follow staff directions
- Leave no trace
- Cell phones off and out of sight



Own it

- Report serious problems to staff
- Ask for make-up work
- Accept reinforcers and consequences
- Respect materials and equipment

Understanding

- Use kind words
- Raise your hand

Dependable

- Come to class on time
- Bring materials
- Use your work time wisely

Tiffin
Middle
School

TMS BEHAVIOR FLOWCHART 1.0

| Staff Responses | Minor Behaviors (Teacher Managed) | Major Behaviors (Office Managed) | Office Responses |
|--|--|---|---|
| Beginning Level Responses: | Inappropriate Language | Abusive Language | -De-escalation, if needed |
| -Redirect Student | -name calling or insults | -insults or vulgar language involving discrimination or that is continuous | -Student's right to due process (incident report) |
| -Restate and/or reteach expectation | -use of vulgar language or profanity | | -Restorative questions/conference |
| -Practice the expectation | Physical Contact (horseplay/reaction) | Fighting/Physical Aggression (intent to harm) | -Reteach and practice expectation |
| -Notice & reinforce positive change | -wrestling, roughhousing | -kicking, hitting, pushing, shoving, scratching, biting, etc. with intent to harm | -Communicate with all parties involved |
| -Signal/Non-verbal cue | -kicking, hitting, pushing, shoving, scratching, etc | -touching a private area | -Refer to Student Code of Conduct, as needed |
| -Physical Proximity | Property Misuse | Property Misuse | -Consequence given, as needed |
| -Direct Eye Contact | -unauthorized use of cell phone or smart watch | -accessing explicit content | -Warning/Verbal Correction |
| -Planned Ignoring | -unauthorized access to website or app | -accessing another student's account | -Loss of privilege (example: no technology) |
| -Praise approximations (5:1 positive ratio) | -careless/damaging use of tech devices | -cyber bullying/harassment | -Natural consequences |
| Low Level Responses: | -inappropriate use of technology | -vandalism of property | -Restitution/ letter of apology |
| -Reteach the expectation | -using materials/equipment without permission | -intentional misuse or damage of school materials or property | -Counseling/outside agency referral |
| -Proactively create scenarios where the student will practice/show the expected behavior | -negligent or careless use of school materials or property | -major theft (items of high value) | -Peer mediation/restorative circles |
| -Provide choice | -stealing/petty theft (little or no value) | | -Conference with student & parent |
| -Reinforce expected behavior in its natural setting | Non-Compliance/ Defiance | Non-Compliance/ Defiance | -Lunch detention(s) |
| -Opportunity for a break (calm down area, response room, etc.) | -not engaging in classwork | -safety concerns (screaming, throwing furniture, threatening others, etc.) | -After school detention(s) |

| | | | |
|--|--|---|--|
| Moderate Level Responses: | -not following directions | | -Time in office or learning in office |
| -Classroom Problem-Solving Sheets | -shoving desk, chair, etc. | | -Seat change |
| -Restorative Conference with Student | Disrespect/Dishonesty | Disrespect/Dishonesty | -Bus suspension |
| -Reflection Sheets | -distracting others | -harassment | -Schedule change |
| -Logical Consequence | -talking back | -intimidation | -In school suspension |
| -Notice & Enforce Positive Change | -tattling | -bullying | -Community service |
| -Utilize Co-Teacher or Aide support | -peer conflict | -cheating (standardized assessment) | -Restitution |
| -Documentation in PBIS Rewards | -lying | | -Counseling referral |
| -Possible parent contact | -cheating (teacher created assignment) | | -Out of school suspension |
| High Level Responses: | Avoidance/Skipping | Avoidance/Skipping | -Recommendation for expulsion (in conjunction with 10 day OSS) |
| -Utilize calm down area or response room | -tardies | -not reporting to class/missing for long duration | -Emergency removal |
| -Classroom Consequence | -wasting time outside of classroom | | -Police report filed |
| -Logical Consequence | Transitions/Common Areas | Weapons/Dangerous Items | |
| -Documentation in PBIS Rewards | -running in hallway | -knives, bullets, lighters, matches, guns, prescription medications, (or their look-alikes), etc. | |
| -Notice & Reinforce Positive Change | -poor hallway behavior | | |
| -Parent Contact | -littering | | |
| Chronic level Responses: | -throwing food | | |
| *Chronic defined as: <i>persisting for a long time or constantly recurring.</i> | -loud in bathroom | | |
| -Documentation/Referral in PBIS Apps | -playing in bathroom | | |
| -Parent Contact | | | |
| -Behavior Meeting | | | |