

Student/Parent Handbook

Tallmadge High School 2019 – 2020

Welcome to Tallmadge High School. All the members of the staff are pleased to have you here as a student and will do our best to help you make your experience here as productive and successful as you wish to make it.

**Michael Householder, Principal
Timothy Mosher, Asst. Principal
(330) 633-5505**

**Sandi Riffle, School Secretary
Lisa Gibson, Attendance Secretary**

Counselors:

Heather Prazer A-G, Jen Stewart H-O, Taylor Lane P-Z

Chris Drenan, Secretary-Counseling Office

Don Seeker, Athletic Director

Margaret Chiera, Athletic Secretary

**Jeffrey M. Ferguson, Superintendent of Schools
(330) 633-3291**

ALMA MATER

**We praise thee Tallmadge High,
To thee our hearts are true
Ever we honor thee with faith and loyalty
Tallmadge, Devotion is our pledge**

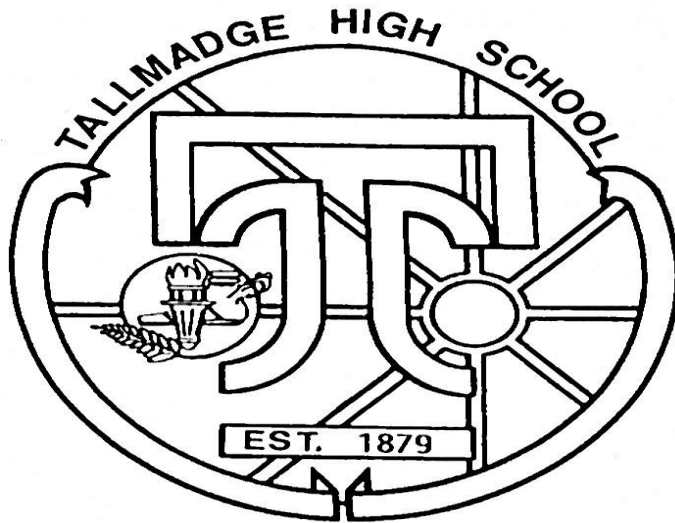
**Your standards we hold high,
Mem'ries will never die,
Of school days we hold dear and years at Tallmadge High
Tallmadge, Devotion is our pledge**

TABLE OF CONTENTS

<u>SECTION I – GENERAL INFORMATION</u>	
HS Calendar	3
HS Staff	4
Student General Info	5
Meal Service	9
Visitors	9
Computer Technology and Networks	9
Bell Schedules	10
<u>SECTION II – STUDENT CONDUCT</u>	
Student Conduct Info	11
Attendance	12
Discipline	14
Student Discipline Code	19
Dress Code	26
Academic Integrity Policy	31
<u>SECTION III – ACADEMICS</u>	
Student Academic Info	32
Grading Scale	33
Exams	33
Field Trips	33
Earning Credit	34
Physical Education Waiver	34
Course Change Policy	34
Repeating a Course	34
Graduation Requirements	35
Academic Awards	36
Academic Transcripts	37
<u>SECTION IV – STUDENT ACTIVITIES</u>	
Clubs & Activities	37
Athletics	38
Extracurricular, Co-curricular, and Athletic Code of Conduct	38
School Dances	41
<u>SECTION V – TRANSPORTATION</u>	
Bus Transportation to School	43
Bus Conduct	43
Self-Transportation to School	44

SECTION I - GENERAL INFORMATION

<u>TALLMADGE HIGH SCHOOL</u>	<u>2019-2020 SCHOOL CALENDAR</u>
Freshman Parent Orientation	Tuesday, August 20th
First Day for Freshmen Only	Monday, August 26th
All grades report to school 9- 12	Tuesday, August 27th
Senior Class Meeting A & C	Wednesday, August 28th
School Pictures (all students 9:00-12:00 Aud.)	Wednesday, September 4th
Open House (6:45-8:00 pm)	Thursday, September 12th
Interim 1st quarter - grades due	Monday, September 30th
Conferences (3:00 - 6:20 pm)	Thursday, October 3rd
NEOEA Day - No School	Friday, October 11th
Homecoming Dance	Saturday, October 12th
School Picture retakes	Thursday, October 17th
End of 1st quarter/grading period	Friday, October 25th
Quarter 1 - report card grades due	Monday, October 28th
High School will be in session	Tuesday, November 26th
*Thanksgiving Vacation	November 27th - 29th
Interim 2nd quarter - grades due	Monday, December 2nd
*Winter Break	December 23rd - January 3rd
Semester I Exams	January 15th/16th
End of 2nd quarter/grading period	Thursday, January 16th
*Teacher Records Day	Friday, January 17th
Quarter 2 - report card grades due	Friday, January 17th
*Martin Luther King Day	Monday, January 20th
2nd Semester begins	Tuesday, January 21st
Open House	Thursday, January 30th
*President's Day	Monday, February 17th
Interim 3rd quarter - grades due	Monday, February 24th
Conferences (3:00 - 6:20 pm)	Thursday, March 5th
8th Grade Orientation	Thursday, March 5th
End of 3rd quarter/grading period	Friday, March 20th
*Spring Break	March 23rd-27th
Quarter 3 - report card grades due	Monday, March 30th
Mandatory Senior Parent Meeting 6:30pm	Wednesday, April 1st
*Good Friday	Friday, April 10th
Interim 4th quarter - grades due	Monday, April 27th
Prom at St. George's	Friday, May 1st
Senior Exams - 3 & 4	Tuesday, May 19th
Senior Exams - 1 & 2	Wednesday, May 20th
Senior Report Card grades due	Thursday, May 21st
*Memorial Day	Monday, May 25th
Senior Pano Gym C-12:00	Tuesday, May 26th
Senior Graduation -E.J. Thomas 7 p.m.	Wednesday, May 27th
Semester II Exams for Underclassmen	June 3rd/4th
Last student day - underclassman	Thursday, June 4th



School Year 2019-2020

FACULTY DIRECTORY

Business & Career Department:

Ms. Kimberly Brendel Mrs. Lisa Haller
 Mr. Dave Jividen Ms. Joni Giles

English Department:

Mrs. Julie Headrick Ms. Lori Michalec
 Mr. David Obney Mrs. Brin Charek
 Mr. Dave Hungerford Mr. Thomas Rozborski
 Mrs. Julie Rudlosky

Fine and Performing Arts Department:

Mr. David Obney Mr. Joseph Kuhlman
 Mrs. Alexandra Eads Mrs. Anna Blasko
 Mr. Peter Culver

Foreign Language Department :

Mrs. Julie Metzger Mr. David Slivka

Health/Physical Education Department :

Mr. Jon Karnuth Mr. Mike Srodawa

Mathematics Department

Mrs. Molly Breiding Ms. Celia Bowser
 Mr. Dan Gnabah Mr. Mark Swindell
 Mrs. Cynthia Kasper Mrs. Arene Staszak
 Mr. Robert Redinger Mrs. Breanna Moloney

Science Department

Mrs. Amy Lewis Mrs. Laura Benedict
 Mr. Sean Mulroy Mr. Jeff Moyer
 Mrs. Jennifer Tumlin Mrs. Michelle Eynon

Project Lead the Way -Pre-Engineering :

Mr. Robert Redinger Mrs. Jennifer Tumlin
 Mr. Jeff Moyer

Social Studies Department :

Mrs. Misty Craig	Mr. Mark Horner
Mrs. Sue Whitman	Mr. Jon Shomo
Mr. Dave Jividen	Mrs. Lisa Dunton
Mr. Jared Taylor	

Special Services Department :

Mrs. Darcy DelSonno	Mrs. Lauren Stone
Mrs. Tammie Habbyslaw	Ms. Lisa Wilmoth
Mr. Jeremy Huth	Ms. Brittany Lightel
Ms. Lauren Faller	

Technology Education Department :

Mr. Keith Bee

Work and Family Life Department :

Mrs. Stephanie Caicco

Work Study Coordinator : Mr. Ken Subak

School Psychologist : Nicole Oser

Educational Aides :

Mrs. Lucy Manno

Mrs. Kathy Logan

Ms. Erica Deyarmin

Mr. Tom Linder

VISION OF THE SCHOOL

All students can learn that which is valued by the school, parents, and community.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer, Steve Wood-Business Director (330)633-3291. The complaint will be investigated and a response, in writing, will be given to the concerned person. The Compliance Officer can provide additional information concerning access to equal education opportunity. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and staff. Students will be expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to insure due process (a fair hearing) before a student is removed because of his/her behavior. Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to insure contact. Parents are encouraged to build a two-way link with their student's teachers and

support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The Staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If for some reason, this is not possible, the student should seek help from the Assistant Principal. Adult students (age 18 or older) are expected to follow all school rules. If residing at home, adult students should include their parents in their educational program.

EXPECTED STUDENT BEHAVIORS

Each student shall be expected to:

- abide by national, state, and local laws as well as the rules of the school
- respect the civil rights of others
- act courteously to adults and fellow students
- be prompt to school and attentive in class
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background
- complete assigned tasks on time and as directed
- help maintain a school environment that is safe, friendly, and productive
- act at all times in a manner that reflects pride in self, family, and in the school

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express himself or herself. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

- A. Material cannot be displayed if it:
 1. is obscene to minors, libelous, indecent or vulgar,
 2. advertises any product or service not permitted to minors by law,
 3. intends to be insulting or harassing,
 4. or intends to incite fighting or presents a likelihood of disrupting school or a school event.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building. Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Assistant Principal 24 hours prior to display.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the Counseling office.

STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES

The School is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the Principal. When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the Principal or to the student government. A student has the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have their Annual Student Update completed on-line before the beginning of school in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities. Failure to update the information and agree to the terms will jeopardize a student's educational program.

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, the student must notify a staff member immediately. All injuries must be reported to a teacher and the main office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

STUDENT FEES, FINES, AND CHARGES

Tallmadge High School charges fees for activities and courses. The school and staff do not make a profit.

Fees may be waived in situations where there is financial hardship. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine is used to pay for the damage, not make a profit. Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others. Failure to pay fines, fees or charges may result in withholding of grades. Seniors are assessed \$60 in Senior Fees which includes Cap & Gown, and all senior activities.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers: Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds; a student will not be allowed to participate in a fund-raising activity for a group in which s/he is not a member without the approval of the activities advisor; no student may participate in fund-raising activities off school property without proper supervision by approved staff or other adults; no house-to-house canvassing is allowed by any student for any fund-raising activity; unless authorized by the assistant principal.

Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for..", will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm; no student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the assistant principal.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the assistant principal. Violation of this may lead to disciplinary action.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of 24 hours notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

STUDENT EMPLOYMENT

The School does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that s/he must maintain a job in addition to going to school, s/he must first make contact with his/her counselor to discuss any legal requirements and obtain any needed documents. Work permits can be obtained in the main office.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables. Students should have locks on their lockers.

LOST AND FOUND

The lost and found area should be checked in the main office first. After that, items will be placed in the table storage room off the rotunda. Unclaimed items will be given to charity at the close of the school year.

USE OF TELEPHONES

Office telephones are not to be used for student personal calls (i.e., checking on rides, asking for something to be delivered, confirming after

school schedules.) Students **must** use the main office phone to contact a parent to get permission to leave school premises for illness, doctor/dentist appointments or other **approved** absence. Office staff must speak with a parent/custodian to receive such permission **prior** to the student leaving or the absence may be considered unexcused.

MEAL SERVICE

The School participates in the National School Lunch Program and makes lunches available to students. Ala Carte items are available. Students may also bring their own lunch to school to be eaten in the School's cafeteria. Parents and students are not permitted to order food to be delivered to the school for students at any time during the school day without specific written permission granted by the Principal. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the Principal. Applications for the School's Free and Reduced-Priced Meal program are available in every school office, or online. You can also contact the Central Administration Building for additional information. **Breakfast is also available daily.**

VISITORS

Visitors, particularly parents, are welcome at the School. In order to properly monitor the safety of students and staff, each visitor must enter the building through door #1 and report to the Main Office to sign in. Any visitor found in the building without signing in shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School, in order to prevent any inconvenience. Students may not bring visitors.

EQUIPMENT AND FACILITIES (USE OF THE SCHOOL)

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may enhance his/her school career through participation in the school's computer network, s/he and his/her parents must sign the Student Network and Internet Use and Safety Policy and the addendum to the Acceptable Use Policy regarding Bring Your Own Device to school usage. These define the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from school or referral to law enforcement authorities (See Section II, Rule #24 and Rule #25).

A. Internet Connection

Wireless Internet connection will be provided in the High School for students to connect their devices to the internet. Students must have signed the two forms mentioned in the above paragraph and they must be on file with the High School. Additionally, students may connect to the internet using their

internet provider. In this case, the student and family will be responsible for any data charges incurred during this use. Regardless of how the device is connected to the internet (whether via the school’s wireless network or via their own internet data plan) the use is governed by the Student Acceptable Use Policy.

B. Lost or Damaged Device

Tallmadge City Schools assume no responsibility for theft, loss or damage of an electronic device brought to school. Students bringing these devices to school do so at their own risk.

C. Transporting Devices

Use of bags and cases to transport electronic devices to and from school is encouraged. Students may use laptop bags or other cases specifically designed to transport and protect the device to and from class.

EMERGENCY/FIRE AND TORNADO DRILLS

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. Tornado drills will be conducted during the tornado season using the procedures prescribed by the State. The alarm system for tornadoes is different from the alarm system for fires and consists of a steady, sustained sound.

EMERGENCY CLOSINGS AND DELAYS

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations:

WJW-TV CHANNEL 8, WAKR 1590 AM, WONE 97.5 FM, WOMX 94.9FM, WNIR 100.1 FM, WGAR-99.5 FM, WHBC 1489-AM: 94.1-FM.

Parents and students are responsible for knowing about emergency closings and delays. Our automated School Messenger will be used to contact homes to relay emergency information, To do so, the parent must agree to release the contact numbers during the Annual Student Update. Delayed start requires that school begins 2 hours later (9:20a.m.). Ending time remains the same.

SCHOOL DAY

The school day at Tallmadge High School begins at **7:20 a.m.** and ends at **2:25 p.m.**

Regular bell schedule

1 st Block	7:20	8:40
2 nd Block	8:45	10:05
Academy A	10:05	10:35
Academy B	10:35	11:05
Academy C	11:05	11:35
3 rd Block	11:40	1:00
4 th Block	1:05	2:25

Pep Rally bell schedule

1 st Block	7:20	8:34
2 nd Block	8:39	9:54
Academy A	9:54	10:24
Academy B	10:24	10:54
Academy C	10:54	11:24
3 rd Block	11:29	12:37
4 th Block	12:43	1:50
Assembly	1:50	2:25

Prom Fashion Show/Letter Winners/Battle of the Bands bell schedule

1 st Block	7:20	8:31
2 nd Block	8:36	9:47
Academy A	9:47	10:17
Academy B	10:17	10:47
Academy C	10:47	11:17
3 rd Block	11:22	12:26
4 th Block	12:31	1:35
Show/Game/Band	1:40	2:25

Delayed Start bell schedule

1 st Block	9:20	10:10
2 nd Block	10:15	11:05
Academy A	11:05	11:35
Academy B	11:35	12:05
Academy C	12:05	12:35
3 rd Block	12:40	1:30
4 th Block	1:35	2:25

SECTION II - STUDENT CONDUCT

HANDBOOKS

Students are to carry handbooks with them during school hours. The handbook should be used for organizational purposes and for use as an authorized hall pass. Students should be able to produce their handbook upon request. Students who lose their handbook will be issued a replacement and a fee of \$5.00 will be issued. Failure to pay the fee will result in withholding of records.

LOCKS AND USE OF LOCKERS

All students are required to have a school issued lock on their locker. Locker combinations should not be shared with friends. Lost locks will be replaced at the cost of \$5.00 to the student. Lockers may not be decorated on the outside of the locker. Only the interior of the lockers can be decorated. Decor is expected to be school appropriate. Students MAY access lockers before school, during the academy periods and after school. Students are permitted to access their lockers between Blocks 1 and 2 and between Blocks 3 and 4.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The School may confiscate such items and return them to the student's parents. Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

OUTSIDE DOORS

For the safety of our students and staff, locked doors are to remain locked. Students should not open the door to an outside person. All students and staff arriving after the 7:20 a.m. starting time must gain entry through the main office buzzer system. Violators are subject to disciplinary action.

STAIRS

To facilitate student movement, staircases will be utilized as either up or down. Staircases on the right will be UP staircases. Staircases on the left will be DOWN staircases. Students are to comply with the up/down directional movement.

ATTENDANCE

Attending school is both necessary and the law. State law requires school attendance until the age of eighteen. Students who do not maintain good attendance may fail, lose certain privileges, and/or have their parents taken to court. Tallmadge High School has an attendance policy to avoid these negative consequences.

Excusable, Approved Absences

The following are legitimate reasons for not being in school:

1. personal illness
2. illness in family
3. family quarantine
4. death of relative
5. observance of religious holidays
6. emergency or other circumstances deemed appropriate by the administration

Parents are encouraged to schedule their child's appointments with doctors and dentists during non-school hours to the extent possible. These appointments are particularly encouraged during the Academic Academy Period. Excessive absences excused by a parent/guardian may require a doctor's excuse. According to House Bill 410, excessive absences are defined as 38 or more hours in one school month or 65 or more hours in one school year **WITH** or **WITHOUT** a legitimate excuse. A maximum of 65 "parent" excused hours will be entered, but once those hours have been exhausted, any absence without a Doctor note or other appropriate documentation will be deemed unexcused.

Non-medical extended absences must be pre-approved using the required forms that are in the main office. These forms should be submitted to the main office at least one week in advance of the start of the absence.

- a) Vacations during the School Year - Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, it must be pre-approved using the required forms that are in the main office. It may be possible for the student to receive certain assignments that are to be completed during the trip. Requested absences will not be excused if they occur during mandated testing, THS end of course exams, or if the requested absences exceed the state required 93% attendance rate.
- b) College Visits - Juniors and seniors may take approved college visits during school hours using the required form in the main office.

Unexcused Absences - Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State. No credit shall be given for any schoolwork completed as a result of truancy.

Habitual Truancy - If a student, under the age of 18, is unexcused absent for 30 or more consecutive hours, or 42 or more hours in one month, or 72 or more hours in one school year, s/he will be considered a "habitual" truant and an Absence Intervention Team Meeting will be held to create an Absence Intervention Plan with the intent to improve attendance. If attendance does not improve once the plan is implemented then s/he will be reported to the proper authorities and to the Bureau of Motor Vehicles for suspension of his/her driver's license per HB410.

Notification of Absence - If a student is going to be absent, the parents must contact the school at 633-5505. Our voice mail is always available so you may call before or after school hours, but please try to call us by 9:20 A.M. the day of your child's absence and provide an explanation. If prior contact is not possible, the parents should provide a written or verbal excuse within 24 hours. After five (5) days, no unexcused absence will be changed without proper documentation. When no excuse is provided, the absence will be unexcused and the student will be considered truant and disciplinary action may follow. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance. An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of schoolwork such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade. If the absence is unexcused or unauthorized by the Principal, a student may make up the work, with no credit granted. The skipping of classes for any part of the school day is considered an unexcused absence and make-up of class work will be permitted, without credit. Disciplinary action will follow.

Tardiness - Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving to school, s/he is to report to the tardy table before going to his/her first assigned location. FAILURE TO SIGN IN WILL RESULT IN DISCIPLINARY ACTION. Any student who is late to class WITHOUT a pass is considered tardy. Students who are late beyond 20 minutes of a class will be considered absent for that instructional period.

- a.) Students who are tardy to school during each semester shall be disciplined in the following gradual progression:
 - 1-4 Tardies – Verbal warning
 - 5-6 Tardies – 1 hr. After-school detention
 - 7-10 Tardies – 4 hr. Friday detention with parent notification
 - 11+ Tardies – Administrator discretion (Friday Det., In-School Restriction, or Out-of-School Suspension)

- b.) Students who are tardy to class during each semester shall be disciplined in the following gradual progression:
 - 1 Tardy – Verbal warning
 - 2-5 Tardies – 1 hr. After-school detention
 - 6-9 Tardies – 4 hr. Friday detention with parent notification
 - 10+ Tardies – Administrator discretion (Friday Det., In-School Restriction, or Out-of-School Suspension)

Early Dismissal - No student will be allowed to leave school prior to dismissal time without either:

- a) a written request signed by the parent/guardian-a person whose signature is on file OR
- b) the parent coming to the School office to request the release. No student will be released to a person other than the custodial parent(s) without a permission note signed by the custodial parent(s) or other legal authorization.

Make-up of Tests and Other School Work - Students who are excusably absent from school shall be given the opportunity to make up work that has been missed. The student should contact their teachers as soon as possible to obtain assignments. Students will be given the number of days of excused absence within which to make up work, except absences due to non-medical reasons (i.e. vacation). That missed work must be turned-in UPON RETURN TO SCHOOL. If a student misses a teacher's test due to excused absence, s/he may make arrangements with the teacher to take the test. If s/he misses a mandated or other standardized test, the student should consult with their guidance counselor to arrange for taking the test.

DISCIPLINE

It is important to remember that the School's rules apply going to and from school, at school, on school property, at school-sponsored events and on school transportation. In some cases, a student can be suspended from school transportation for infractions of School bus rules. Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and

equitable and to have the punishment match the severity of the incident.

Discipline may include such actions as:

Informal Discipline – This takes place within the school. It can include, but is not limited to writing assignments, change of seating or location, after-school detentions, or Friday Night School. Detention reminders are issued to the student as a courtesy to the student from the administration. Failure to serve because reminder was not received or student forgets to serve is not acceptable and the next level of discipline will be issued.

1.) After School Detention – 1 hour (**2:30 – 3:30 pm**) to be served with the detention monitor in the assigned area.

- Students are expected to bring study materials and are expected to work.
- There will be no sleeping.
- Tardiness to detention or inappropriate behavior in detention will result in the next level of discipline being issued. It is possible for a teacher to issue a detention to be served with issuing teacher before or after school or during the Academic Academy period. Parents/students are responsible for providing transportation.

2.) Friday Detention – Students are to serve a continuous four (4) hour period (**2:30 – 6:30 pm**) at the high school with the detention monitor in the assigned area. Students are allowed one five (5) minute break. Any student missing any portion of his/her assigned Friday Detention may be given an In-School Restriction.

- Students are expected to bring study materials and are expected to work.
- There will be no sleeping, electronic devices (cell phones, gaming devices, MP3/CD/TV/DVD players) or recreational materials (cards, magazines, etc.) allowed.
- Students must remain in seat and designated area at all times.
- No food or beverages shall be consumed.
- Tardiness to detention or inappropriate behavior in detention will result in the next level of discipline being issued and a letter sent to parents.
- Parents/students are responsible for providing transportation.

Formal Discipline – This removes the student from class or school. It includes In-school Restriction, suspensions up to ten days, emergency removal for up to 72 hours, suspension for up to 10 school days, expulsion for up to 80 days and/or up to one year in accordance with Board policy and permanent exclusion. Suspensions and expulsions may carry over into the next school year. Removal for less than one school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion and permanent exclusion may be appealed.

1.) In-School Restriction (ISR) – All day (7:20 a.m. – 2:25 p.m.). To be served at Tallmadge High School in assigned area. Parent notified.

2.) Out-of-School Suspension (OSS) – Student is expected to remain away from school property for the duration of the day. There will be no

participation, attendance or practice allowed at any school sponsored event or activity. Parent notified.

Formal discipline could also include: removal from class, prohibition from extra-curricular activities, parental contact, emergency removal, expulsion, and/or permanent expulsion. More than three of any one type of disciplinary action in a grading period will automatically result in the next level of discipline being issued.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The School reserves the right not to return items that have been confiscated.

CRIMINAL ACTS

Any criminal acts taken at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated. Certain criminal acts may result in permanent exclusion.

DUE PROCESS RIGHTS

Students being considered for out-of-school suspension, expulsion or permanent exclusion are entitled to an informal hearing with the building administrator prior to removal at which time the student will be notified of the charges and given an opportunity to make a defense. Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules. This is especially true for infractions involving drugs, alcohol, and tobacco use or harassment. If a student commits a crime while under the School's jurisdiction, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (i.e. being tried twice for the same crime).

Before a student may be suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

Suspension from School – When a student is being considered for an out-of-school suspension by the Superintendent, principal, or other administrator:

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within one school day, a letter will be sent to the parent or guardian stating the specific reason(s) for the suspension and including notice of their right to appeal such action. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.
5. Notice of this suspension will also be sent to the:
 - a. Superintendent
 - b. Board Treasurer
 - c. Student's school record (not for inclusion in the permanent record).
6. If a student leaves school property without permission immediately upon violation (or suspended violation) of a provision of the Student Code of Conduct or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the Principal, Assistant Principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

Appeal of Suspension to the Board or its designee

The student who is 18 or older or the student's parent(s) or guardian(s) may appeal the suspension to the Board of Education or its designee. They may be represented in all such appeal proceedings.

A verbatim record will be kept of the hearing, which may be held in executive session at the request of the student, parent or guardian, if held before the Board.

The procedure to pursue such appeal will be provided in regulations approved by the Board. Notice of appeal must be filed with the Treasurer or the Superintendent within five days of the notice to suspend.

Appeal to the Court

Under Ohio law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

Expulsion from School – When a student is being considered for expulsion by the Superintendent:

1. The Superintendent will give the student and parent, guardian or custodian written notice of the intended expulsion, including reasons for the intended expulsion.
2. The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be earlier than three school days nor later than five school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parent.

3. Within one school day of the expulsion, the Superintendent will notify the parents, guardians or custodians of the student and the Treasurer of the Board. The notice will include the reasons for the expulsion and the right of the student, parent, guardian or custodian to appeal to the Board of Education or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

Appeal of Expulsion to the Board or its Designee- A student who is 18 or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board of Education or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee.

A verbatim record will be kept of the hearing, which may be held in executive session at the request of the student, parent or guardian, if held before the Board. While the hearing may be private, the Board shall act publicly.

The procedure to pursue such appeal will be in accordance with regulations approved by the Board. Notice of intent to appeal must be filed within 10 days of the Superintendent's decision to expel to the Board directly or through the Superintendent's office.

Appeal to the Court – Under state law, the decision of the Board or its designee may be made to the Court of Common Pleas. These procedures shall not apply to in-school suspensions. An in-school suspension is one served entirely within a school setting.

Permanent Exclusion – When a student, sixteen (16) years of age or older, is being considered for permanent exclusion, it is possible that s/he may never be permitted to return to school anywhere in the state of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school: any possession or involvement with a deadly weapon, drug trafficking, murder, manslaughter, assault or aggravated assault, certain sexual offenses, complicity in any of the above crimes. This process is formal and will usually follow an expulsion and the proper notification of the parents. Tallmadge High School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the Assistant Principal.

Discipline of Students with Disabilities – Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The Code includes a list of the types of misconduct that will subject a student to disciplinary action. The Board has formally adopted the list of behaviors and the terms contained in the list. It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly". Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation. Violation by a student of any one or more of the following rules of conduct on school grounds, at Interscholastic competitions, at extracurricular events, or at any other program or activity sponsored by the school district or in which the district is a participant may result in discipline. Students may also be subject to discipline for violation of one or more of the following rules even if that conduct occurs on property not owned or controlled by the District. Students may be subject to discipline for acts which cause injury or loss or damage to the property of School District officials or employees, whether on or off school property. Students shall comply with all state laws and municipal ordinances with regard to their conduct toward the person or property of school officials or employees. The following chart provides a list of major areas that could result in disciplinary action. An explanation of each behavior and possible consequence follows the list. Consequences can range from a detention to expulsion for all offenses that do not have mandatory discipline listed. Not all acts of misconduct can be itemized. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished.

The consequences listed below are applied in addition to the consequences applied through the Extracurricular/Co-curricular/Athletic Code of Conduct, if they apply.

Explanation of Student Discipline Code

(Organized by Rule Number)

1. Use of drugs – The School has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that a student shall not use, abuse, possess, transmit, conceal, distribute, sell or be under the influence of alcohol, illegal or non-prescription drugs (i.e. controlled substances), or look-alike drugs to include electronic cigarettes on school property or at any school-sponsored or school-related function. This includes any alcoholic beers and wines, steroids, inhalants and the like. This prohibition also applies to any type of drug-related paraphernalia. "Under the influence" is defined as manifesting signs of chemical misuse such as staggering, reddened eyes, odor of chemicals, nervousness, restlessness, falling asleep/dozing in class, memory loss, abusive language, or any other behavior not normal for the particular student. "Under the influence" also includes the mere ingestion/consumption of a chemical followed by attendance at a school function, without regard to whether the student manifests physical signs of chemical consumption. If caught, the student may be suspended or expelled and law enforcement officials may be contacted. If the student is suspended or

expelled for use or possession of drugs, the Superintendent must notify the Registrar of Motor Vehicles. The penalty will be: **Ten day Out-of-School Suspension and recommendation for Expulsion**

a.) First-time offenders will be offered the opportunity to serve 5 days OSS (with the remaining five days held in abeyance) AND complete an educational program approved by administration. If the student fails to complete the educational program within the allotted time, s/he will serve the remaining five days that were held in abeyance. All subsequent offenses will result in the full consequence being applied.

b.) Selling or distributing will result in a 10 day OSS and recommendation for Expulsion.

2. Use of tobacco – Smoking and other tobacco uses are a danger to a student's health and to the health of others. The School prohibits the sale, distribution, use, or possession of any form of tobacco or vaping products during school time or at any school activity. This prohibition also applies when going to and from school, at school bus stops, at interscholastic competitions, extracurricular events, or any other school program or activity that is not located in a school or on property that is owned or controlled by the District. The student will be offered an alternative to some of the suspension days for completing educational programs approved by the administration.

1st Offense: 3 day In-School Restriction (ISR) and required completion of a school-offered e-Cigarette/Vaping course. The Course must be completed by the end of school on the final date of the assigned ISR.

- Failure/refusal to complete the course while serving the assigned ISR will be treated as a 2nd offense and the correlating discipline will be applied to the student.

2nd Offense:

- a.) If violating student is a minor on the date that the infraction is committed = 5 day Out-of-School Suspension (OSS) and a report made to Tallmadge Police recommending charges for violation of Ohio Revised Code 2151.87. Two days of OSS will be held in abeyance while the student participates in the Tallmadge Police Department's Diversion Program **and** with successful completion of the Saturday Family Workshop – High School Substance Abuse Education Program.
- b.) If violating student is 18 on the date that the infraction is committed = 5 day Out-of-School Suspension (OSS) and a report made to the Ohio Department of Health for violation of Ohio Revised Code 3794. Two days of OSS will be held in abeyance with successful completion of the Saturday Family Workshop – High School Substance Abuse Education Program.
- c.) Unsuccessful completion of the Tallmadge Police Department's Diversion Program **and/or** Saturday Family Workshop – High School Substance Abuse Education Program will result in the violating student serving the 2 days of OSS that were held in abeyance.

3+ Offenses:

- a.) If violating student is a minor on the date that the infraction is committed = 5 day Out-of-School Suspension (OSS) and a report made to Tallmadge Police recommending charges for violation of Ohio Revised Code 2151.87.
- b.) If violating student is 18 on the date that the infraction is committed = 5 day Out-of-School Suspension (OSS) and a report made to the Ohio Department of Health for violation of Ohio Revised Code 3794.

3. Student disorder/demonstration – Students will not be denied their rights to freedom of expression. However, the disruption of any school activity will not be allowed, and the expression may not infringe on the rights of others. Disruption includes, but is not limited to, the following:

- A. Use of verbal or non-verbal threats, intimidation, harassment, or sexual harassment.
- B. Continuously making noise or acting in any manner as to interfere with the instructor's ability to conduct the class or activity.

If a student or students feel there is need to organize some form of demonstration, they are encouraged to contact the Principal to discuss the proper way to plan such an activity.

4. Possession of a weapon – A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlocks, pens, pencils, chairs, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a weapon will subject a student to expulsion and possible permanent exclusion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon belonged to a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action. Under Federal law, a firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device, includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device. Possession of any such weapon requires the Superintendent to expel a student for a calendar year unless the Superintendent modifies the expulsion based on consideration of one or more of the following specific circumstances:

1. The student was unaware that s/he was possessing a firearm.
2. The student did not understand that the item s/he possessed was considered a firearm.
3. The student brought the item to school as part of an educational activity and did not realize it would be considered a firearm.

If a student is found possessing a knife, which is defined as any cutting instrument consisting of at least one sharp blade, the Superintendent may expel the student for up to one (1) year. If a student is suspended, expelled, removed or permanently excluded from school for misconduct involving a weapon as defined in Board Policy, the Superintendent shall notify the Registrar of Motor Vehicles in the county juvenile court within two weeks after the discipline is imposed.

- 5. Use of an object as a weapon** – An object that is used to threaten or harm another may be considered a weapon. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion and possible permanent exclusion.
- 6. Purposely setting a fire** – Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.
- 7. Physically assaulting a staff member/student associated with the District** – Physical assault of a staff member, student, or other person associated with the district, which may or may not cause injury, will not be tolerated. The school will provide discipline for such action and will make a report with law enforcement officials regarding the incident. Injury to school district officials or employees whether on or off school property, will not be tolerated. If a student commits an act that is a criminal offense when committed by an adult and that act results in serious physical harm to persons as defined in Revised Code Section 2901.01(A)(5) or serious physical harm to persons as defined in Revised Code Section 2901.01(A)(6) while the student is at school, on any other property owned or controlled by the Board, or at an interscholastic competition, an extracurricular event, or any other school program or activity, the Superintendent may expel the student for up to one year according to Board policy on expulsions. **A five day Out-of-School Suspension will be issued.**
- 8. Fighting with staff member/student/person associated with the District** – Any exchange of punches, kicks or other physical contact deemed inappropriate by school authorities between one or more persons while the student is at school, on any other property owned or controlled by the Board, or any other school program or activity, will result in suspension from school and a report made with law enforcement officials. **A five day Out-of-School Suspension will be issued.**
- 9. Verbally threatening a staff member/student/person associated with the District** – Any statement or non-contact action that a staff member, student, or other person associated with the District feels to be a threat will be considered a verbal assault as will profanity directed toward a staff member in a threatening tone.
- 10. Extortion** – Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else. Extortion is against the law.
- 11. Gambling** – Gambling includes casual betting, betting pools, organized sports betting and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity.
- 12. Falsification of schoolwork, identification, forgery** – Forgery of hall/bus passes and excuses as well as false I.D's are forms of lying and are not acceptable. Plagiarism and cheating are also forms of

falsification and subject the student to academic penalties as well as disciplinary action.

13. False alarms and false reports – A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community and the persons in the building. What may seem like a prank, is a dangerous stunt that is against the law and is subject to disciplinary action.

14. Explosives – Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous.

15. Trespassing – Although schools are public facilities, the law permits the school to restrict access on school property. When a student has been removed, suspended, expelled, or permanently excluded, the student is not allowed on school property without written authorization of the Principal.

16. Theft – When a student is caught stealing another person's or the school's property s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value that is not needed for learning to school without prior authorization from the assistant principal. The school is not responsible for personal property brought by a student onto the school property. Students are expected to have a school authorized lock on their locker at all times.

17. Disobedience/Insubordination – The school staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as a parent would. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.

18. Damaging property – Vandalism and disregard for school property will not be tolerated. Loss or damage to the property of school district officials or employees, whether on or off school property, will not be tolerated. The school will provide discipline for such action and may contact law enforcement officials regarding the incident. If a student commits an act that is a criminal offense when committed by an adult and that act results in serious physical harm to persons as defined in Revised Code Section 2901.01(A)(5) or serious physical harm to property as defined in Revised Code Section 2901.01(A)(6) while the student is at school, on any other property owned or controlled by the Board, or at an interscholastic competition, an extracurricular event, or any other school program or activity, the Superintendent may expel the student for up to one year according to Board policy on expulsions.

19. Persistent absences or tardiness – Attendance laws require students to be in school all day or else have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work. Penalties can range from detention to a referral to court and/or revocation of the student's driver's license.

20. Unauthorized use of school or private property – Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. Any trading or selling of items is not permitted. Selling or trading of items shall be subject to disciplinary action.

21. Refusing to accept discipline – The School may use informal discipline to correct a student's behavior and in order to avoid having to

remove the student from school. If a student refuses to accept such discipline and to correct his/her behavior, more severe discipline may be imposed.

22. Aiding or abetting violation of school rules – If a student assists another student in violating any school rule, they will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

23. Displays of Affection – Public displays of affection are personal and not meant for public display. This includes touching, petting, kissing, hugging, hand holding or any other contact that may be considered inappropriate for the learning environment.

24. Electronic Devices – Use of certain electronic devices is permitted at Tallmadge High School. Electronic devices are classified as disruptive, non-disruptive and mobile phone devices.

A.) Disruptive Electronic Devices

Recording devices, radios, laser pointers and other electronic devices are deemed distracting to the educational environment. As such, these devices are not permitted in any area of the District.

- Use of cameras on non-disruptive devices and mobile phones, to take pictures or audio/video, is not permitted on school grounds, including transportation, unless under the direction and supervision of school personnel.

The misuse of permissible electronic devices in a manner distracting to other students or school personnel is not allowed. The misuse of electronic devices includes, but is not limited to:

- Use of any electronic device in a restroom or other area of Tallmadge City Schools not authorized by school personnel.
- Use of headphones/earbuds is not permitted unless teacher supervision in the classroom.
- Use of one earbud only is permitted in the hallways. The second ear must be free of any device.

*Violations involving **disruptive electronic devices** will result in the following disciplinary action:*

First violation will result in confiscation of the item by any staff member and a Friday Detention being issued. The item may be retrieved at the end of the school day from the Assistant Principal.

Second violation will result in confiscation of the item and two In-School Restriction days. The parent must retrieve the item from the office at the end of the school day.

Third violation will result in confiscation of the item and issuing a 3 day Out-of-School Suspension. The parent must retrieve the item from the office at the end of the school day.

- The school reserves the right to access information in the confiscated device.
- Failure to give the device to an adult will result in a minimum 3-day Out-of-School Suspension.

B.) Non-disruptive Devices

Non-disruptive devices are defined as electronic devices primarily used for educational purposes. The categories of non-disruptive devices are (a)

laptops (b) netbooks (c) tablets and (d) eReaders.

These devices may be used:

- During classroom instruction and in the Media Center/Library as permitted and directed by school personnel.
- During Academy and lunch as permitted and directed by school personnel (provided they are being used for educational purposes only).

C.) Mobile Phones

Use of mobile phones for any voice or text communication is not permitted during school hours.

- Students must use the main office phone to contact a parent to get permission to leave school premises for illness, doctor/dentist appointments or other approved absence. Office staff must speak with a parent/custodian to receive such permission prior to the student leaving.

Mobile phones may be used as directed by school personnel. Otherwise, mobile phones must be turned off and muted during school hours. Mobile phones may possess advanced functions including internet access, eReader and video/audio functions. These functions may be used during Academy and during classroom instruction at the discretion of school personnel.

*Violations involving **non-disruptive devices** and **mobile phone devices** will result in the following disciplinary action:*

First violation will result in an After-School Detention.

Second violation will result in an After-School Detention and parent pick-up of device.

Third and Fourth violations will result in a Friday Detention and parent pick-up of device.

Fifth violation will result in Administrator discretion (Friday Det., In-School Restriction, Out-of-School Suspension).

- Failure to give the device to an adult will result in the next level of consequence being applied (based on number of current violation).
- Continuous violations will result in the loss of the privilege of bringing the device to school.
- Possession of a mobile phone while serving an In-School Restriction will result in a Friday Detention and parent pick-up of device. Multiple offenses will result in consequences applied at Administrator discretion.

25. Computers/Technology - Inappropriate use of computer hardware or software and/or misuse of other technologies will not be tolerated. Students who disregard Board Policy regarding computer and Internet acceptable use may have their use privileges suspended or revoked, and other disciplinary action taken against them. Students granted access to the Internet through the Tallmadge City School District assume personal responsibility, both civil and criminal, for uses of the Internet not authorized by Board Policy/Regulations.

26. Violation of individual school/classroom rules – Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the School.

27. Violation of bus rules – Please refer to “Section V – Transportation“ for bus rules.

28. Disruption of the educational process – Any actions or manner of dress that interfere with school activities and/or disrupt the educational process are unacceptable. Such disruptions may include delay or prevention of lessons, assemblies, field trips, athletic and performing arts events. Disruption includes, but is not limited to the following:

- a.) Use of verbal or non-verbal threats, intimidation, harassment, or sexual harassment.
- b.) Continuously making noise or acting in any manner as to interfere with the instructor’s ability to conduct the class or activity.

29. Skipping class/school – “Skipping” is the act of intentionally missing class or school without permission to do so.

- a.) If a student skips school, s/he will be subject to a Friday Detention for the first offense. Subsequent offenses will receive consequences at Administrator discretion.
- b.) If a student skips class, s/he will be subject to an After-School Detention for the first offense (in addition, Academy lockdown will be applied if it occurs during Academy). Subsequent offenses will result in Friday Detentions.

Dress Code – Students are expected to dress appropriately at all times. This includes special events, field trips and award ceremonies. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Students may carry the school approved book bag to class. This is the only authorized book bag which is permitted to be carried during the school day. Authorized string bags may be carried.

**Unauthorized backpacks cannot be carried to class but must stay in the students’ locker during school hours.

The following styles or manners of dress are prohibited:

- No spaghetti straps, muscle shirts, tank tops, tube tops, razor back shirts or see-thru tops.
- No exposed midriffs or bare backs.
- Shorts and skirts are to come to mid-thigh.
- No holes in any article of clothing.
- Holes in pants that expose skin may only be knee-length or below. Holes above the knee must be patched or have leggings worn underneath so as not to expose skin.
- No alcohol, drug, tobacco, sexual, vulgar, or violent symbols or sayings.
- No underwear exposed or worn as outerwear.
- No pajamas or pajama pants
- No droops to the pants. Pants should be worn at the waist.
- No sunglasses are to be worn in the building during school hours.
- There shall be no hats, head-coverings or distracting hair accessories or styles worn in school during the school day (7:20 a.m. to 2:25 p.m.)

- And anything else deemed inappropriate by staff

Violations will result in the following disciplinary action:

- 1st offense – Warning and change clothes
- 2nd offense – After-School detention and change clothes
- 3rd offense – Friday detention and change clothes
- 4th offense – Friday detention and change clothes
- Subsequent offenses – ISR (In-School Restriction)

Harassment/Bullying/Hazing/and other forms of aggressive

behavior- Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while en route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building

principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial, and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above. If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, act of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the parent/guardian of the

perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Complaints – Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Students who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality – The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Sexual Harassment

Verbal: The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.

Nonverbal: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District.

Physical Contact: Threatening or causing unwanted touching, contact, or attempts at same including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District.

Gender/Ethnic/Religious/Disability Harassment

Verbal:

1. Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the District.
2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

Nonverbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.

Physical: Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District. Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should make contact with the assistant principal. Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges. Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to proper authorities. Hazing in violation of Board Policy JFCF by any school group, club or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Under no circumstances will the School threaten or retaliate against anyone who raises or files a harassment complaint.

Cyberbullying

Using e-mail, IM, websites, cell phones and other forms of electronic communication tools to antagonize and intimidate others.

Hazing

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation

into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

ACADEMIC INTEGRITY POLICY

Academic Integrity is essential to upholding an honest and fair learning environment at Tallmadge High School. It is important that all members of the THS learning community maintain high standards of integrity and excel to their highest ability in order to protect the value of the educational process and to maintain the credibility of THS as an educational institution. Academic integrity is acknowledging responsibility for:

1. Producing the student's own work.
2. Recognizing others' work according to the Modern Language Association (MLA) style.
3. Valuing learning over grades.
4. Maintaining honor and trust at Tallmadge High School.

Violations – Violations against the Academic Integrity Policy include but are not limited to:

Cheating – The term assessment includes exam, test, quiz, essay, take-home test, lab, homework assignment, or any other means of assessing student knowledge and skills.

1. Copying from others.
2. Having or using resources not specifically authorized, reviewed or approved by the teacher.
3. Altering a graded assessment and resubmitting it for a better grade without teacher permission.
4. Using or displaying during an assessment any prohibited or unauthorized information or device: such as cell phones, cheat sheets, programmable calculators, etc.
5. Seeking unauthorized assistance on a take-home or make-up assessment.
6. Obtaining test or quiz materials for an assessment without the instructor's knowledge.
7. Discussing information about a quiz or test with students who have not completed the assessment.

Plagiarism-

1. Presenting as one's own, the works or opinions of someone else without proper acknowledgement or citation.
2. Getting or giving improper assistance of an assignment meant to be individual work (ex. Using materials or information not based on your own research and writing, knowledgeable giving a fellow student your work for his/her credit).
3. Having a parent or another person write an essay or do a project which is then submitted as one's own work.
4. Failure to use proper documentation and bibliography.

Forging – Writing or falsifying something and claiming it as your own.

1. Writing a teachers signature on a pass or note.
2. Falsifying a parent signature or note.
3. Writing a student's name on another students pass.
4. Falsifying a phone call.

Enforcement Policy – When a student is in violation of the Tallmadge High School Integrity Policy, the following progressive steps will occur:

First Offense: Meeting with student, teacher and administrator, phone call to parent, automatic zero on assignment and Friday Detention.

Second Offense: Meeting with student, administrator and parent, automatic zero on assignment and 2-day In-School Restriction.

Third offense: Meeting with student, teacher, administrator and parent, automatic zero, and three-day Out-of-School Suspension.

Any of the above offenses may result in course level penalties, program level penalties, removal from any organization such as National Honor Society and Leaders In Action or any other program deemed appropriate by the administration.

SECTION III - ACADEMICS

PROMOTION, PLACEMENT, AND RETENTION

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing the proficiency tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (I.E.P.). It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the School Counseling office, and a counselor will be pleased to answer any questions.

GRADING PERIODS

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades. Interim reports and grades can be checked at any time on Progress Book.

GRADES

Tallmadge High School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher. The School uses the following grading system:

GRADING SCALE

<u>Letter Grade</u>	<u>Percentage</u>	<u>Grade Points</u>	<u>Weighted Honors</u>	<u>Weighted AP/applicable CCP</u>
A+	98.00-100	4.33	4.83	5.33
A	93.00-97.99	4.00	4.50	5.00
A-	90.00-92.99	3.67	4.17	4.67
B+	87.00-89.99	3.33	3.83	4.33
B	83.00-86.99	3.00	3.50	4.00
B-	80.00-82.99	2.67	3.17	3.67
C+	77.00-79.99	2.33	2.83	3.33
C	73.00-76.99	2.00	2.50	3.00
C-	70.00-72.99	1.67	2.17	2.67
D+	67.00-69.99	1.33	1.33*	1.33*
D	63.00-66.99	1.00	1.00*	1.00*
D-	60.00-62.99	.67	0.67*	.67*

*D+, D and D- are not acceptable in AP and Honors courses; no additional weight will be granted. **Students will receive weighted grades for each Advanced Placement (AP) class, Honors Class taken, and applicable College Credit Plus (CCP) class.**

EXAMS

Students are required to take end of course exams. Exams are to be taken on the day and time scheduled. Failure to take an exam results in a zero for the exam grade. Only the administrative staff can authorize an exception and this would be considered only for extreme emergency situations. Exams missed for approved absences will be taken after the student returns. No exams will be given earlier than the scheduled date of the exam. Exams missed for unexcused absences will result in no credit for the exam(s).

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent. Attendance rules apply to all field trips. Students are responsible to obtain classwork/assignments ahead of time from classes that they will miss while participating on field trips. Students can be denied participation on field trips due to attendance, discipline, and/or academic performance.

EARNING CREDIT

Existing policy states that all students must pass the last nine week grading period OR the exam in order to earn credit for a course.

Sophomore standing benchmark: 5.50
Junior standing benchmark: 12.5
Senior standing benchmark: 19.0

PHYSICAL EDUCATION WAIVER

Starting with the Class of 2014, students who have participated in interscholastic athletics, marching band, or cheerleading for at least two full seasons, as defined in the Tallmadge High School handbook, while enrolled in grades 9 through 12, and as confirmed by the athletic director and school counselor, may be excused from the high school physical education requirement.

If a student does earn a PE waiver using the guidelines above a grade of "P" (passing) will be added to the student's transcript with .50 credit earned. The grade of "P" will not affect the grade point average. The student must still take the Health/Physical Education class in order to meet state requirements for Health education.

COURSE CHANGE POLICY

Due to the block schedule format, students have limited times to request a change to the courses they have selected. When verification forms are distributed in the spring, students may ask for class changes with written request from a parent. Final class change requests must be made **no later than the third day of each semester**. Only educational reasons will be considered for allowing course changes. Changes *will not* be considered based upon instructor preference and *may not be accommodated* if class sizes do not allow additional students to be added to the requested course. The requested course change must be of equal or greater academic difficulty than the course being replaced.

REPEATING A COURSE (Available by application only)

With counselor, principal, and teacher approval a student may repeat a course they have previously passed or failed. The last grade will be recorded and used in computing grade point average. Courses may be repeated within one school year. Credit may be granted only once. Applications for course repeats are available in the Guidance Office.

GRADUATION REQUIREMENTS – CLASSES OF 2018 & BEYOND

English	4 credits
Math	4 credits Must include 1 credit of Algebra II or the equivalent of Algebra II
Science	3 credits Must include: 1 credit Physical Science 1 credit Biological Science 1 credit Advanced Science
Social Studies	4 credits World Studies-9 th American Studies (1877-present)-10 th Participation Government-11 th Elective Social Studies course-12 th grade
Physical Education Health	0.50 credit-Physical Education* 0.50 credit-Health
Required Electives	5 credits total Must include: 1 credit-Fine Arts In addition, one or any combination of Foreign Language, Business, Fine Arts, Career Tech, Family & Consumer Sciences, Technology or English, Math, Science & Social Studies not previously required
Additional Requirements	Has met Financial Literacy requirement
Testing Requirements	**End of Course exams (refer to website for specific requirements)
Total Credits Required	26

For the class of 2018 & Beyond: Students must meet one of the following three: 1. Earn a cumulative passing score on seven end-of-course exams. The scores will be set by the State Board of Education. 2. Earn a “remediation-free” score on a nationally recognized college admission exam such as ACT or SAT. The state of Ohio will pay for all 11th-grade students in the Class of 2018 and beyond to take the exam free of charge. 3. Earn a State Board of Education-approved, industry recognized credential or a state-issued license for practice in a career and achieve a score that demonstrates workforce readiness and employability on a job skills assessment.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and District policy. Unless exempted, each student will be expected to meet the necessary graduation requirements.

ACADEMIC AWARDS

Honor & Merit Rolls

Merit Roll is awarded quarterly for GPA of 3.0 – 3.49

Honor Roll is awarded quarterly for GPA of 3.5 – 3.99

Advanced Honor Roll is awarded quarterly for GPA of 4.00 and up

Distinguished Scholars

In order to qualify as Distinguished Scholars, students must have earned the following minimum cumulative grade point average: 4.00 for 9th, 10th, 11th, and 12th grade students.

Laude Honors System

Summa Cum Laude: Highest honor, 4.2 cumulative GPA

Magna Cum Laude: Great honor, 4.0 - 4.199 cumulative GPA

Cum Laude: Honor, 3.6 - 3.999 cumulative GPA

Honors Diploma – Students must meet all but one requirement listed

To receive an Academic Honors Diploma:

a) 4 English, b) 4 Math, c) 4 Science, d) 4 Social Studies, e) 3 units of 1 world language, or no less than 2 units of each of 2 world languages, f) 1 Fine Arts, g) 3.5 GPA, h) 27 ACT Composite

To receive a Career-Technical Diploma with Honors:

a) 4 English, b) 4 Math, c) 4 Science, d) 4 Social Studies, e) 2 units of study in one world language (**not required for Class of 2020**), f) 4 units of Career-Technical pathway, g) 3.5 GPA, h) 27 ACT Composite, i) Ohio Career-Technical Competency Assessment or equivalent.

* Visit <http://www.tallmadgeschools.org/Awards1.aspx> to view additional Honors Diploma options

Gold Cards – The Gold Card is designed to reward students who achieve high levels of excellence in the areas of academics, behavior and attendance. To qualify for the THS Gold Card you must meet all of the following criteria:

1-Your cumulative grade point average must be at least 3.9

2-You have no disciplinary or attendance infractions for the current year.

Freshmen are **not** eligible for a Gold Card. Tenth graders are eligible at the end of the 1st semester of their sophomore year. Once a Gold Card is earned, the above qualifications must be maintained.

Gold Card Privileges:

- Admission to dances-20% discount on Homecoming and Sweetheart tickets. There will be an opportunity to win a free Prom ticket via a drawing.
- Home athletic admission –Students should show their Gold Card at the ticket window for free admission to home sporting events.
- Plays and musicals-20% discount on play tickets
- ACT/SAT –Reimbursement of registration fee will be made at the end of the school year for one ACT/SAT test worth \$20.00.
- Outdoor lounge-Seniors: Semester 1; Juniors: Semester 2
- Preferred scheduling in the Spring.

Cancellation: The Gold Card held by any student can be cancelled immediately or at the end of any grading period if any of the following occur:

- Cumulative grade point average falls below 3.9
- Any violations of the student conduct code including (but not limited to) cheating, truancy, substance abuse, insubordination, and tardiness. Cancellation is at the discretion of the assistant principal.
- Misuse of the card including (but not limited to) fraudulent use by the student to whom it was assigned or loaning a card to another student. If the card is lost, a \$5 fee will be charged and the card will not be re-issued until the following 9-week grading period.

ACADEMIC TRANSCRIPTS

Students may request an official academic transcript through their Naviance account. Official transcripts will not be released unless all school fees are paid.

SECTION IV – STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Tallmadge High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit required for a particular course, and/or contain school subject matter. The School has many student groups that are authorized by the School. It is the District's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member. Authorized groups include:

<i>Academic Challenge –Mr. Hungerford</i>	<i>Band, Flag Corp - Mr. Kuhlman</i>
<i>Bio/Eco Club – Mrs. Lewis</i>	<i>Cheerleaders- Ms. Nina DiFalco</i>
<i>Yearbook- Mrs. Headrick</i>	<i>French Club - Mrs. Metzger</i>
<i>Spanish Club – Mr. Slivka</i>	<i>Student Senate – Mrs. Blasko</i>
<i>National Honor Soc. - Mrs. Kasper</i>	<i>Plays/Musicals-Mr. Obney/ Mr. Kuhlman/Mr. Culver</i>
<i>Athletics – Mr. Seeker</i>	<i>Pep Club – Mrs. Headrick</i>
<i>FCA - Mr. Horner</i>	<i>FCCLA–Mrs. Caicco</i>
<i>Letterwinners – Mr. Huth</i>	<i>IMPROV – Mrs. Charek</i>
<i>Speech/Debate – Ms. Bowser</i>	<i>Senior Mentors- Mrs. Caicco</i>
<i>Art Club – Mrs. Alexandra Eads</i>	<i>D.E.C.A.-Mrs. Haller</i>
<i>Robotics Club-Mr. Redinger</i>	<i>Fresh. Class advisor-Mrs. Giles</i>
<i>Devils Tale Newsletter-Mrs. Headrick</i>	<i>Junior Class Advisor-Mrs. Staszak</i>
<i>Soph. Class Advisor-Ms. Giles</i>	<i>High School Chorus – Mr. Culver</i>
<i>Senior Class Advisor-Mrs. Headrick</i>	<i>B.P.A.- Ms. Brendel/Ms. Giles</i>
<i>Leaders In Action-Mrs. Stewart</i>	<i>Lil Sis Wrestling Stats – Mr. Gnabah</i>
<i>RESPECT – Mr. Srodawa</i>	
<i>Student Council for Exceptional Children – Mrs. Stone</i>	

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. All students are permitted to participate in the activities of their choosing, as long as they meet eligibility requirements and comply with “pay to participate” fee expectations. Coaches and club sponsors will review fee assessments with students.

NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate. Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate. No non-district-sponsored organization may use the name of the school or school mascot.

ATHLETICS

Tallmadge High School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. The following is a list of activities currently being offered. For further information, contact Mr. Don Seeker, the Athletic Director, at 633-6956.

Football	Girls' Tennis	Volleyball
Cross Country	Boys' Soccer	Girls' Soccer
Golf	Swimming	Girls' Basketball
Basketball	Wrestling	Track
Baseball	Softball	Boys' Tennis
Bowling		

Athletic Awards – Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. These requirements will be reviewed with interested students by the appropriate coach.

EXTRACURRICULAR, CO-CURRICULAR, AND ATHLETIC CODE OF CONDUCT

The Tallmadge City Schools recognizes that extra-curricular, co-curricular, athletic, and leadership activities can be an integral and important part of the total educational process. The additional time and dedication these activities demand require that each participant attain and maintain his/her best possible academic level and physical and mental condition.

Rules promote order and safety, and assist participants to reach maximum potential. Every participant should adhere to the rules of the school and conduct himself or herself as a “good citizen” of that school and the community at all times. Dedication and personal sacrifice by each participant promotes a sense of group unity and common goals. It will be the responsibility of school administration to administer this policy.

Signing for this handbook indicates that you agree to abide by the terms contained within the Extracurricular, Co-curricular, and Athletic Code of Conduct.

Duration of Policy:

This policy is in effect twenty-four (24) hours per day, seven (7) day per week. This policy includes conduct on school premises, at school

related activities, and off-school conduct or non-school related activities having a direct, indirect, or immediate effect on the discipline or general welfare of Tallmadge City Schools. A student's participation shall be limited or denied in any one or more elective activities for violations of any of the following rules during in-school or out of school time 365 days per year.

Consequences:

All of the consequences listed below for violations of this policy are in addition to any consequences, which may be applied for offenses which also violate the Tallmadge High School Student Discipline Code, rules of the organization/sport the student is participating in, or any law or ordinance. The violations of this policy are recognized as cumulative throughout a student's high school career.

Consequences for students involved in extra-curricular, co-curricular, athletics, and leadership activities will be in effect for all activities/sports in which the student is currently participating. The consequences will carry over to the next activity/sport a student participates in if at the time of the violation the student is not participating in an activity/sport. Also, any consequences that cannot be fully served due to the end of the current activity/sport's season will have the remainder of the consequences carried over and served during the next activity/ sport's season in which the student participates (i.e., percentage of consequence still remaining must be served). Students must complete the entire length of the activity/sport's season for the consequence to be satisfied.

A student who holds a leadership position (e.g., captain, officer, etc.) and violates any part of this conduct policy will lose that position.

Eligibility:

In order to be eligible for participation in any activity, a student must maintain a minimum grade point average (GPA) of 1.25. The GPA that will be used is the student's last completed nine-week grading period.

Attendance:

In order to participate in any activity/sport, a student must be in school for the entire school day on the day the activity/sport occurs. This includes practices. School administration may grant exceptions.

I.) *Use/possession of Tobacco Products/Alcohol/Drugs*

Students involved in extra-curricular, co-curricular, athletic, and leadership activities shall not use or possess at any time tobacco in any form (i.e. cigarettes, cigars, vaping devices, snuff, chewing tobacco, etc.) Students involved in extra-curricular, co-curricular, athletics, and leadership activities shall not at any time possess, use, sell, deliver, conceal, consume, or be under the influence of any drugs of abuse. Prescribed use of drugs authorized by a licensed physician shall not be considered in violation of this rule; however, abuse of over the counter drugs will be a violation of this policy. Participants shall not possess, use, sell, and offer to sell, deliver, or conceal any instruments or paraphernalia for use with substances of abuse. The local police will be notified of all violations of this provision. Alcohol shall be included as a substance of abuse.

Self-Referral Policy/Voluntary Admission:

If a student seeks assistance for dealing with a tobacco, drug, or alcohol problem by self-referral to their advisor/coach and/or school administrator, and they agree to participate in a tobacco, alcohol, or drug education program approved by the school administration, there shall be NO prohibition from extra-curricular, co-curricular, athletic, and leadership activities.

Similarly, if a parent and/or student admit to a violation of the policy prior to a school official being aware of any specific information regarding the violation, there shall be NO prohibition from extra-curricular, co-curricular, athletic, and leadership activities. Neither self-referral nor voluntary admission applies when there is a deliberate attempt to circumvent the consequences resulting from a violation.

Voluntary admission shall result in assignment to a tobacco, drug, or alcohol education awareness program for both students and parents. Failure to comply with all required recommendations shall result in placement on the appropriate offense step.

First Violation:

A first offense will result in an immediate twenty-five (25) percent denial of participation from all extra-curricular, co-curricular, and scheduled athletic events or contests in each activity in which the student participates. A recommendation will be made that the student attends a smoking or alcohol/drug education program.

Second Violation:

A second offense will result in an immediate fifty (50) percent denial of participation from all extra-curricular, co-curricular, and scheduled athletic events or contests in each activity in which the student participates. A recommendation will be made that the student attends a smoking or alcohol/drug education program.

Third Violation:

A third offense will result in an immediate denial of participation from all extra-curricular, co-curricular, and scheduled athletic events or contests in each activity in which the student participates for twelve (12) months. A recommendation will be made that the student attends a smoking or alcohol/drug education program.

Fourth Violation:

A fourth offense will result in an immediate removal from all extracurricular, co-curricular, and athletic activities for the duration of his/her enrollment in Tallmadge City Schools. A recommendation will be made that the student seeks appropriate help.

II.) *Selling, Offering to Sell, or Delivering Tobacco Products/Alcohol/Drugs*

First Violation:

A first offense will result in an immediate denial of participation from all extra-curricular, co-curricular, and scheduled athletic events or contests in which the student participates for twelve (12) months. A recommendation will be made that the student seeks appropriate help.

Second Violation:

A second offense will result in an immediate denial of participation from all extra-curricular, co-curricular, and athletic activities for the duration of his/her enrollment in Tallmadge City Schools. A recommendation will be made that the student seeks appropriate help.

III.) Hazing

Harassment, intimidation, or bullying toward a student by other students is strictly prohibited and will not be tolerated. Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) and the behavior causes mental or physical harm to other student(s) and is sufficiently severe, persistent or pervasive that it causes and intimidating, threatening, or abusive educational environment for other student(s).

Incidents/reports of hazing shall be brought to the attention of school Administration. Each incident/report will be investigated and appropriate action will be taken.

The Administration will determine a course of action, which may include anything from a verbal warning to a permanent denial of participation depending on the offense.

IV.) Actions Unbecoming of a Tallmadge Student

Other actions unbecoming of a student shall be brought to the attention of the Administration. He/she will determine a course of action, which may include anything from a verbal warning to permanent denial of participation depending on the offense. Students holding leadership positions (Class President, Captain of the Academic Challenge team, Team captain, etc.) will immediately forfeit the position for the remainder of the school year.

SCHOOL DANCES

Tallmadge High School dances are high school functions and, as such, **are not open to Middle School students or any person over the age of 20 years.** We would like all students to enjoy THS dances. All students and guests are expected to read and comply with dance expectations. We encourage parents to review our formal dance requirements and to assist their son/daughter with compliance of stated expectations.

STUDENT DANCE AGREEMENT

The purpose of this agreement is to promote a healthy, safe, and enjoyable event for all students. The following behavior expectations, consequences, and procedures are designed to ensure a positive dance environment. This is applicable for all dances during the school year.

Expectations:

- I will demonstrate good character, maintain a high community standard and follow all school/district rules.
- I will adhere to the school accepted dance dress code.
- I may be required to show photo ID, and be willing to submit to a search for alcohol, drugs, or tobacco products.
- Students may not bring beverages or drink containers of any kind into the dance.

- **I understand that all THS students and their guests will be tested for alcohol prior to being admitted to the dance, and subsequent testing may be conducted during the dance. Anyone testing positive will be referred to the Tallmadge Police. Appropriate consequences will be issued.**
- I will be respectable and courteous towards other students, all adults, faculty, and chaperones.
- I understand that I am not allowed to engage in sexually explicit dancing. Sexually explicit dancing includes: freaking, grinding, and any other type of dancing which could be construed as vulgar or provocative (i.e., dancing styles that involve intimate touching of the breasts, buttocks, or genitals, or that simulate sexual activity). No dancing from back to front. All dancers must remain upright – no sexual squatting or sexual bending is allowed. No hands on knees or hand on dance floor with your buttocks facing or touching your partner. No mosh or slam dancing is permitted and the surfing of students overhead is forbidden.
- I will be respectful of the dance facility and all property associated with the dance site.
- I understand that I will not be allowed to enter the dance any time after 1 hour from the dance start time.
- I understand that once a student or guest leaves the dance, he/she is not allowed to return. No money will be refunded. Please be aware that when you enter the dance, you must have with you anything you may need from your car for the entire evening. No one will be allowed to leave the building even with a chaperone.

Consequences:

- Any student dancing inappropriately will be asked to leave the dance floor and will be issued a warning by the adult chaperone. The student will be allowed to remain at the dance with the warning issued. If he/she is caught dancing inappropriately again, the student will be removed from the dance and a parent will be contacted.
- Students violating this agreement will be removed from the dance and a parent will be called. If they don't have their own transportation they will be moved to a safe room until they are picked up.
- Students violating this agreement will not be allowed to attend the next scheduled dance event and a 2nd violation during the school year will restrict their attendance from all future dances for one calendar year.
- No refunds will be given if a student is directed to leave.
- Students who commit illegal acts are subject to legal actions, including being issued a citation or arrest.

FORMAL DANCE DRESS CODE

Dance attire should be appropriate for a school setting. Attire must accommodate dance movements without resulting in over-exposure. Inappropriate dress will result in denial of access to the dance or removal from the dance.

Females:

- All dresses must be beyond your fingertips when your arms are at your side
- Necklines of dresses must not be lower than your armpits.
- Slits in dresses must not be higher than mid-thigh.
- Dresses may not expose more than 2" of the midriff.
- Backless dresses must not extend below the waistline.
- Cutouts are not permitted.
- See through items are not permitted.
- Spaghetti straps and strapless dresses are permitted.

Males:

- Only dress pants: no jeans or shorts.
- Pants must rest at the waist (no droops).
- Shirts must have collars and MUST be left on during the dance.

Any violation of the dress code will result in the student(s) not being permitted to attend the school function, with no reimbursement/refund of ticket(s).

NON-TALLMADGE GUESTS

Any Tallmadge student wishing to bring a non-Tallmadge guest is required to submit a Guest form to the main office, which must then be approved by the Principal. All rules, consequences and procedures will be expected of student guests. Forms are available in the main office. Guests must be under the age of 21.

SECTION V - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

Daily bus service is available for the high school during this school year. The school provides bus transportation for all students eligible. The bus schedule and route is available by contacting the Bus Garage at 633-2215. Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal. A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the building principal stating the reason for the request and the duration of the change and the principal approves it.

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety. The following behaviors are expected of all students:

Previous to loading (on the road and at school)

Each student shall: a.) be on time at the designated loading zone (5-10 minutes prior to scheduled stop); b.) stay off the road at all times while walking to and waiting for the bus; c.) line up single file off the roadway to enter; d.) wait until the bus is completely stopped before moving forward to enter; e.) refrain from crossing a highway until the bus driver signals it is safe; f.) go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

During the trip

Each student shall: a.) remain seated while the bus is in motion; b.) keep head, hands, arms, and legs inside the bus at all times; c.) not litter in the bus or throw anything from the bus; d.) keep books, packages, coats, and all other objects out of the aisle; e.) be courteous to the driver and to other bus riders; f.) not tamper with the bus or any of its equipment.

Leaving the bus

Each student shall: a.) remain seated until the bus has stopped; b.) cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe; c.) the driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

PENALTIES FOR INFRACTIONS

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.

SELF-TRANSPORTATION TO SCHOOL

Driving to school is a privilege, which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

The following rules shall apply:

Parking Lots – Students should request a Parking Lot Guidelines form from the main office and need to complete the bottom half, which is the Parking Permit and Vehicle Registration Form. The student will need to know the automobile make, color, and license number for each vehicle they may drive to school during the school year. There is no fee for a Parking Permit.

Transportation To and From School-Sponsored Activities – When the school provides transportation, students shall not drive to school-sponsored activities unless written permission is granted by their parents and approved by the Principal. No other students are allowed to be driven to a school-sponsored activity by the approved student driver without a note from parents of passenger students granting permission and approval by the Principal.

Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.