



# **STUDENT / PARENT HANDBOOK**

## **TALLMADGE MIDDLE SCHOOL**

### **2024 – 2025**

Welcome to Tallmadge Middle 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.

**484 East Avenue  
Tallmadge, OH 44278  
Main Office: 330-633-4994  
Fax: 330-630-5986  
Website: [www.tallmadgeschools.org](http://www.tallmadgeschools.org)  
School Colors: Blue & Gold  
Mascot: Blue Devil**

**Steve Wood, Superintendent of Schools**

**Jeff Manion, Principal  
Kim Husing, Asst. Principal  
Ashley Tatgenhorst, School Secretary  
Tracee McCoy, Secretary/Athletics Secretary**

**Counselors:  
James Shannon (A-L)  
Laura Wieland (M-Z)**

**Tallmadge Board of Education Members:**

**Mr. Mark Fairhurst, President  
Mr. Mike Passarelli, Vice President  
Mr. Todd Loughry, Member  
Mrs. Jen Ross, Member  
Mr. Chad Davis, Member**

**TCS VISION**

**“Tallmadge is a collaborative community that empowers every student.”**

**TCS MISSION**

**“Every Tallmadge graduate is successfully employed, enrolled or enlisted.”**

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The TMS Code of Conduct included in this handbook is required to comply with all Tallmadge City Schools Board of Education policies. The TCS BOE policies that are updated throughout the year can be found at the following link: <https://go.boarddocs.com/oh/tcsoh/Board.nsf/Public?open&id=policies>

Please be aware that all revisions and updates supersede conflicting handbook language.

# **TMS STAFF DIRECTORY**

## **Administration:**

[Jeff Manion \(Principal\)](#)

[Kim Hussing \(Asst. Principal\)](#)

## **Secretaries**

[Ashley Tatgenhorst \(Main\)](#)

[Tracee McCoy \(Athletics\)](#)

## **School Counselors**

[James Shannon \(A-L\)](#)

[Laura Wieland \(M-Z\)](#)

## **6th Grade Staff**

[Nicole Canter](#)

[Lisa Freemal](#)

[John Gergely](#)

[Brian Knepp](#)

[Debbie Luli](#)

[Alexis Martuccio](#)

[Krista McCourtie](#)

[Shannon Moye](#)

## **7th Grade Staff**

[Maria Boyd](#)

[Heather Caslow](#)

[Alison Porter](#)

[Jennie Green](#)

[Amanda Garretson](#)

[Thomas Lindhe](#)

[Matt Morrissey](#)

[Lindsay Rodebaugh](#)

## **8th Grade Staff**

[Audrey Cunert](#)

[Jim Dochat](#)

[Ann Hagedorn](#)

[Klair Heestand](#)

[Shannon Olander](#)

[Kim Rauschenberger](#)

[David Staszak](#)

[Mark Verrona](#)

## **Intervention Specialists**

[Ann Elliott \(6\)](#)

[Steven Staszak \(6\)](#)

[Rachel Davis \(7\)](#)

[Wendy Violette \(7\)](#)

[Natalie Pappagallo \(8\)](#)

[Elliott Tedquist \(8\)](#)

[Sierra Mirtich \(MH\)](#)

[Lillian Carson \(ED\)](#)

[Abigail Rick \(Multi\)](#)

## **Exploratory Staff**

[Rich Day](#)

[Colin Epstien](#)

[Amy Gmerek](#)

[Matt Hagedorn](#)

[Lori Knisley](#)

[Brittany Koogle](#)

[Alan Miller](#)

[Sandra Murray](#)

[Chad Nash](#)

[Jen Perdue](#)

## **Paraprofessional**

Amy Benya

Kathy Bowles

Dan Davies

Laura Geib

Brennan Murray

Darcy Natcher

Kim Parks

Rebecca Steele

Kaddi Strate

## **School Psychologists**

[Emily Rinaldi \(6th\)](#)

[Ashley Graham \(7th & 8th\)](#)

## **English Language (ELL)**

[Kathleen Gallagher](#)

## **Speech Pathologist**

[Erica Baker](#)

## **Kitchen Manager**

[Karen McClintock](#)

## **Head Custodian**

[Tracy Gilbert](#)

## **Red Oak Counseling**

[Jeremy Hepner](#)

## **Librarian**

[Diane Stroud](#)

## **Health / Nursing Services**

[Mrs. Elizabeth Wyslutsky \(TCS Nurse\)](#)

[Sarah Regan \(TMS Medical Assistant\)](#)

**TALLMADGE CITY SCHOOL DISTRICT  
CALENDAR FOR SCHOOL YEAR 2024-2025**

**AUGUST**

| M  | T  | W  | TH | F  |
|----|----|----|----|----|
|    |    |    | 1  | 2  |
| 5  | 6  | 7  | 8  | 9  |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 28 | 29 |

Teacher Days 16, 15  
Student Days 13

**SEPTEMBER**

| M  | T  | W  | TH | F  |
|----|----|----|----|----|
| 2  | 3  | 4  | 5  | 6  |
| 9  | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 |    |    |    |    |

Teacher Days 20  
Student Days 20

**OCTOBER**

| M  | T  | W  | TH  | F  |
|----|----|----|-----|----|
|    | 1  | 2  | 3   | 4  |
| 7  | 8  | 9  | +10 | 11 |
| 14 | 15 | 16 | 17  | 18 |
| 21 | 22 | 23 | 24  | 25 |
| 28 | 29 | 30 | 31  |    |

Teacher Days 22  
Student Days 21

**NOVEMBER**

| M  | T  | W  | TH | F  |
|----|----|----|----|----|
|    |    |    |    | 1  |
| 4  | 5  | 6  | 7  | 8  |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

Teacher Days 19  
\*TES/TMS 17, THS 18

**DECEMBER**

| M  | T  | W  | TH | F  |
|----|----|----|----|----|
| 2  | 3  | 4  | 5  | 6  |
| 9  | 10 | 11 | 12 | 12 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | 31 |    |    |    |

Teacher Days 15  
Student Days 15

**JANUARY**

| M  | T  | W  | TH | F  |
|----|----|----|----|----|
|    |    | 1  | 2  | 3  |
| 6  | 7  | 8  | 9  | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | 31 |

Teacher Days 20  
Student Days 19

**FEBRUARY**

| M  | T  | W  | TH | F  |
|----|----|----|----|----|
| 3  | 4  | 5  | 6  | 7  |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |

Teacher Days 19  
Student Days 18

**MARCH**

| M  | T  | W  | TH  | F  |
|----|----|----|-----|----|
| 3  | 4  | 5  | 6   | 7  |
| 10 | 11 | 12 | +13 | 14 |
| 17 | 18 | 19 | 20  | 21 |
| 24 | 25 | 26 | 27  | 28 |
| 31 |    |    |     |    |

Teacher Days 16  
Student Days 15

**APRIL**

| M  | T  | W  | TH | F  |
|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  |
| 7  | 8  | 9  | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 |    |    |

Teacher Days 20  
Student Days 20

**MAY**

| M  | T  | W  | TH | F  |
|----|----|----|----|----|
|    |    |    | 1  | 2  |
| 5  | 6  | 7  | 8  | 9  |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

Teacher Days 18  
Student Days 17

**JUNE**

| M | T  | W  | TH | F  |
|---|----|----|----|----|
| 2 | 3  | 4  | 5  | 6  |
| 9 | 10 | 11 | 12 | 13 |
|   |    |    |    |    |
|   |    |    |    |    |
|   |    |    |    |    |

Teacher Days  
Student Days

|  |  |
|--|--|
|  | School Not in Session                              |
|  | Teacher Work/In Service-<br>No School for Students |
|  | TES/TMS Conference Day-<br>No school for TES/TMS   |

**New Teacher Orientation**

Opening Staff Meeting  
\*First Day for Students  
Labor Day  
NEOE Day  
Teacher InService  
\*\*TES/TMS Conferences  
Thanksgiving  
Winter Break  
Teacher Records Day

August 9  
August 12-13  
August 14  
September 2  
October 11  
October 14  
November 26  
November 27-29  
Dec. 23- Jan. 2  
January 3

Martin Luther King Day  
Teacher In-Service  
President's Day  
Teacher In-Service  
Spring Break  
Easter  
Last Day (Early Release)  
Memorial Day  
Teacher Records Day  
Calamity Days

January 20  
February 14  
February 17  
March 14  
March 24-28  
April 18-21  
May 23  
May 26  
May 27  
May 28-June 3

\*NOTE: August 14-16 are Phase-IN days for K-4.

\*\*NOTE: Conference Days - No School for TES/TMS on 11/26 (THS is in session on 11/26).

+ Marks End of Each Quarter.

|                 |                 |                      |
|-----------------|-----------------|----------------------|
| First Semester  | August 14, 2024 | to December 20, 2024 |
| Second Semester | January 6, 2025 | to May 23, 2025      |

# TMS BELL SCHEDULE

**7:45 AM – Tardy Bell**

|                     |                    |
|---------------------|--------------------|
| <b>Block 1 (78)</b> | <b>7:45 – 9:03</b> |
|---------------------|--------------------|

|                     |                     |
|---------------------|---------------------|
| <b>Block 2 (78)</b> | <b>9:05 – 10:23</b> |
|---------------------|---------------------|

|                       |                      |
|-----------------------|----------------------|
| <b>Academy A (30)</b> | <b>10:24 – 10:54</b> |
|-----------------------|----------------------|

|                       |                      |
|-----------------------|----------------------|
| <b>Academy B (30)</b> | <b>10:55 – 11:25</b> |
|-----------------------|----------------------|

|                       |                      |
|-----------------------|----------------------|
| <b>Academy C (30)</b> | <b>11:26 – 11:56</b> |
|-----------------------|----------------------|

|                     |                     |
|---------------------|---------------------|
| <b>Block 3 (78)</b> | <b>11:57 – 1:15</b> |
|---------------------|---------------------|

|                     |                    |
|---------------------|--------------------|
| <b>Block 4 (78)</b> | <b>1:17 – 2:35</b> |
|---------------------|--------------------|

**Bus Riders dismissed at 2:35**

**Parent Pick up and Walkers dismissed at 2:37**

## **SECTION I – GENERAL INFORMATION**

### **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 race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability or military status.
- 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, non-commercial 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. 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 administration 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 TMS Administration.

### **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 young 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.

### **STUDENT RECORDS**

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

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

Upon request, all records and files included in the student's cumulative file are available to parent(s) or the student (if he/she is over 18 years of age). This request must be in writing and is granted within 45 calendar days or earlier of the request. No records are to be removed from the school. A principal, teacher or other qualified school personnel must be present to explain any of the tests or other material.

All rights and protections given to parents under law and this policy transfer to the student when he/she reaches age 18 or enrolls in a postsecondary school. The student then becomes an “eligible student.”

The District uses reasonable methods to identify and authenticate the identity of parents, students, school officials and any other parties to whom the agency or institution discloses personally identifiable information from education records.

The District provides notice to parents and eligible students annually, in accordance with the procedures set forth under administrative regulations, of the rights held by parents and eligible students under law and this policy. It is the intent of the District to limit the disclosure of information contained in the student’s education records except:

1. By prior written consent;
2. As directory information and
3. Under other limited circumstances, as enumerated under administrative regulations.

The following rights exist:

1. The right to inspect and review the student’s education records;
2. The right, in accordance with administrative regulations, to seek to correct parts of the student’s education records, including the right to a hearing if the school authority decides not to alter the records according to the parent(s)’ or eligible student’s request;
3. The right of any person to file a complaint with the U.S. Department of Education if the District violates relevant Federal law, specifically the Family Educational Rights and Privacy Act and
4. The right to acquire information concerning the procedure which the parent(s) or eligible student should follow to obtain copies of this policy, the locations from which these copies may be obtained, as well as any fees to be charged for such copies. \*(See administrative regulations.)

The District proposes to designate the following personally identifiable information contained in a student’s education records as “directory information.”

1. Student’s name
2. Student’s address
3. Telephone number(s)
4. Student’s date and place of birth
5. Participation in officially recognized activities and sports
6. Student’s achievement awards or honors
7. Student’s weight and height, if a member of an athletic team
8. Major field of study
9. Dates of attendance (“from and to” dates of enrollment)
10. Date of graduation

The above information is disclosed without prior written consent, except when the request is for a profit-making plan or activity or when the parent/eligible student has informed the Board that any or all such information should not be released without their prior written consent or when disclosure is otherwise prohibited by law.

Administrative regulations set forth a procedure for annual notification to parents and eligible students of the District’s definition of directory information. Parents or eligible students then have two weeks in which to advise the District in writing, in accordance with such regulations, of any or all items which they refuse to permit as directory information about that student.

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

Other than requests as described above, school officials release information from, or permit access to, a student’s education records only with the prior written consent of a parent or eligible student, except that the Superintendent or a person designated in writing by the Superintendent may permit disclosure in certain limited circumstances outlined under administrative regulations.

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

Use of Student Records as well as Records of Requests for Access Disclosure can be found here:

<http://go.boarddocs.com/oh/tsoh/Board.nsf/goto?open&id=BY53S303C475>

#### **Directory Information Release**

Certain directory information may be released to media, colleges, civic or school-related organizations and state or governmental agencies as well as published in programs for the athletic, music and theater presentations of this District. Denial of permission to release directory information can be found here:

<http://go.boarddocs.com/oh/tsoh/Board.nsf/goto?open&id=BY53S503C478>

#### **Photo Release Information**

Each year, the student's parent/guardian is asked whether to grant or deny consent to use photo or video footage of their child, their child's work, and/or their child's full name in school-related publications, projects, web sites or videos as well as media sources, electronic news items, community publicity opportunities and the community cable television educational access channel. This permission or denial is done in the OneView Parent Portal.

#### **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 indicating the procedure to be followed in the event of a medical emergency involving your child. This is required for all students and is a requirement in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. Failure to update the information and agree to the terms will jeopardize a student's educational program.

#### **STUDENT SAFETY & WELL-BEING**

The School complies with all fire, tornado & safety laws and will conduct appropriate 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. Safety drills such as Run, Hide, Fight and Lock In Place drills are held in coordination with the Tallmadge Police Department to ensure all procedures are followed.

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**

<http://go.boarddocs.com/oh/tsoh/Board.nsf/goto?open&id=BY53RX03C470>

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.

#### **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 administration.

#### **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of administration. 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 administration. A minimum of 24 hours notice is required to ensure that the Principal has the opportunity to review the announcement or posting.



### **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 on the table in the cafeteria. Unclaimed items will be given to charity.

### **MORNING ARRIVAL**

Students are to immediately enter the building upon arrival at school and are not permitted to congregate on or within sight of school grounds. Students may not arrive at school before 7:20 A.M. Students arriving prior to 7:45 must go directly to the cafeteria (no locker) and remain seated there until dismissed by a staff member. While in the cafeteria, students may talk quietly or work on assignments. Students found in unsupervised areas of the building prior to 7:45 may receive disciplinary consequences.

Students that are dropped off by a parent should unload at Door #1 using the main lot of the K-8 campus. Students that ride the bus will enter through Door #3. Any student arriving after 7:45am will be required to enter through Door #1 and check-in with the main office staff.

### **AFTERNOON DISMISSAL**

Afternoon dismissal will begin at 2:35. Bus riders will be dismissed at 2:35 and exit through Door #6. Walkers and parent pick ups will be released at 2:37. Sixth grade students will exit door #1 and use the main lot area for pick up. Seventh and eighth grade students will use door #3 and utilize the staff lot.

An early dismissal will be granted for the following reasons: **medical appointment, funeral, school-related activity (non-athletic) or illness.** Students requesting an early dismissal must present their 1<sup>st</sup> period teacher with a signed note from parent/guardian during morning attendance. Any early dismissal beyond two periods will be considered a half-day absence. Only Parents/Guardians, (and the names on the emergency medical form) are permitted to meet their child in the office and sign them out before escorting them out of the building. Students may sign themselves back in with a note from the appt. or parent. A pass back to class will be given to them from the office staff.

### **BICYCLES, SKATEBOARDS AND ROLLER/IN-LINE SKATES**

Students may ride a bicycle to school. While on school property, students are to walk with their bicycles. Bicycles are to be secured with a lock at the bike near the front entrance. Skateboards/roller/in-line skates are not permitted on school property. Tallmadge City Schools is not responsible for a lost or stolen bike.

### **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 using our Safe Schools ID System (Drivers License Required). 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 school administration 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.

#### **A. Internet Connection**

Wireless Internet connection will only be provided to school-issued devices. Students must have (electronically) signed the form mentioned in the above paragraph in the OneView Parent Portal. The use of school-issued devices outside of the school building are still subject to the Student Acceptable Use Policy.

Students using a personal device and data plan while at school are subject to the Student Discipline Code.

**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.

The District recommends annually purchasing insurance for all school-issued items. The link to purchase insurance can be found here: <https://securranty.com/Tallmadge>

**C. Transporting Devices**

All students are issued a case to carry their school-issued Chromebook. It is the expectation of the school that students have their Chromebook, case and power charger everyday.

**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, WQMX 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 at 9:45am. Ending time remains the same.

## **SECTION II-ATTENDANCE & ENROLLMENT**

**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 Middle School has an attendance policy to avoid these negative consequences.

***Excusable, Approved Absences*** <http://go.boarddocs.com/oh/tcsoh/Board.nsf/goto?open&id=BY53P303C40D>

Reasons for which students may be medically excused include, but are not limited to:

1. Personal illness of the student;
2. Illness in the student's family necessitating the presence of the child;
3. Quarantine for contagious disease or
4. Emergency or other set of circumstances in which the judgment of the Superintendent constitutes a good and sufficient cause for absence from school, which may include but not be limited to absences due to documented medical appointments.

Any limits that may be in place regarding the number of medical excuses that will be authorized without a doctor's note may be extended if the student or someone in the student's family is in quarantine due to COVID-19 or experiencing symptoms of COVID-19.

Reasons for which students may be non medically excused include, but are not limited to:

1. Needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved by the Superintendent (applies to students over 14 years of age only);
2. Death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
3. Observation of religious holidays consistent with a student's truly held religious belief;
4. Traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);

5. College visitation;
6. Absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
7. Absences due to a student being homeless;
8. Temporary internet outage for individual students or households;
9. Technical difficulties for individual students or households occurring at inopportune times such as during a teacher-led remote learning lesson;
10. Absence due to COVID-19 reasons that are not considered medically excused until alternative arrangements can be made or
11. As determined by the Superintendent.

Parents are encouraged to schedule their child's appointments with doctors and dentists during non-school hours to the extent possible. 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 a nonmedical excuse** 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.*

**Vacations during the School Year** - Parents are encouraged not to take their child out of school for vacations. 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 or if the requested absences exceed the state required 93% attendance rate.

**Unexcused Absences** - Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered unexcused.

**Chronic Absenteeism** - Chronic absenteeism, as defined by the Every Student Succeeds Act, is missing 10 percent or more of the school year for any reason. It includes excused and unexcused absences. Schools and districts do not have to wait until a child has missed 10 percent of the school year to offer support to the student and his or her family.

**Habitual Truancy** - If a student, under the age of 18, has accrued 30 or more consecutive unexcused absence 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.

**Notification of Absence** - If a student is going to be absent, the parents must contact the school at 633-4994. Our voice mail is always available so you may call before or after school hours, but please try to call us by 9:00 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. The District will make an attempt to contact the parent, guardian, or other person having care of a student who has not notified the school of the student's absence that day regarding that student's absence without legitimate excuse within 120 minutes of the start of the school day. The Board authorizes the Superintendent to determine and use the appropriate notification procedure and methods consistent with State law.

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.

### **TARDY STUDENTS**

In addition to regular attendance, being on time is an important habit for students to develop for the future workplace. Students arriving **after 7:45am** are required to sign in at the office and will be considered tardy. Progressive detention time for excessive tardiness will be assigned by the office throughout the year. Late arrivals after the second period without a medical/dental excuse will be considered a half-day absence.

The following **TARDY** consequences will apply:

- 5<sup>th</sup> through 8<sup>th</sup> tardy = After-School Detentions
- 9<sup>th</sup> through 11<sup>th</sup> tardy = Saturday Morning Detentions
- 12<sup>th</sup> through 14<sup>th</sup> tardy = In-School Suspensions
- 11<sup>th</sup> tardy and beyond = Administrators Discretion

Note: There will be a “New Start” granted at the beginning of the second semester.

Students are also expected to arrive on time to each class throughout the day. Teachers will assign consequences at their discretion for excessive tardiness to their classes.

### **ENROLLMENT**

Tallmadge City Schools uses an online registration process for the convenience of families new to our district. This process should increase the accuracy and efficiency of registration. All students in grades K - 12 who are new to the district should complete the online registration and upload all documentation to the OneView Parent Portal. *Be sure to read this entire page before starting the online registration process.* Please contact Maria McNulty, Registrar, at 330-633-3291 ext. 3194 if you need assistance with the online registration.

### **Registration Process**

- 1 - Parent/guardian completes the online registration with all required documents uploaded to the OneView Parent Portal.
- 2 - Students registering for kindergarten must have their 5th birthday on or before August 1st to be eligible for admittance.
- 3 - The following documents will need to be uploaded to the Final Forms Portal. Documents can be scanned copies or photocopies. Pictures of documents from smartphones will be accepted as long as the document is visible.

- Student's Birth Certificate
- Student's Immunization Records
- Parent Photo ID
- Custody Paperwork (complete document), if applicable. Certified copy of court order or court appointed guardianship.
- Transcripts/Report Cards (Grades 9-12 only):
  - For Grade 9: Copy of student's 8th grade report card from most recent school
  - For Grades 10-12: Copy of student's unofficial transcript from most recent school
- Proof of Residency or Sworn Statement of Residency (for families living with relatives).
  - \*If a student is in the custody of Children's Services, an Affidavit of Custody and Proof of Educational Responsibility must be presented.

Homeowners: Deed or Loan Disclosure Statement

Renters: Valid Lease or Rental Agreement

\*In addition to the above, two additional documents for proof of residency are required. Documents must be current and in the name of the parent or guardian(can be any of the following but must be two different documents):

- Utility bill (phone bills not accepted)
- Pay stub
- Insurance statement
- Voter registration
- Property Tax Bill
- Welfare/Child Care Records (Medicaid/Medicare, JFS)

4 - Grades 9-12 Only: once online registration has been completed and all the above required documents have been presented to the district please follow these procedures.

- You will need to call and schedule an appointment at the High School to complete course scheduling. Please have an unofficial transcript and most recent report card available. Please contact Chris Drenan at 330-633-5505 ext. 1071 to schedule your appointment.

**\*\*It is the responsibility of the parent/guardian to finalize registration. Should a document be missing and/or registration not complete, you may be contacted by email as a reminder to complete registration.**

**Change of Address and/or Custody** - If the address and/or custody information for a student changes throughout the school year, the updated information must be submitted to the district through the Final Forms portal within two weeks of the status change. Proof of residency and/or court documentation is required. A district representative will contact the parent/guardian to follow-up.

**Homeless students** <http://go.boarddocs.com/oh/tcsoh/Board.nsf/goto?open&id=BY53NF03C3FA>

The Tallmadge City School District is committed to providing services to all resident families, including those that may be homeless. The district, in accordance with the McKinney-Vento Act, assures that all homeless children and youth have equal access to the same free and appropriate public education, including preschool age students, as children and youth who are not homeless. The district has developed policies to help remove barriers to the enrollment, attendance and success in school that homeless children and youth may experience.

Your child has the right to:

- Go to school, no matter where you live or how long you have lived there.
- Stay in the school that he or she was attending before becoming homeless or the school he or she last attended, if that is your choice and it is feasible.
- Enroll in school immediately, even if you do not have all the paperwork, such as your child's school or medical records.
- Access the same special programs and services that are provided to other children, including special education, migrant education and vocational education.
- Receive the same public education that is provided to other children, including preschool. (Your child cannot be separated from the mainstream school environment because he or she is homeless. He or she cannot be segregated in a separate school, separate programs within a school or separate settings within a school.)

Under the McKinney-Vento Act, the terms "homeless children and youths" means individuals who lack a fixed, regular, and adequate nighttime residence. This includes:

- Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals
- Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Unaccompanied youth includes youth in homeless situations who are not in the physical custody of a parent or guardian.

If you feel you and your family are experiencing, or have experienced a situation that qualifies you under the McKinney-Vento Act, please contact the district Homeless Liaison, Roy R. Zeman Jr., at 330-633-3291 ext. 8203 or at [zeman.roy@tallmadgeschools.org](mailto:zeman.roy@tallmadgeschools.org).

Information on the district's enrollment dispute resolution process for homeless students can be found at the following link: <http://go.boarddocs.com/oh/tcsoh/Board.nsf/goto?open&id=BY53NH03C3FC>

## **SECTION III – STUDENT CONDUCT**

### **STUDENT RIGHTS AND RESPONSIBILITIES**

<http://go.boarddocs.com/oh/tcsoh/Board.nsf/goto?open&id=BY53PK03C41C>

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.

### **LOCKS AND USE OF LOCKERS**

Each student will be assigned a locker and **provided with a school-owned lock** by their teacher to use for the school year. Students will occupy only their assigned lockers. Students placing material in a locker other than their assigned locker or sharing a locker will be issued disciplinary consequences. In order to avoid theft and/or pranks all students will be required to lock their locker with the school supplied lock only. A \$10.00 replacement cost will be charged to the student for lost locks. Students failing to lock their locker will be issued disciplinary consequences. It is the responsibility of the student to properly maintain his/her locker throughout the year and report any possible damage or defacement that may occur.

### **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 7:45 a.m. starting time must gain entry through the main office buzzer system. Violators are subject to disciplinary action.

### **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, lunch detentions, after-school detentions, or Saturday school. Detention reminders are issued to the student as a courtesy to the student from the administration. Failure to serve because a reminder was not received or a student forgets to serve is not acceptable and the next level of discipline will be issued.

1.) **After School Detention** – 1 hour (**2:35 – 3:35 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. Parents/students are responsible for providing transportation.

2.) **Saturday Detention** – Students are to serve a two hour period (**8:00 - 10:00 am**) at the middle school with the detention monitor in the assigned area. Any student missing any portion of his/her assigned Saturday 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 their 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.
- 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, expulsion for up to 80 days and/or up to one year in accordance with Board policy and permanent exclusion. 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 (7:45 a.m. – 2:35 p.m.). To be served at Tallmadge Middle School in an assigned area. Parents will be notified.

2.) **Out-of-School Suspension (OSS)**

<http://go.boarddocs.com/oh/tcsoh/Board.nsf/goto?open&id=BY53QT03C445>

Students are 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. Notice of the suspension is issued to the student and the parent/guardian is contacted. A written appeal must be received by the Superintendent within 5 days of the date of suspension or the date of the receipt of the notice, whichever is later.

**Formal discipline could also include:** removal from class, prohibition from extra-curricular activities, parental contact, emergency removal, expulsion, and/or permanent expulsion.

**Emergency Removal:** If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the Superintendent, principal, assistant principal or personnel employed to direct, supervise or coach a student activity program may remove the student from the premises. When the behavior is sexual harassment as defined by Title IX regulations, the student may be removed on an emergency basis, provided that the District undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the student with notice and an opportunity to challenge the decision immediately following the removal.

If either suspension or expulsion is contemplated, a due process hearing is held on the next school day after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action is given to the student as soon as practicable prior to the hearing. The student has the opportunity to appear at an informal hearing before the principal, assistant principal and the Superintendent/designee and has the right to challenge the reasons for the removal or otherwise explain his/her actions. The person who ordered or requested the removal is present at the hearing. Within one school day of the decision to suspend, written notification is given to the parent(s) of the student. This notice includes the reasons for the suspension and the right of the student or parent(s) to appeal to the Superintendent/designee.

If the Superintendent or principal reinstates a student prior to the hearing for emergency removal, the teacher may request, and is given, written reasons for the reinstatement. The teacher cannot refuse to reinstate the student.

In an emergency removal, a student can be kept from class until the matter of the alleged misconduct is disposed of either by reinstatement, suspension or expulsion.

Students in grades pre-K through three may only be removed for the remainder of the school day and must be permitted to return the following school day. The District may only proceed with a related suspension or expulsion in compliance with State law.

In all cases of normal disciplinary procedures in which a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to further suspension or expulsion, due process requirements do not apply.

#### **SEARCH AND SEIZURE**

**<http://go.boarddocs.com/oh/tcsoh/Board.nsf/goto?open&id=BY53OM03C43F>**

The District has responsibility for the control and management of students during the school day and hours of approved extracurricular activities. While discharging its responsibility, the administration is to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. The administration has developed regulations to be followed in the case of searches and interrogations.

The right to inspect students' school lockers or articles carried upon their persons and to interrogate an individual student is inherent in the authority granted school boards. All searches are conducted sparingly and only when such search is reasonably likely to produce tangible results to preserve discipline and good order and the safety and security of persons and their property. The Board permits building administrators/designees to search any unattended bag for safety and identification purposes.

Student lockers are the property of the District, and since random searches have a positive impact on reducing drugs and other criminal activity, the Board permits building administrators/designees to search any locker and its contents as the administrator/designee believes necessary. Such notice will be posted at or near the entrance to the school grounds and at the main entrance to each school building.

The Board directs the Superintendent to authorize the use of dogs trained in detecting the presence of drugs and explosive devices. The dogs may be used to patrol the school facilities and grounds, including the lockers and parking areas. Use of dogs may be unannounced and random. If a trained canine alerts a particular vehicle, locker or other container, it shall create reasonable suspicion to search that vehicle, locker or container in accordance with this policy.

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.

<http://go.boarddocs.com/oh/tcsoh/Board.nsf/goto?open&id=BY53CB03C1F1>

Security includes maintenance of a secure building and protection from fire hazards, faulty equipment and unsafe practices in the use of electrical, plumbing and heating equipment. The Board shall cooperate with local law enforcement agencies and fire departments and with insurance company inspectors.

## Surveillance Equipment

1. Cameras - Surveillance cameras may be used both inside and outside of buildings and on school vehicles to assist in the security of students, staff and property.
2. Metal Detectors - The administration is authorized to use stationary or mobile metal detectors at its discretion. The Board directs the administration to develop regulations for the use of detectors.

### POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS (PBIS)

The District implements PBIS on a system-wide basis for the purpose of improving academic and social outcomes and increasing learning for all students. The Board directs the Superintendent/designee to develop a PBIS system that is consistent with the components set forth in the State Board of Education's (SBOE) policy on positive behavior interventions and supports. The District encourages family involvement as an integral part of its PBIS system.

We encourage students to be Tallmadge GOLD. Students are Tallmadge GOLD by displaying Safe, Responsible, and Respectful behaviors. Annual reviews are conducted of the behavior matrix as well as signage displayed throughout the school building.

| <h1>Tallmadge Middle School</h1> <h2>Empower Everyone Everyday!</h2> |   |  |  |  |  |  |
|--|---|--|--|--|--|--|
|  | Bus   | Cafeteria<br>Collaboration<br>Seating  | Classrooms<br>Learning Suites<br>& Outdoor<br>Learning<br>Spaces   | Transitions  | Restrooms  | Learning with<br>Technology  |
| Be Safe  | Keep hands, feet, and objects to yourself<br><br>Stay seated while the bus is in motion                               | Keep your hands, feet and objects to yourself<br><br>Remain in your chosen seat for the day<br><br>Use the cement stairs for going up and down<br><br>Sit on the front half of the step and slide to the left during presentations | Keep hands, feet and objects to yourself<br><br>Sit in seats properly<br><br>Use materials as instructed<br><br>Return furniture to proper location                                    | Keep hands, feet, and objects to yourself<br><br>Walk with devices closed<br><br>Only have headphones in one ear<br><br>Walk on the right side of the stairs | Keep hands, feet and objects to yourself<br><br>Use restroom appropriately<br><br>Wash your hands  | Take care of device<br><br>Stay on school-approved websites  |
| Be Responsible   | Sit in identified assigned seat<br><br>Report problems to the bus driver  | Clean up after yourself and others<br><br>Put your trash in the proper container<br><br>Report problems to staff   | Stay engaged in learning activities<br><br>Arrive on time and prepared to work<br><br>Collaborate with others appropriately<br><br>Follow instructions<br><br>Report problems to staff | Clean up after yourself and others<br><br>Walk directly to destination<br><br>Report problems to staff   | Use restroom quickly and return to class<br><br>Report problems to staff   | Charged chromebook and materials ready to go<br><br>Be sure to message your teacher if you need help<br><br>Monitor assignments for teacher feedback |
| Be Respectful  | Use appropriate voice, volume and language<br><br>Use good manners<br><br>Be kind to the bus<br><br>Be kind to others | Use appropriate voice, volume and language<br><br>Use good manners<br><br>Invite others to sit with you<br><br>Respect personal space<br><br>Be kind to others   | Use appropriate voice, volume, and language<br><br>Use good manners<br><br>Listen when others are speaking<br><br>Be kind to the building, materials, furniture and landscaping        | Use appropriate voice, volume and language<br><br>Use good manners<br><br>Be kind to the building, furniture and the technology<br><br>Be kind to others     | Use appropriate voice, volume, and language<br><br>Use good manners<br><br>Give others privacy<br><br>Be kind to the building<br><br>Be kind to others | Use appropriate voice, volume and language<br><br>Choose an appropriate, distraction-free work area<br><br>Use good manners<br><br>Be kind to others |



### **PBIS Committee**

A committee of district and building personnel meet monthly to discuss school behaviors by analyzing discipline data (type, time & location) as well as our building behavior matrix & activities. The committee works with a state liaison to ensure that all procedures and protocols are being followed.

### **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** <http://go.boarddocs.com/oh/tcsch/Board.nsf/goto?open&id=BY53QT03C445>

The Superintendent, principals, assistant principals and other designated administrators may suspend a student from school for disciplinary reasons outlined in the student code of conduct. A student cannot be suspended from school solely because of unexcused absences. When an employee has actual knowledge that the behavior is sexual harassment, the Title IX Coordinator must be contacted. The Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

No period of suspension is for more than 10 school days. If, at the time a suspension is imposed, fewer than 10 days remain in the school year, the Superintendent cannot apply any or all of the period of suspension to the following year.

The Superintendent may instead require a student to perform community service or another alternative consequence for the number of hours remaining in the student's suspension. The Board directs the Superintendent to develop a list of alternative consequences that may be used. If the student is required to perform community service or another alternative consequence during the summer, he/she will be required to begin serving the consequence during the first full weekday of summer break. If a student fails to complete community service or is assigned alternative consequences, the Superintendent may determine the next course of action but still cannot require the student to serve the remaining time of the out-of-school suspension at the beginning of the following school year.

Beginning with the 2019-2020 academic year, the District will reduce the number of out-of-school suspensions for non-serious offenses, as defined by State law, for students in grades pre-K through three in accordance with State law. Such out-of-school suspensions will be eliminated by the 2021-2022 school year.

Whenever possible, principals will consult with a mental health professional under contract with the District or school prior to suspending a student in grades pre-K through three. If needed, the principal or mental health professional will assist the student's parent in locating additional mental health services.

The District permits students to complete any classroom assignments missed due to suspension. Students will receive at least partial credit upon completion of any assignment missed due to suspension. The Board directs the Superintendent to develop written procedures for completing and grading these assignments. Grade reductions are permitted, but students will not receive a failing grade on a completed assignment solely due to the student's suspension.

The guidelines listed below are followed for all out-of-school suspensions.

1. The student is informed in writing of the potential suspension and the reasons for the proposed action.
2. The student is provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.

3. An attempt is made to notify the parent(s) by telephone if a suspension is issued.
4. Within one school day, a letter is sent to the parent(s) stating the specific reasons for the suspension and including notice of the right to appeal such action.
5. Notice of this suspension is sent to the:
  1. Superintendent and
  2. Student's school record (not for inclusion in the permanent record).
6. Permanent Exclusion — If the offense is one for which the District may seek permanent exclusion, the notice contains that information.

#### Appeal Procedure

Should a student or a student's parent(s) choose to appeal the assistant principal's suspension, he/she must do so within five calendar days of the notice of suspension. The appeal shall be in writing and made to the principal, the principal's decision is final. Should a student or a student's parent(s) choose to appeal a principal's suspension, he/she must do so within five calendar days of the notice of suspension. The appeal shall be in writing and made to the Superintendent; the Superintendent's decision is final.

#### Appeal to the Court

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

#### **Expulsion from School** <http://go.boarddocs.com/oh/tcsoh/Board.nsf/goto?open&id=BY53QX03C449>

– 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 14 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 Middle 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.

### 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.

**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.

**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 a need to organize some form of demonstration, they are encouraged to contact TMS Administration to discuss the proper way to plan such an activity.

**4. Possession of a weapon** <http://go.boarddocs.com/oh/tcsoh/Board.nsf/goto?open&id=BY53OB03C435> – The definition of a firearm is any weapon (including a starter gun) which 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 firearm silencer or any destructive device (as defined in 18 U.S.C.A. Section 921) that includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above. A knife is defined as a cutting instrument having a sharp blade that is capable of causing serious bodily injury.

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, a knife is defined as a cutting instrument having a sharp blade that is capable of causing serious bodily injury, 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.

**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.

**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 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.

**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.

**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 Middle School. Electronic devices are classified as disruptive, non-disruptive and mobile phone devices.

<http://go.boarddocs.com/oh/tcsoh/Board.nsf/goto?open&id=BY53OD03C437>

#### **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.

The school reserves the right to access information in confiscated devices. Failure to give the device to an adult will result in an 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).

**Whereas the school is now providing each student internet access via their District issued chromebooks, wireless network access will not be provided for student's personal devices.**

#### **C.) Cell Phones** <http://go.boarddocs.com/oh/tcsoh/Board.nsf/goto?open&id=BY53OD03C437>

Students must use the main office phone to contact a parent/guardian.

Students are permitted to bring their cell phones to school for use before and after school. All cell phones and electronic devices (iPads, tablets, gaming devices, etc.) must be kept locked in school lockers throughout the day. At no time will a student be allowed to have his/her phone out during the school day. If a cell phone is confiscated during the school day, it will be submitted to the main office. The confiscated item will be issued back to the student at the end of the day. Subsequent offenses may lead to the requirement of a parent picking up the device and/or additional school consequences. The school reserves the right to access information in any confiscated device if there is reasonable suspicion of a code of conduct violation.

Students are prohibited from using any personal device to record audio and/or video in any of the school buildings unless obtaining express written consent from the appropriate school administration.

**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 VI – 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.

### **STUDENT 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.

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.
- 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. Holes in all other pieces of clothing are not permitted.
- No alcohol, drug, tobacco, sexual, vulgar, or violent symbols or sayings.
- No underwear exposed or worn as outerwear.
- Pants should be worn at the waist.
- No sunglasses are to be worn in the building during school hours.
- There shall be no hats or distracting hair accessories or styles worn in school during the school day (7:45 a.m. to 2:45 p.m.)
- And anything else deemed inappropriate by staff
- Coats and Jackets may not be worn to class.
- Purses and bags must stay in student lockers throughout the school day.
- Students may not bring blankets to school.

Violations will result in the following disciplinary action:

1<sup>st</sup> offense – Warning and change clothes

Additional Offenses may result in after school detentions, Saturday detentions, and in-school restriction.

***Harassment/Bullying/Hazing/and other forms of aggressive behavior-***

**<http://go.boarddocs.com/oh/tcsoh/Board.nsf/goto?open&id=BY53PR03C421>**

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended. Discipline procedures will not infringe on any student's rights under the First Amendment to the Constitution of the United States. When the behavior is sexual harassment, the Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

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

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices or electronic means, are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the principal/designee and appropriate discipline is administered. When employees have actual knowledge that the behavior is sexual harassment, they must contact the Title IX Coordinator.

The Superintendent/designee must provide the Board President with a semiannual written summary of all reported incidents and post the summary on the District's website, to the extent permitted by law.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students and by November 30 annually reports to the Ohio Department of Education compliance with this requirement through the consolidated school mandate report. If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

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

## **Complaints –**

### **1. Formal Complaints**

Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation,



bullying and/or dating violence. The reports should be written. Such written reports must 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. They are promptly forwarded to the building principal/designee for review and action.

## **2. Informal Complaints**

Students, parents or 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 must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.

## **3. Anonymous Complaints**

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (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 hazing, bullying and/or dating violence.

## **4. False Complaints**

Students are prohibited from deliberately making false complaints of harassment, intimidation or bullying. Students found responsible for deliberately making false reports of harassment, intimidation or bullying may be subject to a full range of disciplinary consequences.

**Privacy/Confidentiality** – The School District will respect the privacy of the complainant, the individual(s) against whom 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***

The District does not discriminate on the basis of sex in any education program or activity that it operates, including admission and employment. The District is required by Title IX of the Education Amendments of 1972 and the regulations promulgated through the U.S. Department of Education not to discriminate in such a manner. Inquiries about the application of Title IX to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The Board designates the following individual to serve as the District's Title IX Coordinator:

Title: Michael Householder, Chief Operating Officer  
Address: 486 East Avenue, Tallmadge, OH, 44278  
Phone number: 330-633-3291  
Email: [householder.michael@tallmadgeschools.org](mailto:householder.michael@tallmadgeschools.org)

Any person may report sex discrimination, including sexual harassment, at any time, including during non-business hours. Such a report may be made in person, by mail, by telephone or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

For purposes of this policy and the grievance process, "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:



1. A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the District's education program or activity or
3. "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8) or "stalking" as defined in 34 USC 12291(a)(30).

When the harassment or discrimination on the basis of sex does not meet the definition of sexual harassment, the Title IX Coordinator directs the individual to the applicable sex discrimination process for investigation.

#### *Retaliation Prohibited*

The District prohibits intimidation, threats, coercion or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation proceeding or hearing, if applicable. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or this part, constitutes retaliation.

#### *Confidentiality*

The District must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any individual who has been alleged to be the victim or perpetrator of conduct that could constitute sexual harassment, and any witness, except as may be permitted by Family Educational Rights and Privacy Act (FERPA) or as required by law, or to carry out the purposes of the Title IX regulations, including the conduct of any investigation, hearing or judicial proceeding arising thereunder.

#### *Notice Requirements*

The District provides notice to applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, employees and the union(s) with the name or title, office address, email address and telephone number of the Title IX Coordinator and notice of the District grievance procedures and process, including how to report or file a complaint of sex discrimination, how to file a formal complaint of sexual harassment and how the District will respond. The District also posts the Title IX Coordinator's contact information and Title IX policies and procedures in a prominent location on the District website and in all handbooks made available by the District.

#### *Training Requirements*

The District ensures that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receives training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process including hearings, appeals and informal resolution processes, when applicable, and how to serve impartially including by avoiding prejudgment of the facts at issue, conflicts of interest and bias. The District also ensures that decision-makers and investigators receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant as set forth in the formal procedures that follow, and training on any technology to be used at a live hearing, if applicable. Investigators also receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. All materials used to train individuals who receive training under this section must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment and are made publicly available on the District's website.

#### *Conflict of Interest and Bias*

The District ensures that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process do not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

#### *Determination of Responsibility*

The individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment is presumed not responsible for alleged conduct. A determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation in accordance with the process outlined in the accompanying regulation. No disciplinary sanctions will be imposed unless and until a final determination of responsibility is reached.

The sexual harassment grievance process can be found here:

<http://go.boarddocs.com/oh/tcsoh/Board.nsf/goto?open&id=BY535603C008>

### **ACADEMIC INTEGRITY POLICY**

Academic Integrity is essential to upholding an honest and fair learning environment at Tallmadge Middle School. It is important that all members of the TMS 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 TMS as an educational institution.

**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** – Presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement.

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

## **SECTION IV - ACADEMICS**

### **GRADES**

Tallmadge Middle 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 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:

| <u>Letter Grade</u> | <u>Percentage</u> | <u>Grade Points</u> |
|---------------------|-------------------|---------------------|
| A+                  | 98.00-100.0       | 4.33                |
| A                   | 93.00-97.99       | 4.00                |
| A-                  | 90.00-92.99       | 3.67                |
| B+                  | 87.00-89.99       | 3.33                |
| B                   | 83.00-86.99       | 3.00                |
| B-                  | 80.00-82.99       | 2.67                |
| C+                  | 77.00-79.99       | 2.33                |
| C                   | 73.00-76.99       | 2.00                |

|             |             |      |
|-------------|-------------|------|
| C-          | 70.00-72.99 | 1.67 |
| D+          | 67.00-69.99 | 1.33 |
| D           | 63.00-66.99 | 1.00 |
| D-          | 60.00-62.99 | 0.67 |
| F = Failure | 00.00-59.99 | 0.00 |

I = Incomplete (becomes an "F" if work is not completed within two weeks after the end of the grading period)

\*\*Please note that homework does not count towards a final grade in many TMS classes.

### **ONLINE GRADEBOOK ACCESS**

Progressbook is the online gradebook that students and parents should use to stay updated on coursework and grades. All of the student's current year grades as well as report cards are available through Progressbook. Parents and students can use the following link to log-in: <https://pa.neonet.org/>

Questions concerning Progressbook can be directed to the TMS Main Office at 330-633-4994.

### **REPORT CARDS/INTERIM REPORTS**

Report cards will be sent home with students each quarter except for the last report card of the year, which will be mailed home. Interim report marks will be available via ProgressBook.

### **PARENT TEACHER CONFERENCES**

Parent Teacher Conferences will be held during the first semester of each year.

### **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 extracurricular 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. Students that receive an out of school suspension will lose the opportunity to attend spring trips.

### **COLLEGE CREDIT PLUS (CCP)**

<http://go.boarddocs.com/oh/tcsoh/Board.nsf/goto?open&id=BY53KF03C381>

CCP replaces Ohio's Post-Secondary Enrollment Options program (PSEO) and all alternative dual enrollment programs previously governed by Ohio Revised Code Chapter 3365. Course work becomes a permanent record on the student's transcript, as well as the high school transcript.

Eligibility: All public districts and public institutions of higher education (IHE) must allow college-ready students, grades 7-12, who qualify for college admission to participate. Students may enroll in no more than 30 credits per academic year.

More CCP information can be found at the following link: <https://www.tallmadgeschools.org/CollegeCreditOptions1.aspx>

### **GIFTED IDENTIFICATION & SERVICES**

#### **Gifted and Talented Webpage**

Through district assessments and referral testing students have the opportunity to be identified. Students are assessed for gifted identification and parents are notified if their child has met the criteria for state identification in any of the four categories:

1. **Superior Cognitive Thinking Ability**
2. **Specific Academic Ability**
3. **Creative Thinking Ability**
4. **Visual or Performing Arts Ability**

The Tallmadge City School District strives to meet the different educational needs of gifted and highly-able learners by providing a variety of instructional methods, materials, experiences, and evaluations to meet the needs of every learner.

The needs of children who are identified in the categories of **Superior Cognitive Ability** and **Specific Academic Ability** may be met through a variety of opportunities, including: differentiation within the regular classroom setting, honors and advanced courses, college campus programs, and extra-curricular opportunities. Each option has defined requirements for participation.

## **SECTION V – STUDENT ACTIVITIES**

### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

The following is a list of extracurricular groups available to students at TMS. They are provided in an effort to expand and/or enrich student learning experiences.

Student Council, Band, Choir, Youth to Youth (Drug Prevention Group), Yearbook Staff, Reading and Writing Festival, Bowling Club, Builders Club, Spelling Bee, Robotics Team, BLT Mentoring, Esports, Math Counts, and Drama Club.

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.

### **ATHLETICS**

Tallmadge Middle 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 Cheri Stadelman at 330-633-4994.

FALL SPORTS: Football, Volleyball, Cross Country, Cheer

WINTER SPORTS: Wrestling, Girl’s Basketball, Boy’s Basketball, Cheer

SPRING SPORTS: Track & Field

### **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 the 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 if participating in such an activity. Students may also be required to sign additional code of conduct agreements based on activity in which they are participating.

#### **Duration of Policy:**

This policy is in effect twenty-four (24) hours per day, seven (7) days 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 Middle 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 middle 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., the

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.

Eligibility:

In order to be eligible for participation in any activity, a student must maintain a minimum grade point average (GPA) of 1.25 and cannot finish a grading period or semester with 2 Fs. The GPA that will be used is the student's last completed nine-week grading period.

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

Students involved in extra-curricular, co-curricular, athletic, and leadership activities shall not use or possess 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**

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

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended. Discipline procedures will not infringe on any student's rights under the First Amendment to the Constitution of the United States. When the behavior is sexual harassment, the Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

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

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices or electronic means, are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the principal/designee and appropriate discipline is administered. When employees have actual knowledge that the behavior is sexual harassment, they must contact the Title IX Coordinator.

The Superintendent/designee must provide the Board President with a semiannual written summary of all reported incidents and post the summary on the District's website, to the extent permitted by law.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students and by November 30 annually reports to the Ohio Department of Education compliance with this requirement through the consolidated school mandate report. If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

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

#### **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 (Student Counsel, Team captain, etc.) will immediately forfeit the position for the remainder of the school year.

#### **EXCLUSION FROM EXTRACURRICULAR FUNCTIONS**

Students may lose the privilege of attending extracurricular activities such as field trips, dances, or athletic events due to misbehavior. An effort will be made to notify parents promptly when a decision to utilize this consequence is made. Any money paid towards a field trip or dance tickets will be refunded when possible. Out-of-State field trip money may result in partial refunding due to Tour Company refunding policies. Any Out-of-School Suspensions during the current school year will result in automatic removal from the Spring Trip.

#### **SCHOOL DANCES**

Tallmadge Middle School dances are middle school functions and, as such, **are only open to TMS students**. All students are expected to read and comply with dance expectations. We encourage parents to review dance requirements and to assist their son/daughter with compliance of stated expectations.

### **SECTION VI - TRANSPORTATION, FOOD SERVICE, STUDENT HEALTH & WELLNESS**

#### **BUS TRANSPORTATION TO SCHOOL**

<http://go.boarddocs.com/oh/tcsoh/Board.nsf/goto?open&id=BY53CZ03C221>

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

The following regulations pertain to student conduct on District managed transportation and are intended to ensure the safety and welfare of the students, the driver and other drivers on the road and to ensure safety and proper maintenance of school vehicles.

Students will:

1. Be careful in approaching bus stops, walk on the left facing oncoming traffic and be sure that the road is clear both ways before crossing the highway and wait in a location clear of traffic;
2. Arrive at the bus stop before the bus is scheduled to arrive order to permit the bus to follow the time schedule;
3. Not exhibit behavior at the bus stop that threatens life, limb or property of any individual;
4. Sit in assigned seats ( drivers have the right to assign a student to a seat in the bus and to expect reasonable conduct similar to conduct expected in a classroom);
5. Reach assigned seat without disturbing or crowding other students and remain seated while the vehicle is moving;

6. Obey the driver promptly and respectfully and recognize that he/she has an important responsibility and that it is everyone's duty to help ensure safety;
7. Keep the vehicle clean and sanitary, refrain from chewing gum or consuming candy, food or drinks on the vehicle at any time (except as required for medical reasons);
8. Refrain from using profane language and from loud talking or laughing (unnecessary confusion diverts the driver's attention and might result in a serious accident);
9. Remain seated keeping aisles and exits clear, keep head, arms and hands inside the vehicle at all times and not throw or pass objects on, from or into the vehicle;
10. Be courteous to fellow students and to the driver;
11. Treat equipment as one would treat valuable furniture in his/her home (damage to the school vehicle is strictly forbidden)
12. Not use tobacco on the vehicle or possess alcohol or drugs on the vehicle except as prescription medications may be required for a student and
13. Carry on the vehicle only items that can be held in their laps.

Students must remain seated until the vehicle stops, then promptly unload and wait in their designated place of safety until the vehicle leaves. Students who must cross the street to reach the residence side of the street must wait for the signal from the driver and cross in front of the vehicle after also checking for traffic themselves.

Failure of a student to follow these regulations may result in his/her forfeiting the right of transportation on District managed transportation .

### **Discipline**

The Board authorizes the Superintendent or other administrators to suspend a student from transportation privileges only for a period of up to one school year. The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens. The administrator's decision is final.

When discipline problems with individual students arise, use the following guidelines.

1. If possible, the driver should resolve the problem.
2. When the driver is unable to resolve the problem, he/she should report it to the transportation supervisor. The transportation supervisor and driver, if necessary, confer with the principal. Any discipline is imposed by the principal of the school.
3. Problems that cannot be resolved by measures specified above are referred to the Superintendent.

### **MEAL SERVICE**

#### **[Nutrition Services Webpage](#)**

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.**

### **DARE TO SHARE**

Dare to Share is a community sponsored school program to assist families with supplemental food items on the days students are not in attendance. To sign-up, families can contact their student's school counselor.

### **COUNSELING SERVICES**

Tallmadge Middle School has multiple services available for students to manage any academic and social/emotional issue they might be experiencing. The school provides two School Counselors (assigned by alphabet: A-L, M-Z). School counselors offer short-term counseling but can offer referrals for families that are in need of long term care. In addition, the district contracts with Red Oak Behavioral Health. A School Based Therapist works within the building three days each week to work with students during the school day. If interested please contact your student's school counselor at 330-633-4994 for more information.

### **COMMUNITY RESOURCES**

#### **[Community Resources Webpage](#)**

The school recognizes that our families need a connection to various resources and organizations. Community providers and programs covering a wide range of services are updated annually on our website.



## **HEALTH & NURSING SERVICES**

<http://go.boarddocs.com/oh/tcsoh/Board.nsf/goto?open&id=BY53RB03C455>

The district partners with Akron Children's Hospital to provide nursing and health services throughout the school year. Information concerning immunizations, medications and other healthcare related inquiries can be directed to the TMS Clinic.

## **VII. NON-DISCRIMINATION**

### **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, sex, 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, Mike Householder. 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.

### **SEXUAL HARASSMENT**

The District does not discriminate on the basis of sex in any education program or activity that it operates, including admission and employment. The District is required by Title IX of the Education Amendments of 1972 and the regulations promulgated through the U.S. Department of Education not to discriminate in such a manner. Inquiries about -the application of Title IX to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The Board designates the following individual to serve as the District's Title IX Coordinator:

Title: Michael Householder, Chief Operating Officer

Address: 486 East Avenue, Tallmadge, OH, 44278

Phone number: 330-633-3291

Email: [householder.michael@tallmadgeschools.org](mailto:householder.michael@tallmadgeschools.org)

Any person may report sex discrimination, including sexual harassment, at any time, including during non-business hours. Such a report may be made in person, by mail, by telephone or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

For purposes of this policy and the grievance process, "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the District's education program or activity or
3. "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8) or "stalking" as defined in 34 USC 12291(a)(30).

When the harassment or discrimination on the basis of sex does not meet the definition of sexual harassment, the Title IX Coordinator directs the individual to the applicable sex discrimination process for investigation.

### **Retaliation Prohibited**

The District prohibits intimidation, threats, coercion or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation proceeding or hearing, if applicable. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or this part, constitutes retaliation.

**Confidentiality**

The District must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any individual who has been alleged to be the victim or perpetrator of conduct that could constitute sexual harassment, and any witness, except as may be permitted by Family Educational Rights and Privacy Act (FERPA) or as required by law, or to carry out the purposes of the Title IX regulations, including the conduct of any investigation, hearing or judicial proceeding arising thereunder.

**Notice Requirements**

The District provides notice to applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, employees and the union(s) with the name or title, office address, email address and telephone number of the Title IX Coordinator and notice of the District grievance procedures and process, including how to report or file a complaint of sex discrimination, how to file a formal complaint of sexual harassment and how the District will respond. The District also posts the Title IX Coordinator's contact information and Title IX policies and procedures in a prominent location on the District website and in all handbooks made available by the District.

**Training Requirements**

The District ensures that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receives training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process including hearings, appeals and informal resolution processes, when applicable, and how to serve impartially including by avoiding prejudgment of the facts at issue, conflicts of interest and bias. The District also ensures that decision-makers and investigators receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant as set forth in the formal procedures that follow, and training on any technology to be used at a live hearing, if applicable. Investigators also receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. All materials used to train individuals who receive training under this section must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment and are made publicly available on the District's website.

**Conflict of Interest and Bias**

The District ensures that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process do not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

**Determination of Responsibility**

The individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment is presumed not responsible for alleged conduct. A determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation in accordance with the process outlined in the accompanying regulation. No disciplinary sanctions will be imposed unless and until a final determination of responsibility is reached.

**Grievance Process**

For detailed information on the Grievance process as it pertains to Sexual harassment, please follow this link:

<http://go.boarddocs.com/oh/tcsoh/Board.nsf/goto?open&id=BY535603C008>

**SPECIAL EDUCATION****Special Education Webpage**

The Individuals with Disabilities Education Improvement Act (IDEIA) provides for a free appropriate public education for all individuals with disabilities between the ages of 3 and 21 in the least restrictive environment. Tallmadge's Office of Student Services oversees and provides a continuum of special education programs and services for all preschool and school age students.

We are committed to providing children with disabilities the best conditions for learning, while keeping in compliance with federal and state regulations. Our department fosters alignment with Ohio's Operating Standards, Content Standards and Performance Standards for Ohio's Schools.

The Special Education programs in Tallmadge ensure that all children with disabilities have available to them a free and appropriate public education that emphasizes specially-designed instruction to meet their unique needs. We offer a continuum of services for students who have been determined eligible for specially designed instruction.

**Continuum of Services**

**General Education Classes with Intervention Specialist Support or Co-Teaching**

Collaboration/consultation/co-teaching services focus on the general education teacher and intervention specialist working together to best meet the needs of students with disabilities as well as students who are either "at-risk" or gifted. Students receive all instruction in the general education classroom. This setting also allows for individual or small group instruction within the classroom but also for short periods of time to be pulled out for more intensive instruction and intervention. All programming is individualized to meet student needs.

**Resource Rooms**

The Resource Room is a small group instructional setting that serves students with disabilities that require more intensive programming and supports. This setting offers a modified curriculum, following Ohio's Learning Standards Extended, which provides personalized options for students that are not offered in the general education classroom. Students are also included in the general education classroom as much as possible. Each building in the district houses one Multiple Disabilities Resource Room. There are also Behavioral Support Classrooms for students at TES and TMS.

**Separate Facility**

Separate Facilities are offered for Tallmadge students and are outside of the district. These are designed specifically for students with disabilities and are a more intensive, smaller group setting. Placement at a separate facility is an IEP team decision.

**Home Instruction**

This is a highly individualized education program provided at home to a child with a disability which prevents the child from attending a regular or special program even with special education supports.

**Related Services**

Tallmadge City Schools offers a wide variety of Related Services to qualifying students. These may include the following:

- Aide Services
- Audiological Services
- Behavior Consultant Services
- Deaf and/or Hard-of-Hearing Services
- Interpreter Services
- Occupational Therapy
- Orientation and Mobility
- Physical Therapy
- School Psychological Services
- Special Transportation
- Speech and Language Therapy
- Transition Services
- Vision Services

Tallmadge City Schools, in conjunction with local outside agencies, may offer individual and/or group mental health services. These services include screening, prevention, intervention and treatment. Parents who do not wish for their students to receive these services should contact the guidance department at your child's school.

**Child Find****Child Find Brochure**

Child Find is the process of identifying, locating and evaluating all children from age three to twenty-one who may have a disability and be in need of special education and related services, regardless of the severity of the disability. The district seeks to identify all children in the Tallmadge City School District who attend a public or non-public school in the district or who are homeless or wards of the state who may be in need of special education and related services.

A child with a disability is a child having a cognitive disability, hearing impairment, visual impairment, speech or language impairment, serious emotional disturbance, orthopedic impairment, autism, traumatic brain injury, other health impairment, specific learning disability, deaf-blindness, or multiple disabilities.

Parents, relatives, and concerned citizens are asked to assist the Tallmadge City School District find any child who may have a disability and need special education and related services. If you are aware of a child who may have special needs, please notify the Director of Student Services for Tallmadge City Schools at 330-633-3291 x 8203.

#### **ENGLISH LEARNER (EL) PROGRAM**

##### **English Learner Program Webpage**

Tallmadge City Schools EL program is an instructional program to help English Learners (ELs) do just that—learn English. It comprises a variety of instructional strategies and techniques to develop proficiency in Listening, Speaking, Reading, Writing and Comprehension. Our goal is to provide high-quality instruction in the English language, as well as appropriate modifications and accommodations in the mainstream classroom, so that English Learners may develop the second language skills necessary to successfully achieve academically and socially.

Kathleen Gallagher serves as the District EL Teacher and Mirjana Tolj serves as the District EL Tutor. They work directly with students who are identified as English Learners throughout the district and work hand in hand with classroom teachers and administrators to support and serve these students in and out of the classroom. They also assist the district in monitoring compliance with state and federal law regarding EL's and help to develop educational strategies and approaches to serve our students.