

# Tinora Middle School Student Handbook

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### Non-Discrimination Statement

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."

## **Foreword**

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the District's web site.

## **Expectations**

Tinora Middle School is part of the Northeastern Local School District, which is located in the extreme northeast section of Defiance County, Ohio. The school is served by the Northwest Ohio Educational Service Center.

Students enter the middle school from the Tinora Elementary School and leave the school after four years to enter Tinora High School.

The school is located at the corner of Banner School Road and Domersville Road. The mailing address is 05921 Domersville Rd., Defiance, Ohio 43512.  
Phone: (419) 497-2361. FAX (419) 497-3401

### **Tinora Middle School Mission Statement**

We, the staff of Tinora Middle School, believe that the purpose of education is to provide the knowledge and skills that enable individuals to have the highest possible control over their choice of lifestyle, goals and vocation.

This can be achieved through the following:

1. Emphasizing academics as the most important mission of our school.
2. Establishing an atmosphere conducive to learning.
3. Encouraging self-discipline and self-respect.
4. Reinforcing students' study skills and organizational skills.
5. Developing intellectual, social, emotional and physical skills.
6. Making the arts an integral and enriching part of life.
7. Exposing students to diverse cultures and teaching them to respect the dignity of all people.
8. Expecting all students to develop to their fullest potential.

Parents and students have the right to expect us, as professionally qualified teachers, to:

1. Establish instructional objectives.
2. Frequently monitor student progress.
3. Attempt to create a classroom environment that will stimulate and challenge students.
4. Establish and consistently reinforce rules for behavior that encourage a positive learning environment.
5. Keep the lines of communication open regarding students' academic and social development.

Teachers have the right to:

1. Be respected for their professional knowledge.
2. Be able to present the information that they have prepared.
3. Expect the student to cooperate in all aspects of learning.

The Tinora Middle School administration is committed to quality instruction and will support and promote academic excellence as our top mission emphasis. Resources, support, and the leadership necessary to allow teachers to teach and students to learn will be supported and guided by the administration of Tinora Middle School. All areas of instruction will be in compliance with the State of Ohio Minimum School Standards.

### **The Role of the Family**

We encourage parents to help their children in the development of basic skills and to make every effort to ensure that their children are physically and emotionally prepared for school. While we accept the responsibility for the growth of students in school, we expect that parents and students will accept the responsibility for continuing that growth out of school. In an attempt to allow students to grow through a variety of activities, students will be encouraged to take part in extracurricular activities. We, the staff of Tinora Middle School, will continue to work toward excellence in education. We commit ourselves to work toward the goal of making Tinora Middle School an instructionally effective school for all of our students.

## **School Day and General Information**

### **Schedules**

Schedules may be picked up by students a few days before the school year begins. Students will be notified of the dates and times in August each year. The schedules should be carried with you each day for a couple of weeks. Schedule changes are strongly discouraged but can be discussed with the Principal or Guidance Counselor.

### **Time Schedule**

Students are not to arrive at school before 7:50 A.M. A bell will ring at 8:05 A.M. as a warning bell for students to go to class. School will begin at 8:09 A.M. School will be dismissed at 3:12 P.M. The daily, delay, and early dismissal schedules can all be found in the student agenda.

### **Announcements**

Informative announcements will be made each day. Students have a responsibility to each other to remain quiet during announcements. All announcements should be signed by a teacher and should be submitted to the office no later than 3:30 P.M. of the day preceding the daily announcements.

### **Student Well Being**

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office.

### **Safety and Security**

1. All visitors must report to the office when they arrive at school.
2. All visitors are given and required to wear a building pass while they are in the building.
3. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
4. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
5. As many unneeded outside doors as possible are locked during the school day.
6. Portions of the building that will not be needed after the regular school days are closed off.

### **Fire, Tornado, and Safety Drills**

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases. Students are expected to behave and conduct themselves in an orderly and serious manner.

Safety drills will be conducted once per school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

### **Injury and Illness**

All injuries must be reported to a teacher or the office. If the injuries are 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 and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission. If a student would like to use their cell phone to call home, they must first check in with the office. It is very important that the office knows when a student is not well.

### **Medication at School**

#### **PRESCRIPTION MEDICATION**

Students who must take prescribed medication during the school day, must comply with the following guidelines:

1. Parents should determine, with the counsel of their child's prescriber, whether the medication schedule can be adjusted to avoid administering medication during school hours.
2. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
3. All medications must be registered with the Principal's Office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
4. Medication that is brought to the office will be properly secured. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.
5. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
6. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
7. The principal will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

#### **NON-PRESCRIBED (OVER-THE-COUNTER) MEDICATIONS**

No staff member will dispense non-prescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a non-prescribed medication on forms that are available from the Principal's Office. Physician authorization is not required in such cases.

If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the School office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

**Immunizations**

Students must be current with all immunizations required by law or have an authorized exemption from State immunization requirements. New students may be permitted to attend school up to fourteen days during which time records must be presented or immunizations received. Students not in compliance will be excluded from school. Any questions about immunizations or exemptions should be directed to the school nurse.

**Withdrawal/Transfer From School**

Parents must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the parents' notice or request.

**Emergency Medical Authorization**

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year via our online forms.

**Student Fees and Fines**

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, TMS charges specific fees for activities and materials used in the course of instruction. Fees may be waived in situations where there is financial hardship. Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. Students can avoid late fines by promptly returning borrowed materials.

**Student Valuables**

Students should not 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 is not liable for any loss or damage to personal valuables.

**Visitors**

Visitors, particularly parents, are welcome at the School. Visitors must report to the office upon entering the School to sign in and obtain a pass. Any visitor found in the building without signing in and having a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time. Students may not bring visitors to school without prior written permission from the Principal.

**Lost and Found**

The lost and found area is in the TMS Office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the semester.

**Insurance**

School accident insurance is available to all students. Application forms will be available on the first day of school.

## Lockers

Each student is assigned a locker at the beginning of the school year. This locker is provided for the student to store books, materials, coats, etc. Students will take every care to leave the locker at the end of the school year in the same condition it was loaned to them at the beginning. Students may ONLY place signs/decorations that are 5.5X8.5" or smaller and affixed with magnets on the outside of the locker. Students may only have one sign/decoration at a time on the outside of the locker. The sign/decoration must be school spirited. No other signs/decorations are permitted. Students may affix items such as mirrors inside the locker using only magnets. NO tape or adhesive of any type will be permitted on lockers, inside or out. Students will be financially responsible for any damages to the locker due to negligence. Locks are provided on each locker and it is strongly suggested that they remain locked at all times. The school reserves the right to inspect any student's locker at any time. All students are to store items only in the locker the school has assigned to them. Only one locker per student is allowed. Bookbags and other property must remain in lockers at all times. Book Bags are not to be carried to class and student property is not to be left in the hallway outside of the student's locker. No food or drink is permitted in the locker at any time. Exceptions will be made for a packed lunch or class projects.

## Academics

### Field Trips

Classes go on educational field trips from time to time throughout the school year. Students must have a permission slip signed by their parents and returned to school before attending each field trip. All discipline policies will be in effect and enforced on all middle school field trips. A student may be denied participation in field trips of any kind if they are not in good standing. To be in good standing, students should be passing all classes and not have excessive absences.

### Homework

Homework will be assigned. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the assessment tests and graduation.

### TMS Grade Scale

Northeastern Local Schools has a standard grading procedure, as well as additional notations that indicate work in progress or incomplete work. Grades indicate the extent to which the student has acquired and demonstrated 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 when determining a grade and will inform the students at the beginning of the course. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

100-99 A+	98-94 A	93-90 A-
89-87 B+	86-84 B	83-80 B-
79-77 C+	76-74 C	73-70 C-
69-67 D+	66-64 D	63-60 D-
59 and below F		

### Grade Point Average

To calculate a grade point average (G.P.A.), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of a C would be  $.5 \times 2 = 1$ . Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned to determine the G.P.A. This can be done by grading period, semester, year or for a series of school years.

### Grading Periods

Students will receive a report card at the end of each 9 week period indicating their grades for each course of study for that portion of the academic term. When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

### **Program Outline - Summer School**

1. This program applies to any Middle School student in only Math, English, Reading, Science, and History (Social Studies, World Studies, American History), novel reading requirements, and reports.
2. Any student who fails the last two quarters of the school year shall be given the final grade F regardless of his/her grades during the first semester.
3. Any student who fails one (1) or two (2) subjects shall be required to take class work per subject during the summer or be retained at his/her present level.
4. Any student, who misses due to illness, or for any other reason, will be required to make up the hours.
5. Students who fail 3, 4 or 5 subjects shall be retained in the present grade.
6. Students who do not fail, but need remedial work will be accepted in the summer school program if space permits.
7. Attendance at the summer school program will not erase the F grade from the course taken during the year. However, attendance at summer school will be recorded on the student's permanent record. Summer school will not affect a student's athletic eligibility.
8. 5th and 6th grade students must attend 5 days from 8 am until noon of summer school per subject failed. 7th and 8th grade students must attend 10 days from 8 am until noon of summer school per subject failed. All student requirements must be completed and turned in at the conclusion of this summer school.
9. All students attending summer school must pass all summer school courses they attend to be promoted to the next grade. Summer school failure will result in students being retained.
10. Summer school will be held during the month of June immediately following the conclusion of the school year.
11. All Tinora Middle School Student Handbook Policies and Procedures will be in effect throughout summer school. Any significant discipline problems will result in removal from summer school and retention.
12. An individual schedule will be given to each student during the last week of the school year.

Tinora Middle School will provide academic intervention to students who fail the following subjects second semester or for the entire year: English, Reading, Math, Science, and History

#### **PURPOSE:**

The purpose of this program shall be:

1. To serve students who fail during the regular school year.
2. To discourage the belief that students will be passed regardless of grades.
3. To increase students' knowledge in subject areas in which they have experienced failure.

### **Attendance**

#### **Attendance Guidelines**

The Ohio Revised Code provides for public school boards of education to establish guidelines to encourage regular attendance of students. The Northeastern Board of Education recognizes that regular attendance plays a very important part in the success or failure of our students.

The educational program of the Northeastern Local School District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. In order for students to get the most out of their educational experience, they must be present on a daily basis. Even though actual work can be made up, it is often done without the degree of understanding necessary to be successful. Classroom participation is a vital part of a student's education.

#### **Definitions and Requirements of Ohio Law**

##### **REPORTING AND TRACKING ABSENCES**

1. Schools must track time missed due to tardiness or early dismissals. Time will accumulate to the nearest hour.
2. Attendance must be tracked and reported to the nearest hour.

##### **EXCESSIVE ABSENCE**

When a student is absent from school with or without legitimate excuse for thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in one (1) school year, the principal shall notify the child's parent or guardian of the child's absences. Absences excused with a doctor's note will be exempt from this rule and not counted

toward the above hours. At the same time written notice is given, an appropriate intervention strategy may be implemented (see strategies below). Absences excused with a doctor's note will be exempt from this rule.

### **HABITUAL TRUANCY**

A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

A district or school absence intervention team, a team of educators, district representatives and other supportive adults, will develop a specialized absence intervention plan for students who are habitually truant. Absence intervention plans incorporate academic and non-academic support to help the student and remove barriers to regular attendance.

### **INTERVENTION STRATEGIES**

Strategies may include:

- Consult with school nurse
- Attendance contract
- Provide counseling to student
- Request or require the student's parent to attend a parental involvement program
- Request or require a parent to attend a truancy prevention mediation program
- Notify the Registrar of Motor Vehicles of the student's absences
- Take appropriate Legal Action
- Assign to detention (Lunch, After School, Saturday School)
- Other strategies as deemed appropriate

### **RECORDING ATTENDANCE**

Attendance shall be taken at the commencement of the school day. Attendance will be recorded as excused or unexcused. Middle School and High School students will require an admit slip from the office when s/he returns from an absence with consequences for failure to provide one.

### **Excusable Reasons for Absence**

Parents must call the school office before 9:00 AM on the day of the student's absence. This number is active 24 hours a day/7 days a week. An answering machine is available for reporting absences if school is not in session. If an absence is due to an illness, parents must give the symptoms as required by state law. Each absence must also be explained in writing and signed by the student's parent/guardian. The excuse shall be submitted to the school secretary on the day the student returns to school and filed as part of the student's school record.

#### 1. Personal Illness

- o A Doctor's note will be required if absences are exceeding the 38 excused hours in a month, 65 excused hours in a year or at principal's discretion.
- o Doctor's note must be turned in the first school day student returns.
- o Doctor's note must contain the following information: Student's name, time in and out of the office, an indication as to whether the student can return to school following the appointment or how many days the student will be out of school, and must be signed by the doctor. The note must be written on the doctor's office stationery.

#### 2. Illness in the Family. Documentation necessitating the presence of the student may be required at the discretion of the principal.

#### 3. Death in the Family. 3 days unless a reasonable cause is at the discretion of the principal.

#### 4. Observation or Celebration of a Bona Fide Religious Holiday with appropriate documentation

#### 5. Absence During the School Day for Professional Appointments (Medical, Dental, Legal)

- o Report back to school immediately after his/her appointment if school is still in session
- o Signed statement from doctor, dentist, lawyer, counselor

#### 6. Emergency or Other Set of Circumstances at the discretion of the Principal

#### 7. Medically Necessary Leave

#### 8. Court Appearance

#### 9. Service as Precinct Officer at a Primary, Special, or General Election



#### 10. Vacation:

o The school realizes that there are times when it is necessary for parents to take children out of school for family vacations. Board policy allows a maximum of five days (hours vary by building) for such vacation with the approval of the building principal prior to the vacation period. Any vacations not having prior approval will be considered unexcused. Students must be going on vacation with parents. Anytime over 5 days will be considered unexcused.

#### 11. Hunting. 1 prearranged day

#### **Absences that do not accumulate against this guideline include:**

1. Field trips (This includes CCP field trips)
2. College visits, not to exceed 2 days
3. Missing due to CCP classes on 2 hour delay days.

#### **Make-Up Work**

- Students will be given the opportunity to make-up work missed due to absences. The length of time for completion of make-up work is equal to the number of days the student is absent. This is not to extend beyond the last day of the school year.
- Work given ahead of a known absence may be due upon return to school.
- Students will be responsible for making-up assignments and turning such assignments into the correct teacher in the time frame above.
- Tests and in-class assignments may be completed during non-instructional time.
- Teachers may assign an alternate test or assignment if deemed appropriate.

#### **Bad Weather**

There are times when school is delayed or canceled for the day due to the weather. School announcements are made on four radio stations: WONW 1280, WZOM- 105.7, WBCL 89.5, and WDFM-98.1 In the event school is canceled for the day, all extracurricular activities are also canceled except under special circumstances which are determined by the administration. Northeastern Local Schools uses the Tinora App which notifies all school residences with a notification on their phone when there is a delay or cancellation. Residence must download this app and set it up to receive notifications. Parents and students are responsible for knowing about emergency closing and delays.

#### **Tardiness to School**

Students arriving to school late must report to the office with a parent and report in. A note signed by the parents is required and must include the reason for the tardiness. Excessive tardiness will be dealt with by one or a combination of the following disciplinary acts: detention, parent contact, juvenile court, or suspension.

#### **Tardiness to Class**

Students have three minutes to get from one class to another. This is sufficient time if students go directly to class and do not loiter. Students who are not seated in the classroom by the time the bell rings will be considered tardy and their name will be sent to the office. Excessive tardiness will be dealt with by one or a combination of the following: detention, parent contact, or Saturday school. NOTE: Five (5) unexcused tardies to school or class in any nine week grading period will result in an after school detention.

#### **Early Dismissal**

The school recognizes the fact that it is necessary for students to be taken out of school early for doctor appointments, etc., time to time. Students must bring a note from home and bring it to the office before the first period (or the day before) the day the student wishes to be dismissed early. The note should contain the reason and time for dismissal and parent signature. The person picking the child up will be required to come to the office and sign the child out. Students are to be in the classroom until the office calls for them. Parents are not to go directly to the classroom. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian.

## Electronic Policies

**\*\*All district electronic policies apply to all TMS students\*\***

### **Telephone**

The office telephone may be used by absolute necessity. Students who find it necessary to use the phone should obtain permission from the Secretary or the Principal. Students are not to be excused from class to use the phone except in an emergency. If a student would like to use their mobile device to call home, they must first go to the office and obtain permission from the Secretary or Principal.

### **Use of Personal Communication Devices**

Personal communication devices include but are not limited to: tablets, e-readers, cell phones, smartphones, smartwatches, paging devices, other web-enabled devices of any type.

Students in Grades 5 and 6 are prohibited from using personal communication devices during the school day. These devices should be left home or turned off and remain in the students bookbag in their locked locker.

In grades 7 and 8, personal communication devices may be used before and after school and during a student's lunch break. Students may not use a personal communication device at any other time during the school day unless given permission by the principal. Personal communication devices must be turned off and stored in the student's locked locker. During lunch, students may not use their personal communication device to make phone calls, take video, or pictures without the permission from a supervising adult. Students must use the school's Wi-Fi. A Personal Data Plan is absolutely unacceptable.

Students are prohibited from using personal communication devices during the school day, on the school bus, or at school sponsored events to:

1. access and/or view Internet websites that are otherwise blocked to students at school. Engage in distracting behavior that creates an unsafe environment.
2. capture, record and/or transmit the words or sounds and /or images of any student, staff member or other persons. This is considered an invasion of privacy and not permitted.
3. transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based on race, color, national origin, sex, disability, age, religion, ancestry, or political beliefs.
4. engage in "sexting"
5. Capture, record, receive and /or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty.

Possession of a personal communication device during school hours and/or extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy or otherwise abuses this privilege. Students are responsible for the care and security of their personal communication device. The school is not responsible for theft, loss, or damage to the device.

Students who do not follow this policy will have their device confiscated for the day. The first offense in a nine week grading period will result in the student picking up the device from the office at the end of the day and after the second a parent must pick it up. Three (3) offenses to this policy in a nine week grading period will result in loss of privilege and the student will not be permitted to bring his/her device or other personal communication devices to school for the remainder of the school year. Misuse of this policy may also result in, but not limited to, Saturday schools, in-school suspension, out-of-school suspension, denial of privilege of bringing device to school, etc.

### **Chromebooks**

ChromeBooks are an important learning tool and are to be used for educational purposes only. When using the ChromeBook at home, at school, and anywhere else you may take it, you will follow the policies of Northeastern Local Schools, especially the Student Code of Conduct and Acceptable Use Policy, and abide by all local, state, and federal laws. One ChromeBook and charger in good working order will be lent to the Student in the 7th and 8th grade to use at school and take home in the evening. Students in 5th and 6th grade will have access to a Chromebook that is in good working order throughout the school day but will not be taking it home. It is the Student's responsibility to care for the equipment and ensure that it is retained in a safe environment.

For 7th and 8th grade students, there is a \$40 protection fee that covers the ChromeBook loaned to the students in 7th and 8th grade against all damage or loss one time over \$40.00. Accessories (charger and case) and damages valued at less than \$40.00 are NOT covered and are the sole responsibility of the student. Coverage is 24 hours per day. If a 7th or 8th grade student does not purchase this protection fee, he/she will not be permitted to take the Chromebook home each evening.

If a student's ChromeBook should experience damage, the student should notify the Tinora Middle School Librarian. She will arrange for it to be repaired. If it is the second or more time damage has occurred, she will assess the cost of repair to be paid by the student. The student will have one week to pay the fee. If it is not paid at this time, the student will lose the privilege of taking the ChromeBook home until the fee is paid. An attempt will be made to notify the parent/guardian of any damage that occurs.

### **Internet Policy**

Every student, regardless of age, must read and sign a Computer Network and Internet Acceptable Use Policy. This policy requires each student to abide by the terms of this policy. Should they commit any violation or in any way misuse their access to the school district's computer network and the Internet, their access privilege may be revoked and school disciplinary action may be taken.

### **Headphones**

Students wishing to use headphones at school may do so during lunch only or with a staff member's permission. When not in use, all headphone devices must be stored out of sight. They may not be worn around the students neck throughout the day.

### **Surveillance Cameras and Electronic Monitoring**

The use of video surveillance and environmental sensors may be used to identify students in violation of the Student Code of Conduct. Information obtained from these devices is considered confidential and may be used as evidence in disciplinary actions and criminal proceedings.

## **Student Activities**

### **Ram Pride**

We, the Tinora Middle School community, believe Ram Pride is evidenced when one strives for intellectual and character growth by demonstrating Respect, Honesty, Humility, and a Positive Attitude.

### **School-Sponsored Clubs and Activities**

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

## **Athletics**

TMS provides a variety of athletic activities in which students may participate provided they meet eligibility requirements established by the Board and by the Ohio High School Athletic Association (OHSAA). Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

## **Academic Eligibility**

Eligibility is based on quarterly grades. The most recent grade card determines eligibility for the next grading period. Students must pass 75% of all subjects and earn a minimum grade point average (G.P.A.) of 1.5. This applies to athletes and cheerleaders.

All participants must have a physical and permission from their parents to practice or play. (Parental permission is on the physical card.) Actions by a particular team member or members, which reflect unfavorably upon the school or team, will be subject to review by the coach and principal and disciplinary actions will be taken. All Tinora Junior High athletes will be required to follow the Tinora athletic code of ethics.

## **Student Attendance at School Events**

Students are encouraged to attend as many after school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

It is strongly advised that students attending evening events as nonparticipants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

## **Student Organizations**

FFA: The primary aim of the FFA is the development of agricultural leadership, cooperation and citizenship. 8th graders choosing to take AFNR will be members of FFA.

Quiz Team: The purpose of this program is to gain knowledge and skills to be competitive against other schools.

Ram Pride: The purpose of this program is to develop and encourage school pride. This organization works to promote our successes both academic and athletic, encourage all students to get involved, and build a general sense of pride within our TMS.

Student Council: The general purpose is to provide citizenship training through the democratic processes for all students at TMS, to cooperate with the faculty and administration in promoting general welfare of the school, and to encourage and aid all activities of the school.

## **Extracurricular Student Activities**

### **MS Athletic Director**

Waverly Rue

### **Football**

Reyes Ramirez

Jeff Meyer

### **Volleyball**

Staci Schroeder

Connie Dominique

### **Cross Country**

Amanda Westrick

### **Cheerleading**

Allison Flory

### **Boys Basketball**

Casey Underwood

### **Girls Basketball**

Spencer Barcewicz

Doug Plassman

### **Wrestling**

Jeff Johns

Jeff Meyer

### **Track & Field**

Cailyn Prigge

Spencer Barcewicz

### **Archery**

Michael Paquette

Nathan Weber

### **FFA**

Bryan Etzler

### **Quiz Team**

Kaitlyn Hearne

Paige Bidlack

### **Ram Pride**

Erin Stanely

### **Student Council**

Kaitlyn Hearne

## **Student Conduct**

### **Code of Conduct**

A major component of the educational program (at the school) is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters. School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

### **Suspension from School**

Absence from school due to suspension shall be considered an authorized absence. A suspended student will be responsible for making up school work missed due to suspension. Assignments may be obtained from the office beginning with the first day of suspension. Make up of missed tests may be scheduled when the student returns from school. The student must complete missed assignments during the suspension and turn them in to the teacher by the time the student returns to school. The student will be given 75% credit for properly-completed assignments and will receive a grade for any made-up tests.

### **Dress and Grooming**

Students at Tinora Middle School are expected to be well groomed and clothing should be clean, neat, appropriate, and in good repair. Dress or appearance that constitutes a threat to student health or safety, disrupts the education process, damages school property, or is blatant exhibitionism is prohibited. Jean shorts or dress shorts may be worn year round. This prohibits boxer, biker, spandex, frayed cut-off jean shorts, and other similar casual shorts. If frequent violations of the dress code occur, the building principal may ban all shorts. The building principal will determine what is acceptable.

To insure continuity in the school, the following are examples of inappropriate dress:

1. Tube, muscle, or tank tops; tops that expose midriff, cleavage, or tops with see-through mesh. (NO skin may show at the bottom of the shirt when sitting, standing, or raising hands.)
2. Jeans or clothes that are torn, have holes, frays are accepted as long as excessive skin is not showing. Any holes should be no higher than mid-thigh and should not be excessively large. The principal will have final say in this matter. Pants are not to be worn below the belt line. Leggings may be worn under jeans with larger holes in order to cover excessive skin.
3. Clothing that bears messages with profanity, inappropriate wording, promotion of drugs, alcohol, or tobacco, or are overly suggestive in nature; included are pins, decals, or patches attached to clothing.
4. Hats, sunglasses, & short-shorts - except as stated above.
5. Absence of appropriate undergarments or footwear.
6. Skirts & shorts should be no shorter than arm's length or mid-thigh.
7. Coats, outer garments, & book bags must be kept in the student's locker throughout the school day. These items are not allowed in classrooms.
8. Pocket chains, sunglasses, or other accessories which have no purpose in school.
9. Visible tattoos, writing on arms or other visible parts of the body, and visible body jewelry. (Other than earrings in the ears)
10. Unnatural hair color. (Ex: blue, green, etc.)

Students who are representing TMS at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

The dress code applies to all school days which include spirit dress-up events and field trips. In a case of Dress Code violation, a student may be asked to change their clothing. If other clothing is unavailable, students may be provided an

appropriate set of clothing from the office for the first offense. Repeated violators will be sent home unless the violation can be corrected at school. If no transportation is available, the student will remain in the office for the remainder of the day. All class time missed will be unexcused absence. Violations may also result in reprimand, detention, Saturday School, or suspension.

### **Gangs**

Gangs that initiate, advocate or promote activities that threaten the safety or well-being of persons or that are disruptive to the school environment will not be tolerated. Incidents involving initiations, hazing, intimidations or related activities that are likely to cause harm or personal degradation are prohibited. Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership or causing and/or participating in activities that are designed to intimidate another student will be disciplined.

### **Care of Property**

Students are responsible for the care of their own personal property. The School is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school.

If a student damages or loses school property, the student and/or his/her parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

### **Zero Tolerance**

No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated.

### **Hall Conduct**

There is to be absolutely no running in the halls or stairs. Yelling, pushing, wrestling, loitering or making unnecessary noise during class changes is prohibited. Improper hall conduct will result in a detention, parent contact, or extra work assignment.

### **Off-Limit Areas**

Since this building is shared with the high school, there are some areas that will be off-limits to middle school students:

1. The hall past the art rooms, the hall past the media center, and the vocational agriculture hallway are off-limits unless going to an assigned class.
2. The parking lot is off-limits at all times except at the beginning and end of the day.
3. Middle students needing to see a highschool student must have permission from the Middle School office.
4. All middle school students will report to the cafeteria if they arrive before 8:00. Students will remain in this area and not be permitted in other areas of the building until 8:00 each morning.

### **Cafeteria**

All students are to go to the cafeteria at the beginning of the lunch period. All food must be consumed in the cafeteria. Having visitors during lunchtime is not permitted without permission from the principal.

- All students will have a lunch account. Students must place their lunch money in an envelope and mark their student number, student name, and amount enclosed. This envelope must be placed in the grey box no later than 10:30 a.m. that day. Money will not be accepted in the lunch line. Parents may create an online account to put money on the account for a small fee.
- Students may bring drinks into the cafeteria only if they pack their lunch. Drinks and/or food may not be taken out of the cafeteria.
- Students are responsible for keeping the table and chairs clean and orderly and to return tray and dishes to the dishwashing area. Students are responsible for disposing of all trash in their area.
- Except as stated above, drinks and/or food may not be brought into the building and stored in students' lockers. Exceptions would be a classroom project assigned by a teacher.
- Bringing a student lunch from an outside establishment is not prohibited but should seldom occur. If you plan to bring in a lunch to a student, it must first be approved by the building Principal.

- Forms for the free/reduced lunch program will be sent home on the first day of school. Forms need to be turned in by the end of the first week of school.

### **School Bus**

Students are required to ride the school bus unless they bring a note stating they have other transportation home. All students needing alternate transportation to or from school must bring a note from home explaining the need and giving parental permission for a transportation adjustment. Any student wishing to ride a different bus requires a note from a parent brought to the office. The note will be signed by the building secretary and then should be given to the bus driver. No middle school students are to ride in high school student cars to or from school without written parent permission.

### **Hall Passes**

Students are expected to be in class at all times class is in session. Only during emergencies are students to be in the halls, at their lockers, or in the restrooms during class. Any student who is in the hall for any reason during class time must have a hall pass. There are no exceptions to this rule.

### **Ram Student of the Month**

Each month of the school year, students will be selected as "Tinora Middle School Student of the Month." Students will be nominated and selected for this honor by the Tinora Middle School Faculty according to the following guidelines.

1. Significant academic improvement or continuous academic success.
2. Any significant accomplishments of student attitude improvements.
3. Continued or improved social behavior and excellence.
4. Students displaying positive leadership qualities.
5. Open area for marked improvement in any aspect of a student.
6. Students display evidence of the 7-Mindsets Mindset of the Month. This honor is not intended to be a popularity contest. Rather, it is to draw attention to positive student accomplishments in our middle school.

### **Positive Referrals**

Teachers are asked to write a Positive Referral for any student who is displaying exceptional behavior, significant academic improvement, continued or improved social behavior and excellence, positive leadership qualities, or a marked improvement in any aspect. The Principal will recognize these students for their achievement.

### **Student Discipline Code**

Each of the behaviors and/or types of misconduct below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, in-school discipline, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

1. Possession/use of drugs and/or alcohol - Possessing, using, transmitting or concealing, or being under the influence or evidence of consumption of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids, or drug-related paraphernalia. If a building principal has a reasonable individualized suspicion of drug or alcohol use, s/he may request the student in question to submit to any appropriate testing, including but not limited to, a breathalyzer test or urinalysis.
2. Possession/use of tobacco - Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco and/or nicotine products or electronic cigarettes, paraphernalia or similar devices in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored event. Tobacco/nicotine products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Smoking of electronic, "vapor", other substitute forms of cigarettes, or clove cigarettes is also prohibited.
3. Use and/or possession of a firearm - Bringing a firearm onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion

under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guideline(s) set forth in Board Policy. Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

4. Use and/or possession of a weapon - A weapon is any device that may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.
5. Use of an object as a weapon - Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.
6. Knowledge of dangerous weapons or threats of violence - Students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.
7. Arson - Intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.
8. Physically assaulting a staff member/student/person associated with the District - Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Physical assault of a staff member, student, or other person associated with the District, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. Assault may result in criminal charges and may subject the student to expulsion.
9. Verbally threatening (either orally, in writing or otherwise expressed) a staff member/student/person associated with the District - Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.
10. Misconduct against a school official or employee, or the property of such a person, regardless of where it occurs - The Board prohibits misconduct committed by a student against a school official or employee, including, but not limited to, harassment (of any type), vandalism, assault (verbal and/or physical), and destruction of property.
11. Misconduct off school grounds - Students may be subject to discipline for their misconduct even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District.
12. Extortion - Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.
13. Gambling - Gambling (i.e., playing a game of chance for stakes) includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity.
14. Falsification of school work, identification, forgery - Falsifying signatures or data, or refusing to give proper identification or giving false information to a staff member. This prohibition includes, but is not limited to, forgery of hall/bus passes and excuses, as well as use of false I.D.'s. Plagiarism and cheating are also forms of falsification and will subject the student to academic penalties as well as disciplinary action.
15. Bomb Threats, and other false alarms and reports - Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited.
16. Terroristic Threat - Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.
17. Possession and/or use of explosives and/or fireworks - Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical-reaction objects such as smoke bombs and



poppers). Additionally, possessing or offering for sale any substance, combination of substances or article prepared to produce a visible and/or audible effect by combustion, explosion, deflagration or detonation.

18. Theft, or knowingly receiving or possessing stolen property - Unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials. The School is not responsible for personal property.
19. Insubordination - Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff members.
20. Damaging property (Vandalism) - Defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, employees or others and disregard for school property.
21. Unauthorized use of school or private property - Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action.
22. Refusing to accept discipline - Students failing to comply with disciplinary penalties may face enhanced penalties for such action.
23. Aiding or abetting violation of school rules - Assisting other students in the violation of any school rule. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.
24. Displays of affection/sexual activities - Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.
25. Possession of electronic equipment - Unauthorized electronic equipment will be confiscated from the student by school personnel and disciplinary action will be taken.
26. Violation of individual school/classroom rules - Each learning environment has different rules for students. These rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with this Code.
27. Violation of bus rules (see Bus Handbook)
28. Interference, disruption or obstruction of the educational process - Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so are unacceptable.
29. Harassment and/or Aggressive Behavior (including Bullying/Cyberbullying) - The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyberbullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.
30. Hazing - Performing any act, or coercing another, including the victim, to perform any act of initiation into any class, team, or organization, that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption or risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule. All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator; teacher; coach; student club advisor/supervisor, and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.
31. Violent Conduct - Students may be expelled for up to one school year for committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property.
32. Burglary - Entering a building or a specific area of a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.
33. Fighting - Engaging in adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior).
34. Lighting Incendiary Devices - Unauthorized igniting of matches, lighters and other devices that produce flames.
35. Possession of Pornography - Possessing sexually explicit material.

36. Unauthorized use of vehicles - Occupying or using vehicles during school hours without parental permission and/or school authorization.
37. Conduct unbecoming a student at TMS - Including, but not limited to, undue displays of affection, disrespectful conduct, uncooperative behavior, lying, littering, graffiti, horseplay, disruptive behavior, forging passes or notes, and use of vulgarity, profanity, or abusive language.
38. Habitual offender - Failing in a substantial number of instances to comply with directions of teachers or other school personnel where the failure constitutes an interference with school purposes or an educational function.

### **Discipline**

Tinora Middle School students are expected to abide by the rules and regulations established by the Board of Education. It is your responsibility to utilize the school day to its best advantage. If you are to be a worthy citizen of the school community, it is important that you formulate a pattern of good behavior early in the school year. Tinora School Board expects the student body to accept the responsibility of adopting patterns of behavior, which tend to contribute to a desirable educational atmosphere. Students who violate the discipline code adopted by the Board of Education are subject to disciplinary action.

### **Methods of Discipline**

Disciplinary methods used with Tinora Middle School will include but not be limited to the following:

1. Positive action by the staff to inspire correct behavior, counseling by teachers, administration and members of the guidance staff.
2. Denial of classroom and school privileges.
3. Detention: The term detention shall mean the detaining of a student by a teacher or administrator after school hours or during lunch as a form of discipline. The school shall not transport students who lose their regular means of transportation as a result of detention.
4. Emergency Removal: The term emergency removal shall mean the removal of a student from curricular or extracurricular activities or from the school premises where the student's present poses a continuing danger to persons or property or a threat of disrupting the academic process.
5. Saturday School Suspensions: Saturday School will be held from 8:00-12:00 in the high school study hall. Students must be in attendance or serve an all day in-school suspension on Monday plus rescheduled for the next Saturday.
6. In-School Suspensions: A student may be suspended from classrooms from one to ten days and be required to spend this suspension time in the detention room. Students assigned In-School Suspension will be required to work on material and assignments given to them from classroom teachers. Credit for work done during In-School Suspension will be given.
7. Out-Of-School Suspension: A student may be suspended from school for one to ten days and be required to spend this time at home. Class work missed during a suspension can be made up for credit.
8. Expulsion: The term expulsion shall mean the exclusion of a student from all school attendance and related activities for a period of time in excess of ten school days.

### **Guidelines for Determining Appropriate Disciplinary Action:**

In determining appropriate disciplinary action, the following consideration shall be applied:

1. The gravity of the offense as it affects or potentially affects the educational community and the degree such conduct interferes or tends to interfere with achieving the objective of the educational process.
2. Whether the offense is a first or infrequent infraction or one in a virtual continuum of offenses by the student.
3. Whether alternate action other than that otherwise considered usual and customary would be in the best interest of the particular offending student and/or the school community generally.

### **Detentions**

A detention hall will be in the afternoon from 3:15 to 4:00 p.m. for all detentions assigned by the Middle School office. All teacher-assigned detentions may be served in the teacher's room or after school as previously stated. Students will be informed 24 hours in advance of the after school detention and it is the student's responsibility to find transportation home.

Detentions assigned at lunch time will be held in the study hall room. Students are to report directly there at the beginning of the lunch period. The supervising teacher will dismiss students to get their lunch. Students will return to the study hall room to eat their lunch and work on school work.

All students who fail to complete or turn in their daily homework may be required to attend a detention until all the daily homework is caught up.

### **Classroom Discipline**

All classroom teachers will be enforcing discipline in their classes for the coming school year. Each teacher will explain and review their classroom discipline plans periodically throughout the year to students. All students are expected to abide by each teacher's discipline plan.

### **Interrogation of Students**

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and s/he (or a designated guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning.

### **Student Removal by a Government Agency**

- No staff member shall permit or cause any student to leave the school prior to the regular hour of dismissal except with the knowledge and approval of the Principal or Superintendent, if principal is not available.
- Reasonable attempt will be made to notify parents when the principal or superintendent is aware that the student will be removed by the government agency.

### **Summary:**

Tinora Middle School is YOUR school. Be proud of it. Take care of it and its equipment. Participate in extracurricular activities, and lend active support to the activities of others. Let the school motto and your personal philosophy be "all for one, and one for all." In planning for the future, remember that your school, church, and community record counts. Guard it as you would your life. In time of need, seek counsel with your parents, your church, and the school. Your teachers, guidance counselor, principal and the superintendent of schools are personally interested in you. Let us all contribute our share and take pride in making Tinora Middle School a school in which to be proud.

**NOTE:**

This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in June 2019. If you have questions or would like more information about a specific issue or document, contact your school principal or superintendent, or access the document on the District's website: [tinora.org](http://tinora.org) by clicking on "Board of Education" and finding the specific policy or administrative guideline in the Table of Contents for that section.