

TALAWANDA MIDDLE SCHOOL

4030 Oxford-Reily Road

Oxford, OH 45056

www.talawanda.net/tms

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Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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TMS STUDENT CALENDAR 2009 - 2010

August	25	First Student Day	
	26	No Early Release	
September	2	First Early Release	
	3	School Pictures	
	7	No School/Labor Day	
	8	Meet the Teacher	6:00-7:30 p.m.
October	25	Interims Home	
	15	Octoberfest	
	16	No School!	
	20	6th Grade Intramurals Begin	
	22	Picture Retakes	
	23	End of Qtr. 1	
	30	Report Cards Home	
November	3	District Inservice Day / No Students	
	5	Parent / Teacher Conferences	3:00-7:00 p.m.
	11	Veterans' Day Reception	
	12	Parent / Teacher Conferences	3:00-6:00 p.m.
	24	Senior Citizens' Luncheon	
	25	No School / Thanksgiving Break	
December	30	School Resumes	
	4	Interims Home	
	4	21st Annual "Feed the Needy Slam Jam" Dance	
January	21	No School / Winter Break Begins	
	4	School Resumes	
	14	End of Qtr. 2 & Sem. 1	
	15	No Students / Teacher Workday	
	18	No School / Martin Luther King, Jr. Day	
February	22	Report Cards Home	
	15	No School / Presidents' Day	
	26	Interims Home	
March	2	Glen Helen	
	9	Glen Helen	
	16	Glen Helen	
	18	Conferences	3:00-7:00 p.m.
	23	Conferences	3:00-6:00 p.m.
	25	Spring Pictures	
	26	End of Qtr. 3	
April	26	TMS Talent/Variety Show	
	29	No School/Spring Break Begins	
	6	Classes Resume	
	9	Report Cards Home	
	19	Ohio Achievement Testing Begins	

May 7 Interims Home
 31 No School / Memorial Day

June 4 Student Last Day!
 7 Teacher Last day!
 11 Final Report Cards Mailed Home

2009 – 2010 TMS CLASS SCHEDULE

MON, TUES, THURS, FRI

7:26 am Transportation Releases Breakfast Students

7:30 am Warning Bell

1	7:35 – 8:24	(49)
2	8:27 – 9:13	(46)
3	9:16 – 10:02	(46)
4	10:05 – 10:51	(46)

7th

Lunch 10:51 – 11:21 (30)
 5 11:24 – 12:10 (46)
 6 12:13 – 12:59 (46)

8th

5 10:54 – 11:40 (46)
 Lunch 11:40 – 12:10 (30)
 6 12:13 – 12:59 (46)

6th

5 10:54 – 11:40 (46)
 6 11:43 – 12:29 (46)
 Lunch 12:29 – 1:59 (30)

7	1:02 – 1:48	(46)
8	1:51 – 2:40	(49)

Wednesday

1	7:35 – 8:13	(38)
2	8:16 – 8:54	(38)
Homebase	8:57 – 9:17	(20)
3	9:20 – 9:58	(38)
4	10:01 – 10:39	(38)

7th

Lunch 10:39 – 11:09 (30)
 5 11:12 – 11:50 (38)
 6 11:53 – 12:31 (38)

8th

5 10:42 – 11:20 (38)
 Lunch 11:20 – 11:50 (30)
 6 11:53 – 12:31 (38)

6th

5 10:42 – 11:20 (38)
 6 11:23 – 12:01 (38)
 Lunch 12:01 – 12:31 (30)

7	12:34 – 1:12	(38)
8	1:15 – 1:55	(40)

CRISIS PLAN

Dear Parent/Guardian:

The Talawanda School District has prepared a *Crisis Manual* that is designed to minimize danger to anyone occupying a school should an emergency occur. Our main objective is to attend to the health and welfare of all children in the event of a crisis and see that they get home safely.

It is impossible to foresee all the potential emergencies, but we have researched the most effective way to use our resources to respond immediately to those emergencies that cannot be avoided. Any disaster will disrupt the "normal" way of doing things. It will cause inconvenience to all of us. These responsibilities are shared by both the school and the home.

In *most* emergencies children will remain and be cared for at the school they attend. If an emergency at your child's school prohibits reentry to the building (such as broken gas or water main, a fire, or a sudden loss of utilities in bad weather), students and staff *may* need to be moved to the school's alternative site.

We ask you to follow this procedure if you hear rumors of any school emergency:

Turn on your radio or television. We will keep the media accurately informed of any emergency and special instructions.

Check www.talawanda.net for information.

Please do not telephone the school. We have limited phone lines. These **must** be used to respond to the emergency.

Please do not come to the school. Any emergency involving your child's school may mean emergency vehicles and disaster workers must be able to get to the building.

Via telephone, radio or television or internet you will receive updated, accurate reports and information from the school district administration about when/where to pick up your child if necessary.

WELCOME TO TALAWANDA MIDDLE SCHOOL

Welcome to Talawanda Middle School and the 2009-2010 school year! We are so pleased to have you as part of our family. There have been many exciting changes at TMS and we know this will be your best year yet. The staff and I want you to have a successful school year. One way you can do this is to read and understand the information in the school handbook. It is your guide to having a successful year at TMS and understanding our expectations for you. Please feel free to check with any of our staff members if you need help. We look forward to working with you this year!

Mrs. Dee Lancaster, Principal

FOREWARD

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 the building 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 as of May, 2008. 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 on the Talawanda web site.

MISSION STATEMENT

The mission of Talawanda Middle School is to provide a challenging, student-centered educational environment based upon respect and responsibility.

EQUAL EDUCATION OPPORTUNITY

The Talawanda School District provides an equal educational opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the school district's compliance officer(s): Kelly Spivey, Assistant Superintendent, 513/273-3106.

Complaints will be investigated in accordance with the procedures described on pages 21-22 of this handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. The compliance officer can provide additional information concerning equal access to educational opportunity.

STUDENT RESPONSIBILITIES

The school's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The building, however, may use the mail or hand delivery when appropriate. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

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.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the school office.

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

STUDENT DIRECTORY INFORMATION

Directory information is permitted by law to be given to groups for non profit purposes. This information includes: student's name, address, telephone number, date and place of birth, participation in recognized activities and sports, height and weight, dates of attendance, awards received, or any other information not generally considered harmful or an invasion of privacy if disclosed. As a parent you have the option of denying access to this information by sending written notice to the office by September 11, 2009.

TRIBES

Each grade level at TMS has been divided into two equal heterogeneous groups and assigned an original Ohio Indian tribe name:

6th grade: Mingo or Ottawa

7th grade: Delaware or Wyandot

8th grade: Miami or Shawnee

HOME BASE

This is an advisor/advisee program designed to provide an opportunity for each student to have an adult in the school who knows him/her well and to whom the student can turn for assistance. Building quality relationships between the advisor and student in a non-threatening atmosphere is the primary goal of this program. The advisor has the opportunity to become a positive influence in the school by assisting each student in becoming a happier, more secure, and more responsible individual.

GUIDANCE AND COUNSELING SERVICES

Our guidance and counseling program includes activities in each of the nine service areas designated by the Ohio Department of Education: information services; pupil appraisal; group guidance; counseling; consultation; parent conferences; resource coordination; placement; and evaluation/planning. Students are always welcome to request counselor services through any teacher or their home base advisor. These staff members will submit a request form, and the counselors will contact the student.

If you have any questions or concerns, please contact a TMS guidance counselor. We want to help!

SPECIAL SERVICES

Parents who have a child who may require specialized instruction to meet his/her individual needs may contact the Special Services Department at 273-3570.

MEDIATION

Mediation is a service provided by students to help their peers peacefully resolve conflicts that they may be experiencing. Trained student mediators are available to help disputing students work through the conflict and find a mutually agreeable solution. All mediations are kept confidential. It is our hope that students will recognize mediation as a logical procedure to resolving various conflicts and will choose it over alternative methods.

Students may be assigned or may choose to use mediation by requesting it from their advisor, teacher, or counselor. Mediations are done at school during the school day. While student mediators receive many hours of training annually, on-going assistance and advice is given by teacher coordinators throughout the year.

BUSES

Students are not permitted to ride home on any bus other than their home bus. The single exception to this policy would be a situation involving child care for the student. In this case, a written request stating the situation must be submitted by the parent to the office in the morning, and the office will issue a bus pass that may be picked up by the student during lunch. Students will not be permitted to board a different bus without a pass.

TRANSPORTATION OFFICE

Should you have questions or concerns regarding school buses, please contact Laidlaw Transportation at 273-3150 between 7:00 a.m. and 4:30 p.m.

ABSENCES

Regular attendance is necessary for success in school. Developing this habit will be of great benefit to you throughout your life. If you are going to be absent, your parents are asked to call the school at 273-3300 by 9:30 a.m. The school, by law, must call the homes of absent students whose parents have not called in. A limit of 10 days of absences can be parentally excused (including vacation). Excuse notes must be submitted to the office within five days of returning to school.

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. A student will be considered habitually truant if the student is absent without a legitimate excuse for 5 or more consecutive school days, for 7 or more school days in one month, or 12 or more school days in one school year. Furthermore, a student will be considered chronically truant if the student is absent without a legitimate excuse for 7 or more consecutive school days, for 10 or more school days in one month, or 15 or more school days in one school year.

If a student is habitually or chronically truant and the student's parent fails to cause the student's attendance, a complaint will be filed with the Judge of the Juvenile Court in compliance with State law and Board Policy 5200.

TARDIES

If you are late to school, you will need a pass from the office to enter your first class of the day. To get this pass, you will need a note from home explaining your tardiness. You are allowed one unexcused tardy per semester. Any unexcused tardies beyond this will result in a behavior point. Excessive tardies will be handled through mediation and/or court referrals for truancy.

If you are late to a class, go directly to that class. If you are late because another teacher detained you, get a pass from that teacher.

MEDICATION POLICY

In order to administer medication at school, prescription and non-prescription, we must have a Student Medication Permit form signed by the physician and parent. This form and the medication in the original bottle, properly labeled, should be brought by the parent to the school office.

ARRIVAL

Upon arrival on the bus in the morning students should enter the school and move quickly into the auditoria. If your parent brings you, you should arrive between 7:25 and 7:40 a.m. No supervision will be provided before 7:25 a.m. Parents should drop students off at the south commons doors to avoid interference with bus arrivals. From the commons and auditoria, you will be dismissed to your home base classes. No students are to be in the hallways until dismissed.

DISMISSAL

Students dismissed from their classrooms at the end of the day are expected to leave the building unless they are staying for a supervised activity. Buses park in front of the school in designated areas, and parents are to use the building's south commons entrance when picking students up in the afternoon.

If you need to leave before the end of the day, you must have a parent meet you in the office to sign out. Do not leave your classroom early. An office worker will get you when your ride arrives.

AFTER-SCHOOL ACTIVITIES

Students are encouraged to participate in and attend school sponsored activities after school. No students should be in the building without adult supervision. Transportation should be arranged ahead of time.

Students attending activities (home and away) are expected to dress and act in accordance with established rules, practices, and school policy. Students must attend school a minimum of five periods to participate in after-school activities. Students who have accumulated 40+ points in any semester or have been excluded due to suspensions, are not permitted to participate in after school activities.

LOCKERS

Each student is issued a hall locker located near his/her home base and is expected to follow these simple rules:

1. Use only the locker assigned to you (one person per locker).
2. Do not share your locker or combination with others. Keep it written in a safe place for reference.
3. Valuables should not be kept in lockers. (For safety, keep them at home.)
4. Keep your locker neat and orderly.
5. Store books carefully so they will not be damaged.
6. Report any locker problems to your home base teacher. He/She is here to help you.
7. Backpacks are to be used for carrying items back and forth to and from school, but should be kept in lockers during the day.
8. Remember that all lockers are the property of TMS and may be searched if concerns or suspicions arise.

VALUABLES

Be responsible for what you bring to school. Lost or stolen items are your responsibility. Although lockers are provided, they are not theft-proof, and sometimes combinations can be misplaced. The lost and found is located in the auditoria, but don't risk losing your valuable possessions. Leave them at home. Be sure to mark or label your coats and belongings so they can be returned if found. For your own protection, do not bring valuable items and absolutely no radios, CD players, headphones, cell phones, or pagers. If these items are confiscated, it will require a parent to pick them up. They will not be returned to students.

HONOR ROLL

The Honor Roll will be reported at the end of each nine weeks based upon the average grade for all subjects taken. Nine week grades (not semester grades) will be used for determining Honor Roll.

Students with a grade point average of 3.0 (B average) or better will be listed as making the Honor Roll. Students with all A's (including A-) will be identified as having all A's.

WEATHER EMERGENCY

The superintendent of schools or his/her designee shall have the authority to determine when curricular and/or extracurricular activities will be delayed or cancelled as a result of inclement weather or hazardous road conditions.

In the event of bad weather, listen to local radio stations, check www.talawanda.net, or watch the TV news for delay or closing information. In the event of a delay on a Wednesday, we run a regular delay schedule with **no early dismissal** for inservice. We appreciate you not calling the school in the early morning hours to check on closings and delays. We need to keep these phone lines open for staff and emergency communications. **Parents and students are responsible for knowing about emergency closings and delays.**

ACTIVITY CANCELLATIONS DUE TO WEATHER

When school has been cancelled due to inclement weather or hazardous road conditions, the superintendent or his/her designee will determine whether road conditions are safe enough for afternoon or evening activities to be held. Coaches and sponsors will be responsible for contacting students when an activity has been cancelled.

FIRE AND TORNADO DRILLS

Fire and tornado drills are a state required precaution and are to be practiced on a regular basis. Each room has posted directions on procedures during a drill. Any deviation from these directions and procedures could cause serious confusion and possible injury in the event of a real emergency. For this reason, we expect serious cooperation on the part of all students in practicing these drills.

SAFETY AND SECURITY

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are required to sign in and wear a building pass while they are in the build.
- C. 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.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. As many unneeded outside doors as possible are locked during the school day.
- F. Portions of the building that will not be needed after the regular school days are closed off.
- G. All district employees are to wear photo-identification badges while in district schools and offices or on district property.

STUDENT BEHAVIOR AND EXPECTATIONS

In order to provide an atmosphere in which there is a focus on safety and learning, students are expected to show respect for, and consideration of the rights, privileges, feelings and needs of themselves and others. The TMS Student Code of Conduct is designed for such reasons, and students are expected to adhere to it. Each student will have an opportunity to read, review, and ask questions relating to the TMS Code of Conduct at the beginning of the year. Through cooperation and shared responsibility, the student, school and parents can ensure that good behavior habits are developed and rewarded.

HALLWAYS

Between classes, some hallways can be crowded. To enable hall traffic to move smoothly, stay to the right of center, and do not stop to talk with friends in the middle of the hall. This will enable a smooth flow of traffic and allow everyone to arrive at class prior to the tardy bell. If a student cannot abide by the rules for the hallway, they may be placed on the "No Pass List". TMS students will be placed on the "No Pass List" upon recommendation of their tribe or an administrator.

BUILDING AND GROUNDS

Students, staff, and citizens throughout our district take great pride in the beautiful condition of our building and grounds. All members of our school community are expected to help maintain the attractive appearance of TMS by putting litter in its place and respecting the building and its contents.

RESTROOMS

The restrooms are yours to use between classes or during class time with the teacher's permission. You can help take care of them by cleaning up after yourself. It is your responsibility to help maintain the restrooms and report any misuse or vandalism of these facilities.

TELEPHONES

Students are not permitted to use the school office phone except in the case of an emergency or if a written request is sent by a parent.

USE OF CELLULAR TELEPHONES AND ELECTRONIC COMMUNICATION DEVICES

In order to avoid disruption of the educational environment and protect students' right of privacy, students are prohibited from using cellular telephones, including camera phones, and electronic communication devices (ECDs) on school property, at school sponsored events, and on school buses or other vehicles provided by the district. Prohibited ECDs include laser pointers and attachments, paging devices/beepers, and other devices designed to receive and send an electronic signal.

Possession of a cellular telephone or other electronic communication device (ECD) by a student is a privilege, which may be forfeited by the student if s/he turns it on, uses it or allows it to be visible during the school day or on school-sponsored trips. Prohibited uses of the cellular telephones or ECDs during specified times includes making and/or receiving calls, sending text messages, taking pictures and/or making recordings.

Use of a cellular telephone or other ECD in an unauthorized manner or in violation of these rules may result in loss of this privilege, additional disciplinary action (e.g., warnings, parental notification and conferences, suspension, expulsion), confiscation of the cellular telephone and/or ECD. If a cellular telephone or ECD is confiscated, it will only be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequence that is imposed, and/or referral to law enforcement if the violation involves an illegal activity.

The district is not responsible for the loss, theft, damage, or vandalism to student cellular telephones or ECDs as well as other student property. Students and parents are strongly encouraged to take appropriate precautions, if students are permitted to have cellular telephones or ECDs in their possession, to make sure the cellular telephones and ECDs are not left unattended or unsecured.

COMPUTER TECHNOLOGY AND NETWORKS

Students are encouraged to use the "network" for educational purposes. Use of the network is a privilege, not a right. When using the network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students are responsible for good behavior on the district's computers/network and the internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the internet are often public in nature. General school rules for behavior and communication apply. Unauthorized or inappropriate use of the network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability. Prior to accessing the network, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors. Parents are encouraged to discuss their values with their children so that students can make decisions regarding their use of the network that is in accord with their personal and family values, in addition to the Board's standards.

Smooth operation of the network relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive but are provided so that users are aware of their general responsibilities.

- A. Students are responsible for their behavior and communication on the network.
- B. Students may only access the network by using their assigned network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
- D. Students may not use the network to engage in "hacking" or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).
- E. Transmission of any material in violation of any state or federal law or regulation, or Board policy is prohibited.
- F. Use of the network to engage in cyberbullying is prohibited. "Cyberbullying" involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites or My Space accounts, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." For further information on cyberbullying, visit <http://www.cyberbullying.ca>

Cyberbullying includes, but is not limited to, the following:

- 1. posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog;
- 2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
- 3. using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as You Tube;
- 4. posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

- G. Students are expected to abide by the following generally accepted rules of network etiquette:
 - 1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications through the network (including, but not limited to, public messages, private messages, and material posted on web pages).
 - 2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
 - 3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.
 - 4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
 - 5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial web sites.
 - 6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
 - 7. Never agree to get together with someone you "meet" on-line without parent approval and participation.
 - 8. Check e-mail frequently and diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
 - 9. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains pornography. Students should not delete such messages until instructed to do so by a staff member.

GUM AND CANDY

Careless disposal of gum and candy in drinking fountains, on furniture, and on floors presents sanitation and cleaning problems. Gum and candy are prohibited at Talawanda Middle School. When candy is given as a reward by a teacher, it should be eaten during that class and not taken into the halls.

STUDY HALL RULES

Students are to have study and/or reading materials with them at all times. Talking is not permitted unless permission has been granted for study purposes only.

CAFETERIA PROCEDURE

Lunch should be a pleasant, relaxing time in the day. The following rules are meant to ensure a safe, comfortable environment for all students.

1. Students will choose tables during the first week of school.
2. The residents of each table are responsible for keeping the table and its surrounding area clean and free of trash.
3. Students will sit at their assigned tables and be dismissed by tables into the cafeteria line.
4. When you finish eating, dispose of all lunch items and return your tray. Return to your seat to await dismissal. Be sure that the area is clean for the next group of students before you leave.
5. Students will be dismissed for a 10 minute recess at the end of lunch, weather permitting.

At no time should food (or other items) be thrown in the cafeteria. At no time should food or drinks be taken from the cafeteria. Lunch time is an opportunity for you to socialize with your friends in a mature, respectable manner. Enjoy your lunch!

CAFETERIA COURTESY

1. No student is to cut in line. Saving a place in line for a friend or purchasing food for a friend is not permitted.
2. Students at each table are responsible to see that the table, chairs, and floor around the table are kept clean. If there is a mess when you arrive, notify a supervisor immediately, or you will be held responsible.
3. No student is to bother another student's food in any fashion.
4. Students must obtain permission from a supervisor to use the restroom, conduct business in the office or use the pay phone.

READINESS FOR CLASSES

All students are expected to be seated in the classroom and prepared for the day's class when the bell rings. Readiness for the class includes such things as: having appropriate books, texts, and writing materials, having the agenda planner to copy assignments and homework information, and so forth.

Physical education classes are recognized as an important part of each student's schooling, and all students are expected to participate in those classes in the appropriate physical education attire. TMS has a prescribed and approved physical education outfit and students are required to comply with directions on the wearing of this physical education clothing as a part of the course.

LOITERING

Students are expected to leave the school grounds immediately after school unless they are involved in a supervised after school activity. All dances at TMS end at 4:15 and rides should be here no later than 4:30. If arrangements cannot be made for pick-up at that time, students are to ride the bus home. At no time should students be loitering in the school building or on school grounds after hours. Arrangements for transportation should be made before the student stays for an activity.

TALAWANDA MIDDLE SCHOOL STUDENT 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.

EXPECTED BEHAVIORS

Students are expected to:

1. act courteously to adults and fellow students;
2. be prompt to school and attentive in class;
3. work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
4. complete assigned tasks on time and as directed;
5. help maintain a school environment that is safe, friendly, and productive;
6. act at all times in a manner that reflects pride in self, family, and in the School.

CLASSROOM ENVIRONMENT

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

1. a teacher to communicate effectively with all students in the class; and
2. all students in the class the opportunity to learn.
 1. **Disruption of School:** A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct to cause the disruption or obstruction of any lawful mission, process or function of the school. Neither should a student urge other students to engage in such conduct.
 2. **Damage, Destruction or Theft of School Property:** A student shall not cause or attempt to cause damage to public property or steal or attempt to steal public property either on school grounds or during a school activity, function, or event off school grounds.
 3. **Trespassing:** Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle; or unauthorized access or activity in a Board-owned computer, into district, school or staff computer files, into a school or district file server, or into the Network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the principal.
 4. **Knowledge of dangerous weapons or threats of violence:** Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal/assistant principal. Failure to report such knowledge may subject the student to discipline.
 5. **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.

6. **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.
7. **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), vandalization, assault (verbal and/or physical), and destruction of property.
8. **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. Misconduct is defined as any violation of the Student Discipline Code.
9. **Inappropriate Behavior:** Possession of material that is offensive to accepted standards and is inappropriate to a school is prohibited. Vulgar, inappropriate, profane and offensive words, gestures, actions, are prohibited. Students shall not possess pornographic matter or commit sexual acts on school property.
10. **Refusal to Follow Directions:** A student is expected to comply with directives of teachers, student teachers, substitute teachers, teacher assistants, principals or other authorized personnel during any period of time when he / she is under the authority of school personnel.
11. **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. A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury.
12. **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.
13. **Possession/use of drugs and/or alcohol:** Possessing, using, transmitting or concealing, or being under the influence 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. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, s/he will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.
14. **Gambling:** Gambling by students on school property is prohibited.
15. **Possession/use of tobacco:** Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Smoking clove cigarettes is also prohibited.
16. **Cheating:** Students shall not transfer or participate in the unauthorized transfer of any information that would impact the evaluation process. Students shall not participate in plagiarism.

17. **Dress and Appearance:** Dress and grooming should be neat, clean, and appropriate. It should not constitute a safety or health hazard or be such that it might hamper the educational process. Students shall not wear droopy pants, short shorts or skirts, halter tops, tank tops, bare midriff, fishnet tops, muscle shirts, spaghetti straps, hats, head bandannas or sunglasses. Any clothing or jewelry deemed disruptive, unsafe, or items / clothing with drugs, alcohol, profanity or sexually related, or otherwise disruptive symbols are not permitted.
18. **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. Any student who believes the s/he is the victim of any of the above actions or has observed such actions by another student, staff member, or other person associated with the district, or by third parties should contact the district's Anti-Harassment Complaint Coordinator(s). Any one having further questions concerning prohibited behaviors and/or the complaint process should request a copy of Board policies and administrative guidelines 5517 and 5517.01.
19. **Lying:** A student shall not lie, tell falsehoods, accuse others falsely, or give false testimony to school personnel.
20. **Extortion, Bribery, Forgery:** A student shall not take or attempt to take money or valuable possessions from another person by physical force or the threat of physical force. A student shall not offer money or favors to any person for his or her personal gain. A student shall not falsely use in writing the name of another person or falsify times, grades, dates, addresses, or other data on school forms or correspondence directed to the school.
21. **Other Policies and Procedures:** Students shall adhere to other policies and procedures as stated in this handbook. Repeated minor violations of policies and procedures in the discipline code of conduct will be considered a major violation and will result in a suspension. Violations of federal, state and local laws may also result in disciplinary action.
22. **Search and Seizure:** Administrators may search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the district and students have no reasonable expectation of privacy in their contents or in the contents of any other district property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted. Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The district may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities. Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to the police. The school reserves the right not to return items that have been confiscated.
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.

TALAWANDA MIDDLE SCHOOL STUDENT CHEATING POLICY

Cheating is defined as any of the following which occurs during a testing situation or any other conditions defined by the individual teacher: (1) any transfer of information between students; (2) allowing the transfer of information including internet resources; (3) using any extraneous sources of information; (4) failure to turn in a test paper when requested; and (5) plagiarism

1. First Offense in any class:
 - A. The teacher will notify the student's parents and guidance counselor.
 - B. The student will be counseled at school by the teacher and counselor.
 - C. The student will receive a zero on the assignment, test or quiz.
2. If the second offense occurs in the same class, the following will apply:
 - A. The teacher will notify the student's parents and guidance counselor.
 - B. The student will be counseled at school by the teacher and counselor.
 - C. The student will receive an "F" for the grading period.
 - D. Upon request from the parent, the teacher will provide a narrative report of the student's work and classroom behavior at the end of the grading period. The student may meet with the counselor and teacher to discuss the report. Parents may be included in this session.
3. If the second offense occurs in a different class, the following will apply:
 - A. The teacher will notify the student's parents and guidance counselor.
 - B. The student will be counseled at school by the teacher and counselor.
 - C. The student will receive a zero on the assignment, test, or quiz for that class.
 - D. A code of conduct contract will be drawn up by the counseling department which will be signed by the student, parent/guardian, teacher and counselor.
4. For subsequent offenses, the following will apply:
 - A. The student will receive an "F" for the grading period in the class where the offense occurs.
 - B. Upon request from the parent, the teacher will provide a narrative report of the student's work and classroom behavior at the end of the grading period. The student may meet with the counselor and teacher to discuss the report. Parents may be included in this session.

BUS CODE OF CONDUCT

All students in the Talawanda School District who ride a bus to school are subject to their school's code of conduct and district-wide regulations at their bus stop and while riding on the bus. Misbehavior that distracts the driver is a hazard to the safe operation of a vehicle and jeopardizes the safety of all passengers. Unsatisfactory conduct may result in a suspension and/or expulsion from the school bus and/or school. The following guidelines must be followed to provide safe transportation for all.

SCHOOL BUS RULES

1. Be courteous, use no profane language.
 2. Do not eat or drink on the bus.
 3. Keep the bus clean.
 4. Cooperate with the driver.
 5. Do not smoke or use tobacco products.
 6. Do not be destructive.
 7. Stay in your seat, keeping aisle way clear.
 8. Keep head, hands, and feet inside the bus.
 9. Do not throw objects from or on the bus.
 10. Be quiet at railroad crossings.
- The bus driver is authorized to assign seats.

CONSEQUENCES FOR STUDENT MISCONDUCT ON THE SCHOOL BUS

Note that bus drivers will address minor infractions with students and/or parents without the involvement of building administrators. However, if the infraction is of a serious or chronic nature, a written referral will be given to the respective building administrator. At that time, the following consequences will be considered.

Note that if there is a serious incident involving verbal or physical violence, the administrator may immediately remove riding privileges from the student.

First Referral will result in a verbal warning and a conference with the building administrator. Documentation of the conference will be mailed home.

Second Referral will result in a conference with the building administrator, a parent contact, and documentation of a student misconduct report mailed home.

Third Referral will result in a 3-day bus suspension.

Fourth Referral will result in a 5-day bus suspension.

Fifth Referral will result in a removal from the bus to the end of the grading period.

Sixth Referral will result in removal from bus for remainder of semester or 45 days, whichever is longer.

2009-2010 TALAWANDA SCHOOLS ATHLETIC POLICY

MISSION STATEMENT

The mission of the Talawanda Athletic Department is to create opportunities for our student-athletes to be involved in positive learning experiences through athletic competition. This will lead directly toward individual and group growth. By cooperating in the search for excellence through athletic competition, the student-athlete will have the opportunity to develop the following desirable life skills: a strong work ethic, a positive attitude, sportsmanship, leadership skills, and an ability to have fun in a competitive atmosphere. The Talawanda Athletic Department is committed to providing the best available coaches, equipment and facilities to enhance this growth. We will strive to work cooperatively with student-athletes, and families, to create an enriching environment based upon mutual respect and responsibility. In addition, we remind everyone that participation in interscholastic sports is a **privilege**, not a right, and that this privilege must be constantly earned.

ACADEMIC ELIGIBILITY

(Adopted by the Talawanda Board of Education July 20, 1998, revised to 5 credit hours as per OHSAA guidelines 4/25/00.)

Student-athletes must initially achieve eligibility according to the guidelines of the Ohio High School Athletic Association. At the middle school level the student-athlete must be passing at least 75% of their classes from the previous grading period. At the high school level, the student-athlete must have passed at least 5 credit hours worth of classes from the previous grading period.

Once this standard has been met, the student-athletes will be subjected to a biweekly grade check of all classes. After the initial two week grade check, if their GPA falls below a 2.0, they will be placed on a two week probationary period (still eligible to participate). After the two week probationary period, if the GPA is still below 2.0, the student-athlete will be denied participation in sanctioned contests for two weeks (may still practice). After the two week "denial" period, if the GPA is still below 2.0, the student-athlete will be removed from the activity for the remainder of the season. Guidelines to assist students who are on probationary periods will be established between the coaches and athletic director. Student-athletes will only be allowed one probationary period per season.

BEHAVIOR

Students must abide by the Student Code of Conduct. It should be noted that this code not only refers to serious offenses, but also to the accumulation of minor ones. **At TMS**, 1) any student who has received 40 or more points in a semester will be excluded from extra-curricular activities; 2) if a student is excluded due to behavior, NO refund of the pay-to-play will be issued; 3) any violation is subject to "denial of participation" by the coach or administrator; 4) "participation denials" may be appealed first to the Athletic Director.

PERSONAL CONDUCT

You will be expected to conduct yourself in a manner which reflects favorably upon yourself, the team, and Talawanda Middle School. Violations may result in denial of participation, removal from the team, or other disciplinary action as determined by the coach, athletic director, or principal.

PHYSICAL EXAMINATION

Before students may participate in any sport, they must have had a "sports physical examination" (our form is from the OHSAA), and return it signed by you, your parents and your physician, with the emergency medical authorization by parents, and acknowledgement form provided. Physical exams are good for one calendar year.

TRYOUTS

In sports where tryouts are necessary, selections for teams will be based upon

not only ability, but, also, classroom performance, attitude, and behavior. Wherever possible, coaches will use objective, as well as subjective means for evaluation of potential team members.

ATTENDANCE

Tryouts: A student that is unable to participate in a least one day of tryouts cannot be considered for a place on the team, except in cases of extenuating circumstances as determined by the coach, athletic director or principals. In sports where no tryouts are held, the coach may establish a date after which no student may be added to the team.

Practices: Students that are present at school must attend practice unless permission has been granted beforehand by the coach. Consequently, a person who is not in school, should not be at practice. Failure to comply could result in suspension from the team.

Game Day Attendance: Student-athletes are expected to be in attendance at school all day/everyday unless excused. To be eligible for an athletic contest, a student at TMS or THS, must be in attendance at least five periods, unless written permission for an excusable absence is granted by the principal.

Note: Students are not permitted to loiter on school grounds. When practices or games are scheduled at times other than right after school athletes should go home, or leave school grounds and return in time for practice or game as required.

Participation Fee: For the 2009-10 school year, the "extra-curricular participation fee" at THS is \$150.00 for the first sport and \$75.00 for the second. At TMS it is \$100.00 for the first sport and \$50.00 for the second. The third sport is free for a student. The family maximum is \$500.00. This fee helps to offset the cost of our extra-curricular programs and is set by the Talawanda Board of Education. This does not "guarantee" a certain minimum amount of "game-time participation". This fee is also paid once for the entire year's participation and is due prior to the beginning of the first sport season the student-athlete is participating in. **Also, ALL school fees must be paid and up to date through the current quarter.**

Participation/"Playing Time": Athletics, by nature, are competitive. We will attempt to give each student-athlete an opportunity to participate as much as possible. Student-athletes are given the opportunity to participate and perform in every practice. They are evaluated in a wide variety of ways, but their practice evaluation is extremely important. "Game-time participation" is based upon a student-athletes ability to compete and perform, and this ability is demonstrated and refined in practice. A student-athlete is not guaranteed a certain amount of playing time just because they are a member of the team. "Game-time participation" must be constantly earned.

Transportation: Teams will always travel to away games as a team, on school transportation vehicles. Behavior expectations are the same as in school. Additionally . . .

1. No food is to be eaten on the bus.
2. Each student returns on the bus UNLESS a written note from parent/guardian, or direct contact between parent/coach occurs.
3. Students may not ride home with another parent without a parental note, "signed by the building principal" in advance.
4. Following athletic events, PLEASE be responsible for a quick pick up. Coaches cannot be expected to transport kids home and should not be required to stay an excessive period of time.

Equipment: The athlete/cheerleader is responsible for all equipment, at all times, issued for their use. It should be returned clean at the end of the season for storage. You will be charged with an approximate "replacement cost" for any lost items.

Sportsmanship: Students are expected to demonstrate good sportsmanship at all times!!! Watch your language and your body language. The coaching staff would appreciate parental support in teaching this important value!

Awards: Awards will be given upon completion of the season. Failure to complete the season, including attendance at award program or meeting, will cost loss of letter points and/or any award that may have been deserved.

BEHAVIOR MANAGEMENT SYSTEM

The TMS Behavior Management Program is intended to recognize and reward respect and responsibility while providing appropriate consequences to discourage misbehavior and ensure that the school provides a safe and learning based climate. The program has two major components: 1) rewards and incentives for good attendance, academic achievement, and behavior, and 2) accumulation of behavior points, with subsequent consequences for violation of school rules and policies.

REWARDS AND INCENTIVES (The Good News!)

Students will receive rewards for good attendance, high academic achievement, and responsible and respectable behavior.

A POSITIVE NOTE (More Good News!)

The vast majority of TMS students demonstrate outstanding behavior and have limited contact with the point system and its consequences. In past years approximately 3/4 of all TMS students have had fewer than 5 points and nearly 1/2 of all students had zero points at the end of the semester. Recognition will be given to students who achieve "Zero Hero" and "Fewer Than 5" points.

BEHAVIOR POINT VIOLATIONS

1 Point Violations

Lying/Dishonesty	Lack of Materials	Inappropriate Behavior
Gum/Food	In Hall Without a Pass	Sleeping in Class
Inappropriate Language	Excessive Talking	Lack of Cooperation
Running in School	Inappropriate Clothing	Disrespectful
Tardy	Parent Communication not Returned	

5 Point Violations

Disruptive Behavior	Petty Theft	Rude & Discourteous
Harassment/Bullying	Verbal Assault	Profanity
Failure to Serve Detention	Insubordination	Leaving Supervised Area
Damage to/misuse of personal/school property.		Encouraging/cheering on fighting.
Intentionally leaving a supervised area.		

10 Point Violations

Verbal or written abuse of a staff member (could result in a suspension).	Skipping class.
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20 Point Violations

Truancy	Fighting	Vandalism
Acts of Immorality	Theft of School or Personal Property	
Possession or use of tobacco and/or matches and lighter.		

Automatic 10 Day Suspension; Possibly Resulting in 10 Day Suspension With Recommendation For Expulsion

Possession, use, or sale of alcohol, drugs, and/or look-alikes.

Physical assault of student/staff.

Possession/use of weapons (and/or look-alikes).

Fighting (subjective decision by Administrator based on severity or violence of act).

***NOTE:** Cheating is not addressed with points, but is instead treated as an academic violation with academic consequences. Please refer to the "**Cheating Policy**" in the Student Code of Conduct on page.

**Repeat offenses are subject to suspension.

***If a student receives a suspension for a non-point violation, he/she will have to apply to participate in any extra-curricular activities including, but not limited to, athletic participation, athletic event attendance, dances, assemblies, and field trips. The application will be reviewed by, and a decision will be made by, the group in charge of the activity and the administration. It is the responsibility of the student to initiate this application process.

Number of Points

<u>Accumulated</u>	<u>Consequences</u>
5	Letter mailed home requiring parent signature (behavior point and phone call if not returned).
10	Detention
15	Detention
20	One day assigned to Behavior Intervention Center (BIC).
30	One day assigned to BIC/letter requesting conference.
40	One day assigned to (BIC) and loss of extra curricular activities including but not limited to: attending TMS athletic events, participation in talent show, assemblies, field trips, dances, clubs, etc. for the rest of the semester.
50	One-2 day suspension* and loss of co-curricular activities (such as field trips and camp) for the rest of the semester.
65	Two-5 day suspension*
80	Five-10 day suspension*
95	Ten day suspension with recommendation for expulsion.