

# Tri-County North Middle School

Grades 5<sup>th</sup>-8<sup>th</sup> Principal Joe Hoelzle

## District Vision:

*“Preparing for Tomorrow by Expecting Excellence Today!”*

## TCNMS Mission Statement:

The Tri-County North Middle School community is committed to preparing lifelong learners capable of achieving their greatest potential.

### ADDRESS:

436 N Commerce Street  
Lewisburg, OH  
45338

### PHONE:

937-962-2631  
937-833-3075

### WEBSITE:

<http://www.tcnschools.com>

### Hours:

7:30 - 2:11

## *This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_

# ATTENDANCE PROCEDURES

When a student is absent:

1. Parents are asked to call the school in the morning (962-2675 or 833-4860)
2. Students should bring a note from parents or doctor documenting the date(s) and reason for the absence. The note should be brought to the attendance office early enough so that the student will get to first period class on time after getting the admit slip.
3. Students who forget notes must still report to the attendance office to get their planner stamped.
4. Students will have two days grace period to bring in a note for absences.
5. Students will not be allowed into class without a stamped planner. They will be recorded as tardy to class and sent back to the attendance office to get their planner stamped.

**The State of Ohio** requires children ages 6-18 to attend a public, private, or parochial school. TCNLSD promotes regular attendance, which directly effects academic success. When a student is absent, the school must be notified by phone by a parent. Upon return the student must bring a note stating the reason for the absence from his/her parent. The attendance secretary will determine if the cause is excused or unexcused according to State/County Guidelines

**ARRIVAL/DEPARTURE:** Students arriving on school property are expected to enter the building or remain in the designated waiting areas until entry is permitted. After arrival students are not permitted to leave school property without permission until dismissal time. Students leaving prior to dismissal must be properly signed out in the office. Students must leave school grounds within 15 minutes after dismissal unless involved in an approved school function.

**The Preble County Attendance Policy** allows for court involvement for students not adhering to State mandated attendance laws. Ohio law requires that every person between the ages of 6 and 18 attend school each day. It is understood that no single policy will be applicable in every case. In those cases where the following procedures do not seem appropriate, the attendance officer will consult with the Preble County Superintendent.

A. **Definition** – Habitual Truant refers to a child of compulsory school age (6-18) who is absent from school without legitimate excuse for the following

- 5 or more consecutive days.
- 7 school days in one month.
- 12 or more school days in 1 school year.

B. **Excused absences** – Students must be in school unless the absence has been excused for one of the reasons listed below. Parents are to notify the school before school begins on the day of the absence, to explain the nature of their child's absence. You can report your child's absences by calling the attendance secretary at 937-962-2631 to record the information. Each absence may or may not be followed with a note upon the child's return to school. The note needs to be given to the attendance secretary stationed in the office or commons area. If a note has not been received within two days of returning from absence, the absence will stand as unexcused. If you must leave school during the school day, you must have permission from the principal's office to sign out. All students are expected to make up class work missed during an absence.

1. Personal illness. A doctor's note may be required
2. Illness of an immediate family member
3. Death in the family
4. Religious holiday's of the students faith.
5. Required Court appearance of subpoena by law enforcement
6. Scheduled Doctor or Dentist Appointment
7. Vacation – A note must be sent per district policy for approval at least one week prior to the vacation.
8. Emergencies. The principal will determine this.

C. **Attendance Notification** – State law requires Tri-County North to notify the county attendance officer in the event the student is absent with our without legitimate excuse for 7 or more days in 1 month or 11 or more days in a school year. The county attendance officer will also notify a students parent, guardian, or custodian regarding the absences.

State law requires the school to make at least 3 meaningful, good faith attempts to secure participation of the students parent within a specified time period and investigate whether failure to respond to those attempts triggers mandatory reporting to child protective services.

A complaint is required to be filed in juvenile court against a student (and against any person who fails to cause the child's attendance at school) on the 61<sup>st</sup> day after the implementation of an absence intervention plan, provided that the school has made meaningful attempts to reengage the student and the student refused to participate or failed to make satisfactory progress.

**D. Absence Intervention Team** – Within 10 days after the absences of a student surpass the threshold for an habitual truant, an administrator is required to assign the student to an absence intervention team. Within 14 days after the assignment, the team must develop an intervention plan for that student in an effort to reduce or eliminate further absences.

**E. Triggering instances and step to be taken** – Student is absent for 6 or more days in a month or 11 or more days in a school year.

- Student is assigned to a truancy intervention plan
- School must provide a written notice to the parent

Student is absent for 5 or more consecutive days, 7 days in a month, or 12 days in a year.

- School must assign the student to an absence intervention team within 7 days of the triggering absence
- School must make 3 meaningful, good faith attempts to secure participation of the parent and investigate whether a failure to participate warrants a report to child protective services
- Within 14 days of assignment of a team, the team must develop an absence intervention plan
- Within 7 days of the plans development, the school must provide written notice of the plan to the parents
- School may contact the court about informal enrollment of the child in an alternative to adjudication.

Student refuses to participate, or fails to make satisfactory progress on absence intervention plan

- Attendance office must file a complaint in the juvenile court no later than 61 days after plan implementation.

## F. Members of Absence Intervention Team

- Members of each team vary based on the needs of the individual student, but include:

- 2 representatives from the school
- The child's parent (or designee), or the child's guardian, custodian, or guardian ad litem, or temporary custodian
- The team may also include a school psychologist, counselor, social worker, or a representative of a public or nonprofit agency designed to assist students and families in reducing absences.

## TARDY TO CLASS

Tardiness occurs when the student is not in the assigned class at the assigned time. Excessive tardiness will result in administrative action being taken.

Ample passing time between classes is provided, therefore, students are **not** to be late for class. However, a student arriving to school after the bell has rung, should report immediately to the attendance office for a tardy pass. **If a student is late to class, the teacher should start the progressive discipline on that student.**

## TARDINESS TO SCHOOL

Parent contact should be made when a student is tardy. A student who is late to school, but arrives before 8:30 a.m. will be considered tardy. Students arriving after 8:30 a.m. will be charged with a half day absence. Students leaving at the end of the day before 1:26 p.m. will also be charged with a half day absence.

A stamped planner will be the student's tardy pass to class.

Some excused tardies include:

- 1) doctor or dental appointment,
- 2) school bus problems verified by school,
- 3) hazardous road conditions as determined by school officials.

The following procedure may be followed:

- 2 Tardies – Warning
- 3 and 4 Tardies – Detention
- 5-9 Tardies – Saturday School assigned for each tardy
- 10+ Suspension and Court Referral

## **ADMISSION POLICY**

You must present verification of birth, an up-to-date immunization record, and a social security number when a child is enrolling. Children must attend school in the district in which their parents or guardians reside.

The Board of Education believes in the importance of trying to decrease the number of missing children. Therefore, efforts will be made to identify possible missing children and notify the proper adults or agencies. At the time of the initial entry to school, the pupil should present to the person in charge of admissions a copy of their birth certificate and copies of those records maintained by the school most recently attended. If the student does not present copies of the required documents, the principal shall notify the appropriate police department of the possibility that the student may be a missing child.

### **Withdrawal and Transfer**

The following procedure should be followed before the student's last day in attendance:

- An authorization withdrawal or transfer note should be submitted to the office from the parent or guardian;
- the appropriate form obtained from office by student, and taken to each teacher for signature;
- Return all school books and property to each teacher before form is signed;
- Take completed form to office for final clearance.

### **Perfect attendance**

Perfect attendance means a child is in attendance during all regularly scheduled school hours. No student will receive a perfect attendance certificate unless in school 100% of the time, unless the tardiness is the fault of the school.

### **Early Dismissal**

A student is in the jurisdiction of the school when he/she enters the school until the end of the day. A written note signed by the parent or guardian must be submitted to the office before school begins to arrange an early dismissal. The parent or guardian MUST come into the school when picking up a student. The student also needs to be signed out in the attendance office by the parent. A student may be excused early for a doctor's appointment, funeral, illness in the family, or other arrangements made with the principal.

### **Vacations**

Vacations should be planned around the school calendar. When this is impossible, a written request must be sent to the principal at least five (5) days before the vacation. The principal, after reviewing the request, may excuse up to five days of vacation absence. The local superintendent must approve additional days. Any request for more than ten (10) days must have the approval of the county superintendent. Only absences approved in advance may be considered excused. Days missed do to an approved vacation count towards the 10 days of excused absences.

### **School Closing**

When inclement weather or a mechanical breakdown occurs, it may be necessary to delay starting time, dismiss early, or cancel school. Parents are responsible to have prior arrangements made so that their student will know where to go if no one is at home. If special arrangements are made, written notice signed by the parent needs to be sent to the school. It is the parent's responsibility to inform the school of these arrangements. The school is not responsible for children being left unattended or any related consequences that might occur. For school cancellations listen to radio stations: WHIO (1290), WTUE (104.7), WING (1410), WONE (980), or watch the news stations on TV. Parents will also receive a phone call through our automated phone system notifying them in the event of a school-wide emergency, closing, delay, or early dismissal. Please be sure the school office has updated information throughout the school year.

### **Change of Address, Phone Number, or Custody**

Any change of this information should be reported to the office as soon as possible. In the case of custody, school officials will need to see court orders pertaining to a child's custody. A copy of the order will be included in student's permanent record.

## **HEALTH CARE**

### **Nursing Services**

TCNMS has the services of the district nurse available at all times. She gives regular medications when appropriate, and cares for any accidents or illnesses that might occur with students during the regular school day. She keeps the student health records current and makes regular checks for vision, hearing, scoliosis, lice, etc. She will call home with any health concerns of a student.

### **Accident or Illness**

A student may obtain a pass from a classroom teacher to report to the office when illness is evidenced. All accidents should be reported immediately to the teacher or the office. Students should not attempt to treat illness

or accidents by going to friends or the rest room. A nurse is at school each day and will assess the student's condition, and call home if necessary. Students must have a fever, or other obvious symptoms to be sent home.

### **Medication During School Hours**

When a student needs to receive medication during school hours, the following information needs to be sent to the school office by a physician in addition to the medication and written parental permission: 1) name of prescribed medication and dosage; 2) time to be given; 3) duration of prescription. All medication must be kept in the office. No student is permitted to have possession of any medication on school premises. Medication forms are available in the office.

Due to the potential for students with asthma to need to use inhalers quickly, at both school and after school extracurricular activities, state law permits them to carry, self administer, and be responsible for their own inhalers. These students are required to have an order signed by a doctor and parent on file in the office. Forms are available in the office or from the school nurse.

### **Emergency Medical Authorization Forms**

This form is required by Ohio Law to be completed and signed by each student's parent or guardian at the beginning of each new school year. No child is permitted to leave school for a field trip or other activity without this consent on file at school. Telephone and handwritten notes cannot be used as substitute permission slips.

## **SCHOOL LUNCH PROGRAM**

A point of sale program is in place where parents can deposit money into their child's account. Money can be deposited by writing a check to TCN Cafeteria and turning it into your child's homeroom teacher or online at the school's website. Students must purchase a plate lunch before they are eligible to buy extras. All food must be eaten in the cafeteria while seated at a table. Additional guidelines:

- Never push or run, once seated stay seated;
- Do not throw food and keep carton, food, and waste on tray;
- Keep serving line orderly and be ready to request your choices politely;
- Have money ready to pay cashier;
- Talk in a normal voice;
- Pick up any food or litter you drop; empty all debris in trash can;
- Keep tables, benches and floors clean, seats may be assigned if necessary;
- Respect cafeteria supervisors' authority.

## **Free and Reduced Lunches**

The Board of Education shall annually adopt a policy regarding free and reduced priced lunches for needy students in accordance with standards established by the Ohio Department of Education. Students or parents desiring further information about this program should contact the principal's office.

## **TRANSPORTATION**

*It is the duty of the public school district to provide bus transportation for all students who live farther than 2 miles from school. The bus schedule and route is available by contacting the Bus Supervisor at 962-4873. The school is responsible for students while on the bus, and students MUST abide by ALL school rules while on the bus. Students are expected to:*

- Be on time at the designated loading zone;
- Stay off the road at all times while walking to & waiting for the bus;
- Line up single file off the roadway to board the bus;
- Wait until the bus is completely stopped before moving forward to enter;
- Refrain from crossing a highway until the bus driver signals it is safe;
- Go immediately to a seat and be seated.

**It is the responsibility of the parent to inform the bus driver when their child will not be boarding the bus. The bus will not wait.**

### **WHILE ON THE BUS EACH STUDENT WILL:**

- Remain seated while the bus is in motion;
- Keep hands, arms, and legs inside the bus at all times;
- Ride in assigned seats when given;
- Keep books, packages, coats and all other objects out of the aisle;
- Be courteous to the bus driver and to other bus students;
- Talk quietly;
- Be silent at railroad crossings.

### **WHEN LEAVING THE BUS EACH STUDENT WILL:**

- Remain seated until bus has stopped completely;
- Cross the road, when necessary, at least 10 feet in front of the bus AFTER the driver signals that it is safe;
- Be alert to a possible danger signal from the driver.

### **STUDENTS ARE NOT PERMITTED TO:**

- Litter in the bus, or throw anything from the bus;
- Eat, drink, or chew gum;

- Fight or hit others;
- Take items that belong to others;
- Smoke or light matches or lighters;
- Use or carry fireworks;
- Tamper with the bus or any of its equipment;
- Bring animals or hazardous cargo on the bus;
- Use profane or abusive language.

Drivers will not discharge students at places other than their regular stop; at home or at school unless he/she has proper authorization from school officials. A request in writing must be made by the parent giving reason and destination. When going home with another student, parent notes must be taken to the office by BOTH students involved for this to be granted. The office will give the student a bus pass. When regular bus riders need to walk someplace after school, a note must be written by the parent and given to the office.

### **Policy / Regulation of Bus Misconduct**

The bus driver is responsible for orderly conduct and students are under his/her authority and directly responsible to the bus driver. This transportation is a privilege, not a right, and can be denied if abused.

- **First Offense:** Handled by driver & parent notified by transportation
- **Second Offense:** Parent notified by transportation, reported to principal & possible disciplinary consequences to be determined by administrator
- **Third Offense:** Parent notified by transportation, reported to principal and disciplinary consequences to be determined by administrator

If the offense is of a very serious nature, steps #1 and #2 will be omitted and step #3 will be taken, which may include removal of bus privileges. Bus privileges may be removed for a specified period of time including the remainder of the school year. Repeated violation of stated regulations or other offenses determined serious by principal or superintendent will result in disciplinary action.

### **Elementary Bus Pass**

Bus passes requires written permission from both a parent and the office. Bus passes will not be issued to students staying after school for disciplinary issues and may be denied at the discretion of the administration.

## **SPECIAL EVENTS AND ACTIVITIES**

Students must be in attendance at least 1/2 of the school day to participate or attend any after school event that day. Prior administrative approval is required for any expectations to the 1/2 day attendance rule. Only extenuating circumstances will be considered.

### **Field Trips**

Field trips are arranged for educational purposes throughout the school year. These trips are scheduled during regular school hours. No student is permitted to attend without all prerequisites being met and emergency medical authorization on file.

### **Sports Programs**

An interscholastic sports program is available for both boys and girls in the 7<sup>th</sup> and 8<sup>th</sup> grades. According to the Ohio Athletic Association Standards, students who choose to participate must have passed 75% of all classes and have maintained a minimum GPA of 1.5 the prior grading period to be academically eligible. 4<sup>th</sup> quarter grades determine fall eligibility of the next school year. Also students must have a physical examination by a medical doctor and the appropriate form MUST be on file in the school. A fee of \$30 per sport is assessed to each student to participate in athletics. An individual maximum of \$60 and family maximum of \$120 will be assessed. Included in the program are BOYS \_ cross-country, football, basketball, wrestling, track; GIRLS – cross-country, volleyball, cheerleading, basketball, track.

### **Other Activities**

The following activities are included in the middle school program and take place throughout the year. Some are available to specific grade levels, while others are open to everyone. They are: Newspaper, Spelling Bee, dances, skating, field trips, field day, student council, Career Day, Job Shadowing, Washington DC Trip, Choir, Band, VIP Club, and Geography Bee.

## **PROPER SCHOOL PROCEDURES**

### **Care of School Property**

*Students are expected to respect and properly care for all school property and equipment. Damage to anything belonging to the school will result in payment by the student or his/her parent.* The following are helpful:

- Wipe your shoes before entering the building;
- Pick paper up off the floor, keep chalk and erasers off the floor;
- Keep hands off walls and windows, also feet off walls and desks.

### **Visitors**

Students are not permitted to bring guests to school without previous authorization by the principal. This will be possible on a very limited basis because of legal responsibility. Visiting adults MUST sign in the office immediately upon entering the building. The building and grounds are monitored 24 hours a day by surveillance cameras.

### **Textbooks**

Each student is issued textbooks paid for by tax dollars. The student is responsible for their return at the end of

the year. Excessive damage or loss of the book will result in a charge at the end of the year. The life of these books can be prolonged if book covers are kept on them. Care must be taken when putting books into the lockers.

### **Assemblies and Special Programs**

Students are to enter or leave the specified area in a quiet, orderly manner. Full attention should be given to the speaker or program being presented. No whistling or yelling. Applause is the appropriate way to express your approval. Students should remember that assemblies are a privilege that may be lost through inappropriate behavior.

### **Lockers**

Lockers remain, at all times, the property of the TCNLS and subject to the school's right to enter and inspect. Each student is assigned a locker with a combination lock on it. It is the student's responsibility to keep this combination secure. The student should keep the locker combination confidential. The school is NOT responsible for stolen articles. Use only your assigned locker. The student is responsible for anything that might be in his/her assigned locker of an illegal or dangerous nature. Lockers are not to be shared unless authorized by the office. There should be nothing permanently affixed to the lockers, including stickers. Avoid overcrowding your locker as jammed items may cause damage to the locker. Lockers should be cleaned out and organized periodically.

### **Student Valuables**

The student is responsible for all personal belongings, NOT the school. Do not bring large amounts of money, radios, cameras, etc., to school. Keep track of all personal items at all times.

### **Rest Rooms**

Students are not expected to loiter in / around the rest rooms, nor act as a lookout or guard for someone in the rest room who is smoking or engaged in another restricted activity. Keep rest rooms neat, clean, and free of graffiti. Any teacher may ask any student to leave the rest room. Permission to leave a class to go to the rest room is granted on a limited basis at the discretion of the supervising teacher. Students needing extended privileges for medical reasons MUST provide medical authorization of its necessity to the office.

### **Lost and Found**

If a lost article is found, it should be taken to the office. Any student who has lost something should check in the office to see if it has been found and turned into the office.

### **Public Display of Affection (PDA)**

Students shall NOT engage in overt display of affection on school grounds. A violation of this policy will result in

disciplinary action being taken by the principal. A warning will be issued on the first offense; parents will be notified on the second offense.

### **Selling of Items on School Property**

Selling of anything on school property with the exception of school sponsored sales is prohibited unless authorized in writing by the principal.

### **Hallway Conduct and Procedures**

A pass is needed whenever a student is in the hall during class time. This is obtained from the teacher to whom the student is assigned. If the student reports to the office between classes, a pass must be sent with the student to return to class. A pass will not be issued by the office if the student has been elsewhere. Teachers dismissing a student late must give the student a pass to get into his/her class. A pass permits a student to go to a specific place and is not permission to loiter in the hall, rest rooms, or other areas of the building. If a student reports to class late without a pass, the teacher may discipline the student according to classroom procedure.

### **Fire Drills**

Fire drills are required by law and are an important safety precaution. The procedure is posted in each room and students should be familiar with it. When the fire alarm sounds, students stand immediately, form a single line, and leave the room. The first student to reach an outside door should hold it until all students are out of the building. Talking is prohibited and all students should be at least 50 feet away from the building until the signal is given to re-enter. No one returns to the building until the Principal or a designated representative gives authorization.

### **Tornado Drills**

The procedure is similar to the fire drill; and is listed in each classroom. Students should leave the classroom in a quiet, orderly manner to a designated safe area of the building. Teachers will inform students of proper procedure during the drill. These drills are conducted prior to the tornado season in the spring of the year.

### **Use of the Telephones**

Office telephones are not to be used for personal calls. Students will not be called to the office to receive a telephone call except in an emergency. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking to leave school.

### **DRESS CODE GUIDELINES**

*Tri-County North Local School District believes that the process of education can be best served when students are dressed in a manner that is conducive to study. Common sense is the key to choosing appropriate*

clothing. Anything bizarre or extreme will be deemed inappropriate. The dress code is based on the following:

- To protect the health and safety of the students;
- To prohibit dress that may interfere with the educational process;
- To prohibit clothing or accessories suggesting attitudes or ideals deemed improper in regard to sex, alcohol, drugs, tobacco, or anti-social behavior;
- To encourage pride in student's own personal appearance;
- To prohibit clothing or accessories that might be damaging to school property or equipment;

**THE RULES ARE:**

- Hair kept clean, but any length or style is permissible;
- Facial hair permitted, but must be neat and clean;
- Clothing be worn in such a manner that it is not unduly revealing; shorts/skirts/dresses; should be no higher than halfway between the knee and hip of the student,;blue jeans/shorts/pants should not have excessive holes or holes in areas which reveal inappropriate parts of the body.
- No tank tops, muscle shirts, bare midriffs, halters, tube tops, see-through/net shirts, no shirts "altered" in any way;
- No bicycle or spandex shorts;
- No clothing, patches, labels, jewelry, or buttons displaying suggestive sayings or symbols of drugs, alcohol, tobacco, or sexual in nature;
- No pajama tops, bottoms, or slippers;
- Shoes or sandals must be worn;
- No sunglasses worn in the building unless medically authorized;
- No hats worn in the building; this includes hooded sweatshirts covering the head.
- No belt or wallet chains or any other form of sizable chains;
- No headbands or handkerchiefs worn around any part of the body except for medical reasons;
- All coats worn to school must be kept in a locker during regular school hours;
- Any bizarre, extreme, or suggestive dress or appearance not covered in this policy will be deemed inappropriate.
- Headphones are only to be worn with teacher permission.
- No spiked or jagged necklaces or bracelets.
- Students wearing form-fitting pants or tights (such as leggings, skinny jeans, or other pants designed as athletic wear) must wear a sweater, sweatshirt or hoodie that appropriately covers the entire rear end and front lower section of the student.

## **EVALUATION & REPORTING SYSTEM**

Grades are an evaluation of the learning and effort by each student. These grades become part of the student's PERMANENT RECORD. It is the student's motivation and hard work that will determine the grades that appear on the report card. The following alpha/numeric grading system is currently used throughout the Tri-County North School District.

A	90-100	Excellent
B	80-89	Above average
C	70-79	Average
D	60-69	Below average
F	0-59	Failing
I		Incomplete**

\*\*All missing assignments MUST be completed and turned into the classroom teacher within 2 weeks of the end of the grading period. Any student with an "I" on the report card at the time Honor Rolls are calculated will not be eligible.

### **Report Cards**

Report cards are issued at the end of each nine-week grading period. Letter grades and percent grades will appear in each subject being taken by the student. A final grade will be averaged at the end of the year using the present grades shown on the report card. The final grade will be representative of the percent average. Report cards will be sent home with students (see calendar for dates). Incorrect grades, at times could appear on the report card. These should be addressed with each classroom teacher. If an error has been made, the grade will be changed in the computer and should appear corrected the next grading period. A new report card will not be generated to reflect the correction for the grading period just ending.

### **Progress Reports**

All grades of the TCNLS D are kept electronically through ProgressBook. Parents have the opportunity to view their children's grades via the internet, once school fees have been paid. Grades will be updated approximately every two weeks. During the fifth week of each grading period *Progress Reports* are sent home with each student. Parents may request grades at any other time from the classroom teacher if there is a concern.

### **Parent / Teacher Conferences**

Conferences with parents are scheduled by the school at the beginning of the second grading period and at the middle of the third grading period (see calendar). Requests will go home with each student from the teachers that have determined a conference is

necessary. *IT IS OUR HOPE THAT PARENTS WILL MAKE EVERY EFFORT TO ATTEND A CONFERENCE IF IT IS REQUESTED.* Parents may also request a conference if the teacher has not sent notice home. Teachers usually try to schedule parents at a time when all teachers needing to see a parent are able to attend. If at any other time of the year a parent or teacher feels that a conference is necessary, contact should be made to arrange it.

## **PROMOTION AND RETENTION OF STUDENTS**

The promotion of each student is determined individually by the building principal in consultation with classroom teachers and parents. A student receiving passing grades in Reading, Social Studies, Mathematics, Science and English is promoted. A student having failing grades in two or more academic classes (reading, mathematics, English, social studies or science) at the end of each year has his/her case evaluated by the teachers, guidance counselor and principal. No conditional promotions are permitted. A student having failing grades may be assigned to the next higher grade with discretion only with approval of the principal. No student should be retained more than twice in grades one through eight. The principal's decision is final.

## **ASSIGNMENTS AND HOMEWORK**

### **Agenda Books**

Each student is required to use an agenda book. These books are included in the student fees paid at the beginning of each year. This book provides a means of organizing student homework assignments, and is also a *critical* means of communication between teachers and parents as well. If this book is lost during the year, the student will be required to purchase another one at a \$5.00 charge. Agendas are to be kept with student at all times except for lunch. They are to be kept free from inappropriate and excessive writing and pictures. Parents are encouraged to ask their student frequently to see this book and to stay aware of how it's being used, and to note any teacher communication that might be directed to the parent.

### **Homework**

Home study is a necessary part of each student's educational program. Each student is expected to spend time at home in addition to scheduled class instruction to achieve satisfactory work. Some assignments are long-term in nature and require planned study time for their completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day or night before the due deadline. Parents can assist in organizing study time by communicating with the

student on a regular basis about his/her schoolwork and assignments.

### **Extra Help**

Tri-County North Middle School strives to take each and every one of our students' learning growth very seriously. It is our goal for all of our students to reach their fullest potential and that their grades represent how well they have learned/mastered established learning standards and achieved specified learning goals. We feel it is the responsibility of both teachers and students to determine if students need extra help. Students may ask teachers or teachers may ask students to stay after school for extra help. Extra help sessions will be scheduled in advance according to the individual teachers schedule. TCNMS will have extra help sessions available at each grade from 2:15 P.M. – 3:10 P.M. Students will bring home a note letting parents know they will be staying after school on the specified day. Transportation home will be provided for those students who are transported by bus on their regular route.

### **Phoning the School for Assignments**

*NO ASSIGNMENTS WILL BE COLLECTED FOR THE FIRST DAY OF ABSENCE.* Students may talk with someone in their class for these assignments. On the second day the parent or student may contact the school and request assignments. This **MUST** be done before 9:00A.M, as teachers may have their planning periods early in the day, and have no time later to get the work organized and to the office. If the student fails to complete the assignments and submit them to the teacher on his/her return, the teacher may refuse future requests of this nature. In cases of communicable diseases, the school officials shall have the final word as to whether schoolbooks shall be sent home.

### **Make-up Work**

A student having had an excused absence will be required to make up work that was missed. The number of days that a student was absent determines the length of time a student has to turn in assignments to the teachers (the #of days missed = the #of days to make up the work). All make-up work **MUST** be in at the end of a grading period unless Principal's approval is given. Only in extreme cases of prolonged absence will more than 1 week be extended to complete work and return it to the classroom teacher. One day's absence does not excuse a student from the responsibility for recitations or tests on the day of return. Work not submitted to the teacher can lead to failure. *It is the student's responsibility to contact the teacher and obtain any missed assignments when returning from an absence.* Failure to obtain an assignment is not an excuse for incomplete work. Also, if the missed assignments have been given to the student

once, a teacher has no obligation to furnish it again. ALL INCOMPLETE WORK MUST BE TURNED IN BY THE LAST DAY OF SCHOOL FOR CREDIT.

## **Cheating**

Giving or receiving information during a test, examination or other assignment constitutes cheating. Each student is responsible for his/her own work to be completed. Working with other students to learn is encouraged, however gaining answers or "copying" is not permissible.

## **EARNING SUCCESS AND PRIVILEGES**

### **Panther Pride**

Special Awards are given to students who qualify. Each grading period, each student has a new opportunity to achieve this award. He/she is competing ONLY with his own past achievements. The following criteria is used in achievement into this program:

- **GRADES:** Students with ALL "A's" or "B's" or improving the GPA from the previous grading period, providing no grade(s) fall. A grade of "I" cannot be considered.
- **ATTENDANCE:** Limited to a total of 2 days of absence during each quarter and 1 tardy each quarter. Students with a 4.00 GPA are exempt from this guideline.
- **DISCIPLINE:** A student will not be considered if he/she has had a Saturday school, or Suspension during the 9-week period.

An assembly will be held at each quarter to honor students who qualify for Panther Pride.

### **Honor Roll**

At the end of each grading period, the student's Grade Point Average (GPA) is included on the report card. These averages are tabulated by the computer system based on the numeric value of the course on the following basis:

PRINCIPAL'S LIST:	4.00 (All A's)
HIGH HONORS:	3.6 to 3.99
MERIT ROLL:	3.0 to 3.59

### **Student of the Month**

Each month (except December & May) students are nominated by their teachers for this honor. Teachers base their selections on class participation, good citizenship and effort. One student is selected from each grade level and featured for the next month on a prominent bulletin board. Students will be taken out to lunch at a local restaurant.

### **Dearborn/Washington DC Trip for 6<sup>th</sup>/8<sup>th</sup> Grade Students**

All 6<sup>th</sup> & 8<sup>th</sup> grade students are given the option of going on this class trip that is taken in either the fall or spring. During the 6<sup>th</sup> or 7<sup>th</sup> grade year students are given the expectations for participation for the upcoming trip, which are:

- **DISCIPLINE:** Denial of privilege to go on the trip if the students have been involved in 2 or more incidents resulting in Saturday School and/or PASS or Suspension anytime during the second semester of the 7<sup>th</sup> grade year and 8<sup>th</sup> grade year prior to the trip for the DC Trip and entire 6<sup>th</sup> grade school year for Dearborn. Depending of the severity of the incident, a single infraction may be cause for exclusion. These offenses may include, but are not limited to drug/alcohol, tobacco, weapons, assault, and theft.
- **ATTENDANCE:** Students shall not have been referred to the Preble County Attendance Officer during their 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> grade year and/or whose attendance is not satisfactory.
- **SCHOOL FEES:** All cumulative school fees must be paid or satisfactory arrangements made prior to the trip for the Washington DC Trip.
- **PARTICIPATION:** The principal in consultation with the 6<sup>th</sup> or 8<sup>th</sup> grade team will make all final decisions concerning the eligibility of student participation.
- **APPEALS COMMITTEE 6<sup>th</sup> or 8<sup>th</sup> GRADE TEAM AND PRINCIPAL**  
Students who are denied participation in the trip may submit a letter of appeal to the appeals committee two weeks prior to the trip for consideration.

*THE 6<sup>th</sup> or 8<sup>th</sup> GRADE TEACHING TEAM AND THE CHAPERONES WILL MAKE ALL FINAL DECISIONS CONCERNING THE ELIGIBILITY OF STUDENT PARTICIPATION.*

The cost of the trip is the obligation of the student and his/her parents. Opportunities for earning trip money may be planned and coordinated through parent groups. However, these fundraising opportunities should in no way take place at any time during the school day. The building principal and superintendent must approve all fundraising activities. All fundraisers must comply with the policies and procedures established by the Board of Education.

## **COUNSELING SERVICES**

### **Testing Program**

*5<sup>th</sup> Grade will take State tests in English Language Arts, Math and Science.*

*6<sup>th</sup> Grade will take State tests in English Language Arts and Math.*

*7<sup>th</sup> Grade will take State tests in English Language Arts and Math.*

*8<sup>th</sup> Grade will take State tests in English Language Arts, Math and Science.*

*All grades will take MAP tests at the beginning, and end of the year. Students will also take restart-readiness assessments in the middle of the school year.*

*These tests are very important, and should be taken seriously both by students and parents. Please DO NOT schedule absences for your student during these testing periods.*

### **Additional Services**

- Student records and testing data
- Class scheduling

- *IAT Referral Services*
- *Grade Reporting*

teacher. If a problem appears to need additional professional assistance, the student may be referred to another professional

## **Counseling for Students**

The Middle School has a full time counselor on staff. Students may go to the office to talk whenever cleared by their classroom

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## **TCN MIDDLE SCHOOL DISCIPLINE PLAN**

### **Panther Paw Behavior Guidelines**

A student may be disciplined for any violation of the Student Code of Conduct and may be assigned a disciplinary consequence for that violation. Discipline consequences include but are not limited to: Verbal and Nonverbal Warnings(mark on Paw Stamp), Detentions, Saturday School, Suspension, Community Service, Expulsion, Court Referral, etc. Students may receive any of these disciplinary actions depending on the severity and/or frequency.

Students will receive a PRIDE stamp at the beginning of each week. If a 5<sup>th</sup> or 6<sup>th</sup> grade student receives three marks on their stamp in the same week it will result in a parent contact signed by the parent. Students who receive one more mark within that same week will have a detention assigned that requires a parent signature. Students who choose not to change their behavior and receive further marks within that week will result in an office referral to the principal. Students referred to the office may receive formal or informal discipline at the principal's discretion. Teachers will write next to the stamp what infraction has occurred. We want the students to take PRIDE in themselves, their work, and their school; this system was created to assist in student PRIDE. On the following page are the actions that the students generated that represents appropriate behaviors in each area.

## Behavior Incentive

As an incentive for students to behave in an appropriate manner, the middle school has developed quarterly rewards for students performing behaviors listed above.

Area	<b>Respectful</b>	<b>Organized</b>	<b>Accountable</b>	<b>Resilient</b>
<b>Hallways</b>	<input type="checkbox"/> Use Appropriate Language and Volume <input type="checkbox"/> Stay in your personal space	<input type="checkbox"/> Walk on right side of Hallway <input type="checkbox"/> Maintain a clean locker	<input type="checkbox"/> Report Problems <input type="checkbox"/> Keep hallways clean. <input type="checkbox"/> Walk directly to location	<input type="checkbox"/> Maintain Composure
<b>Bus</b>	<input type="checkbox"/> Use Appropriate Language and Volume <input type="checkbox"/> Listen to Bus Driver <input type="checkbox"/> Stay seated, facing forward <input type="checkbox"/> Keep hands and feet to yourself	<input type="checkbox"/> Take all materials with you <input type="checkbox"/> Get on and off bus in an orderly manner	<input type="checkbox"/> Report issues to bus driver <input type="checkbox"/> Be aware of safety of self and others	<input type="checkbox"/> Maintain Composure
<b>Cafeteria</b>	<input type="checkbox"/> Listen to staff <input type="checkbox"/> Use appropriate language and volume <input type="checkbox"/> Stay seated <input type="checkbox"/> Clean your eating area	<input type="checkbox"/> Walk to and from cafeteria using hallway rules <input type="checkbox"/> Bring Lunch with you <input type="checkbox"/> Wait in lunch line calmly and quiet.	<input type="checkbox"/> Have packed lunch / lunch money with you <input type="checkbox"/> Recycle <input type="checkbox"/> Clean-up without being asked	<input type="checkbox"/> Maintain Composure
<b>Activities / Assemblies/ Events</b>	<input type="checkbox"/> Applaud when appropriate <input type="checkbox"/> Prepare to have fun <input type="checkbox"/> Put devices or distracting items away <input type="checkbox"/> Use appropriate language and volume	<input type="checkbox"/> Enter and exit bleachers using aisles. <input type="checkbox"/> Sit in designated areas.	<input type="checkbox"/> Report problems <input type="checkbox"/> Clean-up without being asked.	<input type="checkbox"/> Maintain Composure
<b>Restrooms</b>	<input type="checkbox"/> Use appropriate language and volume <input type="checkbox"/> Respect Privacy <input type="checkbox"/> Clean up after yourself	<input type="checkbox"/> Go, flush, wash	<input type="checkbox"/> Agenda Signed <input type="checkbox"/> Report any problems with facilities	<input type="checkbox"/> Use During Breaks
<b>Classroom</b>	<input type="checkbox"/> Use appropriate language and volume <input type="checkbox"/> Allow others to speak, without interruptions <input type="checkbox"/> Dress Appropriately	<input type="checkbox"/> Bring materials for class <input type="checkbox"/> Keep work space clean and organized	<input type="checkbox"/> Take responsibility for your grades <input type="checkbox"/> Check grades weekly <input type="checkbox"/> Actively participate in class.	<input type="checkbox"/> Keep Working!

# CODE OF CONDUCT

## **STUDENT DISCIPLINE CODE**

The Tri-County North Board of Education has adopted the following Student Discipline Code. The code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation. Students at TCN are expected to adhere to the following expectations:

- Abide by national, state, and local laws as well as rules of this school;
- Respect the civil rights of all others;
- Act courteously to adults and fellow students;
- Be prompt to school and attentive in class;
- Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- Complete assigned tasks on time and as directed;
- Help maintain a school environment that is safe, friendly and productive;
- Act at all times in a manner that reflects pride in self, family and school.

The following information provides a list of major areas that could result in disciplinary action. An explanation of each behavior and possible consequence follows. The absence of a behavior or any specific action from the following does not mean that such conduct does not violate the discipline code or cannot be punished. Students should remember that school rules apply at all times when students are on school property, including bus transportation or when ever students attend an event in which Tri-County North students participate at other locations including athletic contests of the school.

It shall be the decision of the appropriate school administrator, after carefully weighing all the facts and circumstances pertaining to an incident of misconduct and in light of the student's past record of behavior, as to which corrective measures are appropriate, including any one or more of the following: Community Service, Loss of School Privileges, Restitution, Detentions, Saturday

School, Emergency Removal, Suspension, and Expulsion.

## **CODE OF CONDUCT AREAS**

### **1. Disruption of School**

No student shall intentionally cause the disruption or obstruction of any lawful mission, process, or function of the school. No student shall encourage or cause other students to disrupt school.

**Consequence:** Informal and/or Formal

### **2. Possession of Drugs or Drug Paraphernalia**

The school shall have a "DRUG FREE" zone that extends 1000 feet beyond the school boundaries as well as within any school activity or transportation. This means that within ANY activity, the possession of, sale, use, or distribution of drugs, vaping products, alcohol, fake drugs, steroids, inhalants or look-alike drugs is prohibited. No students shall possess or transmit any paraphernalia that is drug related. This includes non-alcoholic beers and wines.

**Consequence:** Formal

### **3. Possession of Tobacco or Related Materials**

Tri-County North School is designated as a *SMOKE FREE* facility. The school prohibits the sale, distribution, use or possession of any form of tobacco or related materials (matches, lighters, vaping products, etc.) on the premises, or at any school designated activity. This prohibition extends itself to any student going to and leaving from school and at all school bus stops.

**Consequence:** Formal

### **4. Possession of Weapons and Dangerous Instruments**

The definition of weapons includes firearms, explosives, knives, chains, sticks, bats, stun-guns, pepper sprays, incendiary devices including fireworks or any other device or object that can be used to cause damage to persons or property. "Look-alike weapons can scare, threaten or cause panic and may be treated the same as real weapons. In cases dealing with weapons the Police may be involved and charges filed. In accordance with Section 3313.661 and 3313.662 of the Ohio Revised Code, the Superintendent is required to expel a student for a period of 1 year for bringing or possessing a firearm on school property, in a school vehicle, or at any school sponsored event. The definition of a firearm shall include any weapon (including a starting gun) which will or is designed to or may be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device. (See 18

U.S.C.A. Sections 921-924.) “Destructive device” means any explosive, incendiary, or poisonous gas; bomb; grenade; rocket having a propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than one-quarter ounce; mine; or device similar to any of such devices. Students may also be suspended and expelled for bringing or possessing knives on school property, in a school vehicle, or at any school-sponsored activity. A knife is defined as any cutting instrument consisting of a sharp blade.

**Consequence:** Formal

### **5. Arson**

A student shall not burn, attempt to burn, or threaten to burn any part of the building or property owned, occupied, or used by the school, nor shall a student set or attempt to set unauthorized fires.

**Consequence:** Formal

### **6. Attendance**

No student shall fail to comply with state attendance laws, including, but not limited to, truancy from a specific class and tardiness to school in general or to a specific class. No student shall fail to attend a properly assigned detention or Saturday School unless excused by the appropriate staff member. No student shall leave school property or assigned educational location once he/she is under the supervision of a school employee, prior to specified dismissal times, without official permission

**Consequence:** Informal and/or Formal

### **7. Abuse of Another/Threats**

No student shall use or direct to or about, a school employee or student such words, phrases, or actions that are slanderous, disrespectful, or degrading in nature and/or words or phrases which are racial slurs, obscene or profane. With regard to school employees, this applies at all times, on or off school property.

**Consequence:** Informal and/or Formal

### **8. Aggression Upon Another**

No student shall cause or attempt to cause or threaten physical injury, physical imposition, or behave in such a way as could reasonably be anticipated to cause physical injury to a school employee, fellow student, or any other person. This includes the unauthorized throwing of any object, including snowballs. With regard to school employees, this applies at all times, on or off school property.

**Consequence:** Informal and/or Formal

### **9. Insubordination/Failure to Follow Directions/Disrespect**

No student shall fail to comply with any lawful instructions or requests of teachers, student teachers, substitute teachers, administrators or other school personnel during any period of time when he/she is properly under the authority of the school. No student eligible for bus transportation shall fail to comply with school bus regulations or fail to obey the directions of the bus driver, chaperones or other supervising personnel.

**Consequence:** Informal and/or Formal

### **10. Damage, Destruction or Theft of School Property**

No student shall cause or attempt to cause damage to school property, including defacing. No student shall steal, attempt to steal, or have unauthorized possession of school property. This also includes copyright infringement and the corruption and/or deletion of electronic data.

**Consequence:** Informal and/or Formal

### **11. Damage, Destruction or Theft of Private Property**

No student shall cause or attempt to cause damage to private property, including that of other students, teachers, administrators, or other school employees. No student shall steal, attempt to steal, or have unauthorized possession of private property. This also includes copyright infringement and the corruption and/or deletion of electronic data. With regard to school employees, this applies at all times, on or off school property.

**Consequence:** Informal and/or Formal

### **12. False Alarms, Bomb Threats, and False Reports**

A student shall not initiate or circulate an alarm for fire, for bomb threat, or any other catastrophe, knowing that such report is false and which in any manner may induce panic.

**Consequence:** Formal

### **13. Unauthorized Use of School or Private Property**

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action.

**Consequence:** Informal and/or Formal

### **14. Gambling**

Gambling includes casual betting, betting pools, organized sports betting and any other form of wagering. Students betting on activities in which they are involved may also be banned from that activity.

**Consequence:** Informal and/or Formal

### **15. Falsification of School Work, Identification, Forgery**

Forgery of hall/bus passes and excuses as well as false IDs are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action.

**Consequence:** Informal and/or Formal

## **16. Displaying of Affection**

Students shall not display affection between each other while at school, on school property, or at a school sponsored activity.

This includes touching, petting, or any other contact that may be considered sexual in nature.

**Consequence:** Informal and/or Formal

## **17. Possession of Electronic Equipment**

The school supplies most electronic equipment needed by students. Students are not allowed to bring and/or possess any electronic devices that could disrupt the educational process without the permission of the Principal. Cellular phones, smartwatches, etc.. are not permitted for use during the school day. They are to be turned off before entering the building, placed directly in the students' locker and remain there for the entire school day. Students are prohibited to use all recording devices in the classroom, except pursuant to the instructions of the teacher. At no time are cell phones permitted to be "on" while riding a school bus.**Consequence:** Informal and/or Formal

## **18. Harassment**

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of staff, or any other individuals is not permitted. This includes any **form of** speech or action that creates a hostile, intimidating, or offensive learning environment. Conduct constituting harassment may take different forms, including but not limited to the following:

### **SEXUAL HARASSMENT**

- **Verbal**--The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or others.
- **Nonverbal**--Causing the placement of sexually suggestive objects, picture, or graphic commentaries in the school environment or making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow students, staff member or others.
- **Physical Contact**--Threatening or causing unwanted touching, contact or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse with a fellow student, staff member or others.

### **GENDER/ETHNIC/RELIGIOUS/DISABILITY HARASSMENT**

- **Verbal**--Written or oral innuendoes, comments, jokes, insults, threats or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc., toward a fellow student, staff member or other person associated with the district.
- **Nonverbal**--Placing objects, pictures or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member or others.
- **Physical**--Any intimidating or disparaging action such as hitting, hissing or spitting on a fellow student, staff member or others. Hazing by any group, club or form of team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be.
- In regard to school employees, this applies at all times, on or off school property.

**Consequence:** Informal and/or Formal

## **19. Other Violations**

No student shall fail to comply with any school rule or regulation. Any action judged by school officials to involve misconduct and not specifically mentioned in other sections of the Code of Conduct will be dealt with accordingly. Some examples would include; no roller blades or skateboards.

**Consequence:** Informal and/or Formal

## **20. Repeated and/or Excessive Violations of School Rules and Regulations**

**Consequences:** Informal and/or Formal

# **DISCIPLINE**

## **Due Process Rights**

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

It is important to remember that the school's rules apply going to and from school, in the school building, on school property, at school sponsored events, and on school transportation. Students who violate rules &/or procedures outlined in the TCN Athletic Code of Conduct are not entitled to due process rights.

The Student Code of Conduct is in effect 24 hours a day for violations or acts that may be committed against a school employee.

In all cases, the school shall attempt to make discipline prompt and equitable, and to have the punishment match the severity of the incident. This punishment may be of two types:

**Informal Discipline:** This will take place within the school. It includes writing assignments, change of

seating or location, before/after school detention, in-school restriction, or Saturday school.

- **DETENTION**--A student may be detained after school or asked to come to school early. Written notice is sent home with the student giving one-day notice. The student/parent is responsible for transportation to or from this session. Any student missing an assigned detention will be assigned a **Saturday School**.
- **SATURDAY SCHOOL**—Saturday School is held from 8:00 until 11:00 per the approved schedule. Assigned students will attend a continuous 3-hour period, and **MUST** arrive before the session begins, with sufficient materials to stay busy during this 3-hour study period. Students are not permitted to sleep, talk, eat, drink, or move from assigned seat without the permission from the Saturday School supervisor. Failure to serve the entire assigned session may result in a **suspension** from school. Transportation to and from Saturday school shall be the responsibility of the student/parent.

**Formal Discipline:** This will remove the student from school. It includes **emergency removal** for up to 72 hours, **suspension** for up to 10 school days, **expulsion** for up to 80 days, and **permanent exclusion**. Suspensions and expulsions may carry over into the next school year. Removal for less than 1 school day without the possibility of suspension or expulsion may not be appealed. Suspension from co-curricular and extra-curricular activities may not be appealed. A student being considered for suspension, expulsion or permanent exclusion is entitled to an informal hearing with a building administrator prior to removal. The student will be notified of the charges and given an opportunity to make a defense at the hearing. A student involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation for school rules. This is especially true for infractions involving drugs, alcohol and tobacco use, or harassment. If a student commits a crime while under the school's jurisdiction, he/she may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

- **Denial of School Bus Transportation Privileges**
- **Denial of Extracurricular Activity Privileges including Athletic Participation**
- **Emergency Removal:** A student may be removed from school by the Superintendent/Principal/Asst. Principal, in circumstances where the student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, either within the classroom or elsewhere on school premises. Likewise, the teacher/supervisor has the authority to remove a student from the curricular or extracurricular activities under his/her supervision. If removal was

at the direction of the teacher/supervisor, as soon as practicable after the removal, the teacher must submit to the principal a written statement of reason(s) for removal.

- **In School Detention Assignment** – in an alternative classroom placement.

- **Suspension from School:**

When a student is being considered for suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her actions and perspective of the situation. After that informal hearing, the Principal/Asst. Principal will make a decision whether or not to suspend. If a student is suspended, he/she and the parents will be notified in writing within 1 day, stating the offense and the duration of the suspension. This suspension may be appealed to the Superintendent within 10 days after receipt of the suspension notice. The request for an appeal must be in writing. During the appeal process, a student may be excluded from school. Students may be immediately removed under the Emergency Removal Procedure. The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

- **Expulsion from School:**

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents. Students being considered for expulsion may or may not be removed immediately. A formal hearing is scheduled with the Superintendent during where the student may be represented by his/her parents, legal counsel, and/or another person of his/her choice. Within 10 days after the Superintendent notifies the parents of the expulsion, the expulsion can be appealed in writing to the Superintendent. The appeal will also be formal in nature with sworn testimony before officials designated by the Board of Education. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled. Expulsion for certain violations may result in revocation of a student's driver's license. If the expulsion is upheld, the next step in the appeal process is to the Court of Common Pleas.

**Discipline of Students with Disabilities:**

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA), or Section 504 of the Rehabilitation Act of 1973.

**SEARCH & SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education by a

District Administrator. If there is a reasonable suspicion that the student is in violation of law or school rules. A search may be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks and other equipment in which to store materials. This equipment is the property of the school and may be searched at any time. A reasonable suspicion of the need for a search is all that is necessary. Locks are to prevent theft, not to prevent searches.

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

### **Drug Searches**

The Tri-County North Local Schools' Board of Education has authorized the use of "Drug Sniffing Animals," specifically trained to detect the presence of drugs, for searches of all buildings and grounds in the school district.

### **STUDENT RIGHTS OF EXPRESSION**

The school recognizes the rights of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display at appropriate times, non-sponsored, non-commercial written material and petitions. Buttons, badges or other insignias, clothing, banners, and audio/video materials must meet school guidelines. Students should present all materials to the Principal up to 24 hours prior to displaying.

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The following would be prohibited:

- Anything obscene to minors, libelous, indecent or vulgar;
- Advertises any product or service not permitted to minors by law;
- Intends to be insulting or incite fighting, or presents a likelihood of disrupting school or a school event.

Materials may not be displayed or distributed during class periods or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

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### **Equal Education Opportunity**

It is the policy of Tri-County North Local Schools to provide an equal education opportunity for all students. Any person who believes that the school or any staff person, or agent of the district has discriminated against or harassed a student on the basis of race, gender, ancestry, national origin, place of residence within the boundaries of the district, or social or economic background, has the right to file a complaint. A formal

complaint may be made in writing to the school district compliance officer listed below:

William Derringer  
Superintendent  
436 N. Commerce Street  
Lewisburg, Ohio 45338  
(937) 962-2671

The complaint will be investigated and a response, in writing, will be given to the concerned person within five days. The compliance officer may provide additional information concerning access to equal education opportunity. Under no circumstances will the District threaten to retaliate against anyone who files a complaint.

**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.**