

# Taylor Middle School

2026-2027

## STUDENT HANDBOOK



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# Three Rivers Local School District 2026 - 2027 Calendar

AUGUST '26						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

12, 13, 14 Staff Work Days (no students)

17th Students' First Day

FEBRUARY '27						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

15 Presidents' Day/No School

SEPTEMBER '26						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

07 Labor Day/No School

24 Evening Parent Teacher Conferences/Students Attend School

30 Evening Parent Teacher Conferences/Students Attend School

MARCH '27						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

10 Last Day of 3rd Quarter

11 Parent Teacher Conferences/No School

12 Staff PD Day/No School

22-26 Spring Break

29 Staff PD Day/No School

OCTOBER '26						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

09 End of 1st Quarter

12 No School

13 Staff PD/No School

APRIL '27						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

30 Staff PD Day/No School

NOVEMBER '26						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

23-27 Fall Break

MAY '27						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

25 End of 4th Quarter/Students' Last Day of School

26 Staff PD/Records Day

31 Memorial Day

# TAYLOR MIDDLE SCHOOL

## ALMA MATER

My head's held high  
So proud am I,  
To be one of your number.  
Thy past is great  
Thy paths are straight  
Thy future shall be pure.

Chorus:

O Taylor High  
Our Taylor High,  
Thy sons sing out thy glory,  
Our voices raise  
To sing thy praise

O Taylor, here's to thee  
We hear thy call  
To one and all

To go forth into glory  
To strive for good and  
brotherhood,  
To honor right o'er wrong

Thy tow'ring dome, Like mighty  
Rome

Looks high out o'er the river;  
So all may see Thy sons, like thee  
Are able, just and proud.

## FIGHT SONG

Here's to dear old Taylor  
Long may she stand high;  
Down through the ages  
May her banner fly,  
Rah! Rah! Rah!  
Keep her name untarnished  
And her flag unfurled,  
Do this fellow students,  
And she'll stand before the world.

We go out to conquer  
Fighting clean and fair  
Fight for all that's worthy  
Only get it square  
Rah! Rah! Rah!

And the burning flame  
Play with soul and sinew  
And we're sure to win the game.

Here's to dear Old Taylor  
Dear old Gold and Brown  
Keep her colors flying  
Never let them down  
Rah! Rah! Rah!

Cherish all her standards  
Keep her straight and true;  
You'll be proud of Taylor  
And you'll make her proud of you



## WELCOME TO TAYLOR MIDDLE SCHOOL

Many board policies and procedures are referenced in the handbook. Each student is responsible for reading and understanding board policies that apply to any rule, regulation, or procedure found within. You can access all board policies by going to [www.threeriversschools.org](http://www.threeriversschools.org). Go to the district office link and click on board policies. You may also review hard copies of board policies in any school's office, library, or at the board office.

### **ALL VISITORS**

Parents and all other visitors must report to the middle school office, via the secondary entrance, when entering the building and present photo ID. However, visitors are permitted by appointment only.

### **STUDENT ARRIVAL TO SCHOOL**

School hours are 8:08 am - 2:51 pm. Students are not permitted into the building before 7:30 am. TMS students are not being dropped off at the MS/HS Entrance unless they are tardy or returning from an early dismissal.

**5th/6th grade:** Enter the building through the Elementary Entrance, go up the stairs, and proceed directly to lockers, then their classrooms.

**7th/8th grade:** Enter the building through the Event Entrance and proceed directly to lockers, then classrooms. After drop off, car rider drivers please continue past the Event Entrance, to the stop sign, make a right and exit around the back of the building.

Parents who have multiple TMS students should plan to go to the dropoff location of the youngest student.

## ATTENDANCE

Regular attendance is essential for successful school achievement. Therefore, students are expected to attend class on a regular basis. Please refer to board policy [JEA](#), [JED](#), [JED-R](#), [JEDA](#), and [JEDA-R](#). To this end, the following guidelines will be followed by all schools within the Three Rivers Local School District.

### **Legal Requirement**

All children between ages six (6) and eighteen (18) are of compulsory school age and must attend school. **(Ohio Revised Code, Section 3321.01:)** It is the parent/guardian's responsibility to ensure their child attends school, therefore, it is the obligation of the parent/guardian to report the child's absence or tardy each day the student is absent. **(Ohio Revised Code, Section 3321.03:)**

**After seven (7) full-day absences excused with a parent call or note during the school year, third-party documentation will be required for verification of absence; this policy covers all three schools within the Three Rivers Local School District.** Those not verified by a third party will be marked as unexcused. A parent phone call/note will no longer be sufficient and absences without third-party documentation will be considered unexcused. Unexcused absences will be referred to the district attendance officer for possible court action.

### **Procedure for Reporting Absences**

1. On the day of the absence, a parent/guardian should email or call

Taylor High School Attendance 513-824-7356 or [absent-hs@trlsd.org](mailto:absent-hs@trlsd.org)

Taylor Middle School Attendance 513-824-7446 or [absent-ms@trlsd.org](mailto:absent-ms@trlsd.org)

Three Rivers Middle School Attendance 513-824-7440 or [absent-es@trlsd.org](mailto:absent-es@trlsd.org)

to report the absence before 8:30 a.m. for THS and TMS or before 9:30 for TRES. No note is required if the parent calls or emails that the student is absent.

2. If notification was not made to the school on the date of absence, the student must report to the Attendance Office with a note or the Parent Communication Form including the following information:
  - a. Date(s) of absence
  - b. Reason
  - c. Phone number where parent/guardian may be reached
  - d. Signature of parent/guardian
3. Students who are absent due to a doctor's appointment must provide a note from the physician/medical provider upon return
4. Students who are absent without notification to the school will be marked as "unauthorized." This can be modified if notification is provided to the school following the absence. Unauthorized absences are considered unexcused.
5. Students who provide a reason for absence that is permitted per board policy, will be marked as "excused."
6. Students who provide a reason for absence that is not permitted per board policy will be marked as "unexcused."
7. Unauthorized absences will receive an automated notification via phone within 120 minutes of the start of the school day.

\*\*\*\*\* Repeated truanancies may result in (High School only) loss of driving privileges to school as a result of notification to the Registrar of Motor Vehicles, loss of senior early dismissal/late arrival, and/or truancy charges with the Hamilton County Juvenile Court. Please refer to board policy JED and JED-R.

### **Excused Absences**

A school-logged parent/guardian phone call or written notification received by the attendance office for any of the excused absences below is sufficient to excuse the child's absence.

- Written documentation from the parent/guardian/non-doctor note may be in the form of an e-mail or fax to the proper school authority or directly from a physician/medical provider's office, if permitted by the physician/medical provider's office. Doctor's notes must specify a period of time for which excused absence is necessary.
- The parent/guardian (and not the school) maintains responsibility to make certain the telephone call and/or absence note was submitted to the proper school attendance authority in a timely fashion.
- If the parent/guardian fails to contact the school and school personnel have to initiate contact with the parent/guardian via a phone call and they DO NOT make direct contact with a parent/guardian, the absence will be considered unexcused until a parent/guardian makes direct contact with the attendance office to verify the student's absence
- The school should be notified in advance by the parent/guardian for any planned absence that includes 3 or more consecutive days.

The school administration will make the final decision whether an absence/tardy is excused or unexcused.

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

1. personal illness of the student;
2. illness in the student's family necessitating the presence of the child;
3. quarantine for contagious disease or
4. emergency or other set of circumstances in which the judgment of the Superintendent constitutes a good and sufficient cause for absence from school, which may include but not be limited to absences due to documented medical appointments.
5. needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved by the Superintendent (applies to students over 14 years of age only);
6. death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
7. observation of religious holidays consistent with a student's truly held religious belief;
8. college visitation;
9. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
10. absences due to a student being homeless;
11. Court Subpoena
12. as determined by the Superintendent.

In general, unexcused absences/tardies include (but are not limited to):

- Missing the school bus.
- Experiencing transportation problems at home or on the way to school, including traffic.
- Remaining at home to complete school assignments.
- Missing school without legitimate illness.
- Oversleeping. Alarm clock (student's or parent's) failed to work.
- Working at a job during the school day without a proper work permit.
- Any form of recreation
- Personal business that can be done after school or on weekends.
- "Helping at home" or "Was needed at home."
- Personal, non-medical appointments during the instructional day
- As defendant in a court of law

### **Attendance Accounting Definitions:**

- A student is considered to be on time for school when they are in their classrooms at the time school begins. Our school day begins at-

THS - 8:08 a.m.

TMS - 8:08 a.m.

TRES - 9:00 a.m.

• Students arriving to school by school bus, even if the bus is delayed, will be considered on time for arrival regardless of arrival time.

## **Procedures for Chronic Absenteeism and Habitual Truancy**

Consistent attendance is the foundation of student success. Per **Ohio House Bill 96**, our district focuses on early intervention to support families and remove barriers to regular attendance.

### **1. Chronic Absenteeism (Total Hours)**

A student is **Chronically Absent** if they miss **10% or more** of school hours for **any reason**. This includes all unexcused, excused (vacations/family emergencies), and medically excused absences.

- **5% Warning:** Notification sent to parents to offer support (approx. 9 days).
- **10% Threshold:** Student is officially "Chronically Absent." The district will initiate an **Absence Intervention Strategy**.

### **2. Habitual Truancy (Unexcused Hours Only)**

Habitual Truancy is triggered by **unexcused absences** reaching these legal thresholds:

- **30+** consecutive hours.
- **42+** hours in one month.
- **72+** hours in one school year.

**Legal Action:** Reaching these limits requires forming a formal plan of action. If attendance does not improve as planned, the district is legally mandated to file a complaint in **Juvenile Court**.

### **3. Documentation Requirements**

While all absences count toward "Chronic Absenteeism," parents **must** provide medical notes or written excuses for every absence. This documentation is critical to:

1. Verify "satisfactory progress" toward attendance goals.
2. Prevent the escalation of legal truancy proceedings.

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### **Summary Table: Attendance Thresholds**

<b>Category</b>	<b>Basis</b>	<b>Threshold</b>	<b>Action</b>
<b>Chronic Absenteeism</b>	All Hours	10% of year	Intervention Strategy
<b>Habitual Truancy</b>	Unexcused	30/42/72 hours	Intervention Team/Court

## **Tardies Grades 9-12 Only: Process for Tardies only:**

Any student who reports to school after 8:08 a.m. is considered tardy. It is the parent/student's responsibility to arrive at school on time, and only in rare cases and with administrative approval, will exceptions be made to excuse tardiness. Oversleeping and car problems are not excused reasons for tardiness even with a parent note. Students who are tardy should make-up work missed during the tardy. Habitual tardiness will result in school discipline and/or a referral to the district's attendance and truancy officer. Students are responsible for the work missed because of their tardiness.

## **Extracurricular Activities Attendance**

A student may not miss more than 10% of any school year to participate in activities, unless there has been an extended illness. Students absent from school for more than four periods in one day will not be permitted to participate in after-school activities. Special circumstances may be appealed to the building administration. Mandatory rules applying to students participating in extracurricular activities are as follows:

1. Participating in the Day of Practice, Meeting, or Performance
  - a. Students absent from school for more than four periods in one day will not be permitted to participate in after school activities.
  - b. Special circumstances however, may be appealed to the administration
2. Class Cutting / Truancy – When a student who is involved in any extracurricular activity cuts class or is truant, the activity sponsor will be notified by the administration. Proper disciplinary action will be in accordance with the specific rules of the organization/activity with a minimum of being denied participation from the next scheduled practice or meeting.

## **Early Dismissal**

- A student must present a note from a parent/guardian to the Attendance Office requesting an early dismissal before the start of the first period,
- The note must include:
  - a. Date
  - b. Time and reason for dismissal
  - c. Phone number at which the parent/guardian may be reached for verification of the request
- If the student leaves school and returns the same day he/she must report to the Attendance Office upon returning.

## **Dismissal Due to Illness**

- A student who becomes ill during school hours must report to the school nurse.
- Permission will be granted only after a parent/guardian has been contacted by the school nurse.
- Students may not contact parents using their own personal devices to pick them up from school because they are ill; they must follow the above procedure.
- No student is to leave the building without authorization.

# **BEHAVIOR AND CONDUCT**

Behavior and conduct at Taylor Middle School should be based upon mutual respect among students, faculty, and administrators. All students, regardless of age, sex, race, ethnic group, religion, or special education classification, must abide by all Board policies and regulations set down in this handbook, as well as those ordained by classroom teachers or administrators during the school year.

## **PARTICIPATION IN SCHOOL EVENTS**

To participate in or attend a school-sponsored event, performance, or extracurricular contest, the student must be present in school for the entire day on which the event is held or have a medical note for absence for the day.

1. If the event is to be held on Saturday, the student must be present in school for the entire day on the Friday before that

Saturday.

2. Exceptions can be made only with administrative approval.
3. To participate in or attend school-sponsored extracurricular practice sessions, students must arrive at school by the end of the 3rd bell with a note from a parent or guardian.
4. If a student is suspended, expelled, or is attending an alternative school, the student will not be permitted to participate in school events.
5. If a student is tardy by no more than 30 minutes, they can participate in the event later in the day if they serve a one-hour detention after school on that day before the event.

Frequent late arrivals to school may result in removal from an extracurricular activity.

## **Field Trip Policy**

All students are presumed eligible and encouraged to attend field trips during the regular school day, as these experiences are valuable extensions of the classroom curriculum.

### **A. Exclusion Criteria**

A student may be excluded from a Day-Trip Field Trip if the Teacher Team or Administration determines, based on a pattern of recent behaviors, that the student's presence would pose a risk to their own safety, the safety of others, or significantly disrupt the off-campus setting.

### **B. Process**

In such cases, the exclusion decision will be clearly communicated and discussed with the student and parents/guardians before the trip departure date. Exclusion from a day trip does not automatically trigger Social Probation.

## **Major Overnight and Out-of-Town Field Trip Policy**

These major trips (e.g., 8th Grade Washington D.C. Trip, 6th Grade Camp Kern) are considered earned privileges and are governed by a separate, stricter set of standards than both Day-Trip Field Trips and Social Probation.

### **A. Earned Privilege Status**

Participation is conditional upon meeting and maintaining all behavioral, academic, and attendance standards up to the date of departure. If a student fails to meet any criteria, their spot may be revoked.

### **B. Qualification Requirements**

Specific, detailed, and measurable requirements (covering academics, behavior, and attendance) will be established by the school faculty and shared with parents and students well in advance of each trip. These requirements will be separate from and often stricter than the conditions for Social Probation.

### **C. Required Commitment**

Before final confirmation, both the student and their parent/guardian must:

1. Review and sign the specific Trip Eligibility Contract for that trip.
2. Acknowledge that participation is a privilege and the student must remain accountable to all established requirements until the trip's conclusion.

## **GENERAL STUDENT CONDUCT**

Students are expected to conduct themselves in a manner that respects the rights of others and DOES NOT DISRUPT THE TEACHING/LEARNING ENVIRONMENT. Teachers will establish guidelines for student conduct within their classrooms.

Students should be able to expect an environment free of bullying, harassment, and hazing. Students participating in such behavior will be disciplined. The *Code of Conduct* for pupils in Taylor Middle School will be posted in the building.

The following are guidelines for student conduct other than in the *classrooms*:

## BEHAVIOR EXPECTATIONS

	<b>BE RESPECTFUL</b>	<b>BE RESPONSIBLE</b>	<b>BE SAFE</b>
<b>CLASSROOM</b>	<ul style="list-style-type: none"> <li>• Raise hand</li> <li>• Only write in books when directed by a teacher</li> <li>• Listen when others are talking</li> <li>• Keep negative comments to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Do all assignments and turn them in on time.</li> <li>• Arrive to class on time</li> </ul>	<ul style="list-style-type: none"> <li>• Keep feet and books out of the aisles</li> <li>• Use materials appropriately</li> <li>• Keep things and body to yourself</li> </ul>
<b>PLAYGROUND</b>	<ul style="list-style-type: none"> <li>• Take turns</li> <li>• Play fair</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up any equipment used</li> <li>• Follow directions from playground supervisors</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in the assigned area</li> <li>• Keep hands and feet to yourself</li> </ul>
<b>HALLWAYS</b>	<ul style="list-style-type: none"> <li>• Speak using appropriate language and volume.</li> <li>• Stay to the right so that everyone can pass through</li> <li>• Apologize or say excuse me when you bump into someone</li> </ul>	<ul style="list-style-type: none"> <li>• Be sure to get to class on time</li> <li>• Place all trash in the trash cans</li> <li>• Always have a pass</li> <li>• Help others when books and things are dropped</li> <li>• Keep your locker clean inside and out</li> </ul>	<ul style="list-style-type: none"> <li>• Report potential problems</li> <li>• Keep your hands and feet to yourself</li> <li>• Walk, there is plenty of time between classes</li> <li>• Stay to the right on the stairs</li> </ul>
<b>BATHROOM</b>	<ul style="list-style-type: none"> <li>• Make sure toilets are flushed when you are finished</li> <li>• Walls and stalls are not meant for writing</li> </ul>	<ul style="list-style-type: none"> <li>• Remember to wash your hands</li> <li>• Please turn off the water when you are finished</li> <li>• Return to class promptly</li> </ul>	<ul style="list-style-type: none"> <li>• Always wash your hands</li> <li>• Be sure to wipe up small spills and report large spills to the office</li> </ul>
<b>CAFETERIA/ CAFETORIUM</b>	<ul style="list-style-type: none"> <li>• Wait patiently for your turn</li> <li>• Say please and thank you</li> </ul>	<ul style="list-style-type: none"> <li>• Throw away all of your trash and food</li> <li>• Always remember to pay for everything you have on your plate</li> <li>• Stay in line while waiting for food</li> <li>• Use an appropriate voice control volume</li> </ul>	<ul style="list-style-type: none"> <li>• Be sure to eat your food, not to throw it</li> <li>• Inform cafeteria supervisors or a custodian about spills immediately</li> </ul>
<b>BUS</b>	<ul style="list-style-type: none"> <li>• Throw away all trash</li> <li>• Be ready at your stop</li> <li>• Use appropriate language and volume</li> </ul>	<ul style="list-style-type: none"> <li>• Stay seated in your assigned seat</li> <li>• Face forward</li> <li>• Ride assigned bus</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands and feet to yourself</li> <li>• Follow driver's instructions</li> <li>• Remain at safety point until the bus has left</li> </ul>
<b>GYM &amp; LOCKER ROOMS</b>	<ul style="list-style-type: none"> <li>• Take turns and involve each other in games and activities</li> <li>• Display good sportsmanship</li> <li>• Respect others' belongings (clothes, books, shoes)</li> </ul>	<ul style="list-style-type: none"> <li>• Be sure to clean up equipment at the end of class</li> <li>• Ask before you use equipment</li> <li>• Play by the rules for each game/activity</li> </ul>	<ul style="list-style-type: none"> <li>• Horseplay is dangerous and often leads to fights - don't do it!</li> <li>• Report any injuries to a teacher immediately</li> </ul>
<b>EXTRA- CURRICULAR EVENTS</b>	<ul style="list-style-type: none"> <li>• Represent TMS with Pride!</li> <li>• Dress in a manner that reflects pride in yourself and TMS</li> <li>• Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>• If you see someone not representing TMS appropriately, ask them to stop or report the behavior</li> <li>• Display good sportsmanship</li> <li>• Cheer or applaud in an appropriate manner</li> </ul>	<ul style="list-style-type: none"> <li>• All rules from the student handbook apply</li> <li>• Stay in assigned area</li> </ul>
<b>MEDIA CENTER</b>	<ul style="list-style-type: none"> <li>• Maintain a quiet learning environment</li> <li>• Be focused on your assigned task</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate websites</li> <li>• Return/renew books on time</li> <li>• Take care of books and equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Log off when finished with the computer</li> <li>• Push in chairs when getting up</li> </ul>

## **BEHAVIOR CONSEQUENCES**

Students referred to the office are subject to school disciplinary actions. Students may be referred to the office when other classroom disciplinary measures have failed to correct student behavior. Examples of classroom measures may include: warnings, conferences with students, parent communication, detentions, removal from class, etc. Students also may be referred immediately when behaviors are extremely disruptive or pose a danger to themselves and others.

A disciplinary record will be kept on each student in the Principal's office.

## **POSITIVE BEHAVIOR SUPPORTS**

The focus of Positive Behavior Supports is to align rules and regulations throughout the school to create consistent expectations for student behavior. All rules and behavior expectations will focus on three central themes for the students. The students will be expected to: "Be Respectful, Be Responsible, Be Safe." These three themes will be applied to all rules in the classrooms, throughout the school, and in the school district.

## **PARENT CONFERENCES**

This is a required meeting with the administrator, parents/guardians, and student to address behavior issues. During this conference, a contract may be signed stipulating behavior requirements to be met for the student to remain in school.

## **LOSS OF PRIVILEGE**

Students may lose the privilege to participate in or attend extra-curricular or co-curricular activities, events, or games.

## **RESTITUTION**

Students may have to pay restitution for damages or lost/stolen property.

## **CODE OF CONDUCT FOR PUPILS**

Any pupil engaging in the types of conduct either specifically or generally like the kinds of conduct listed herein is subject to expulsion, suspension, emergency suspension, or removal from curricular or extracurricular activities pursuant to 3313 .66, Ohio Revised Code.

Types of conduct prohibited by this Code of Conduct are as follows:

1. Damage or destruction of school property, the property of school employees, or property of other students, on or off school premises.
2. Damage or destruction of private property on school premises or in areas controlled by the school.
3. Assault or threat of assault on a school employee, student, or another person.
4. Harassment of school personnel or other students during school and/or non-school hours.
5. Fighting, hitting, or unauthorized, unwelcome touching.
6. Hazing, bullying, taunting, or ridiculing (to persecute, harass or humiliate another student and/or employee). Two incidents by one student towards another will result in reporting and labeling a student to the Board per O.R.C. 3313.666.
7. Chronic misbehavior which disrupts or interferes with any school activity, including the throwing of objects.
8. Disregard of reasonable directions, rules, or commands by school authorities including administrators and teachers.
9. Abuse of another. No student shall use or direct to, or about a school employee, or student, words, phrases, or actions which are considered to be slanderous or degrading in nature, words or phrases which could be considered threatening, menacing or indicate an intent to cause harm to person or property, and/or words or phrases which are obscene or profane as defined by the majority of our society. Name-calling and negative, uncomplimentary, and offensive remarks related to physical handicaps or defects, mental handicaps, race, religion, nationality, appearance, or other reasons are prohibited.

10. Disrespect to a teacher or other school authority.
11. Refusing to take detention or another properly administered discipline.
12. Skipping detention or other assigned discipline.
13. Falsifying information given to school authorities in the legitimate pursuit of their jobs or withholding information from them, including one's identity.
14. Forgery or altering school-related documents.
15. Cheating, plagiarizing or stealing.
16. Gambling
17. Extortion of a student or school personnel.
18. Theft or possession of stolen goods.
19. Arson or other improper use of fire.
20. Possession of matches or lighters or other similar devices.
21. Possession or use of dangerous weapons or ordnance or objects which look like weapons or ordnance, including, but not limited to guns, firearms, ammunition, knives, grenades, slingshots, bows, arrows, machetes, brass knuckles, chains, studs, mace, etc.; or possession or use of objects which may render physical harm to another if improperly used, including, but not limited to, axes, hatchets, hammers, saws, ice picks screwdrivers, knives, etc.
22. Buying, selling, transferring, using, or possession of any substance containing tobacco, including, but not limited to, cigarettes, cigars, a pipe, a clove cigarette, chewing tobacco, snuff, and dip, or using tobacco in any other form.
23. Buying, selling, using, possessing or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc.) or inhalants, or buying, selling, using, possessing or being under the influence of any counterfeit controlled substance (any substance that is made to look like a controlled substance or is represented to be a controlled substance or that is believed to be a controlled substance).
24. Buying, selling, transferring, using, possessing, or being under the influence of any drug, medication, inhalant, or other controlled substance which can be taken internally where the students involved cannot show legitimate health or other reason for the use of such substances.
25. Buying, selling, transferring, using, or possessing any drug or alcoholic paraphernalia including instruments, objects, papers, pipes, containers, etc.
26. Violation of the Taylor Middle School Cell Phone /Electronics policy.
27. Buying, selling, transferring, using, possessing, or being under the influence of any alcoholic beverage or intoxicant of any kind.
28. Cursing or use of foul, profane, or offensive language.
29. Use of indecent or obscene language in oral or written form, indecent or obscene gestures or conduct.
30. Publication or possession of obscene, pornographic, or libelous material.
31. Placing signs and slogans on school property without the permission of the proper school authorities.
32. Distribution on school premises of pamphlets, leaflets, buttons, insignia, etc., without the permission of the proper school authorities.
33. Demonstrations by individuals or groups disrupting the school program.
34. Truancy.
35. Tardiness.
36. Leaving school premises during school hours without the permission of the proper school authority.
37. Upon initial arrival, leaving school property without permission.
38. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the proper school authority.
39. Failure to abide by reasonable dress and appearance codes outlined in student handbooks or established by the administration of the Board of Education. This includes the prohibition of all clothing, jewelry, signs, etc. which at the discretion of the Administration is reasonably related to or represents gang or gang-like activity.
40. Improper or suggestive dress.
41. Indecent exposure.
42. Engaging in sexual acts, displaying excessive affection, or other inappropriate behavior with a person of the same or opposite sex.
43. Turning in a false fire, tornado, bomb, disaster, or other alarms or any other activity that induces panic is defined as:
  - a. Initiating or circulating a report or warning of an alleged or impending fire, explosion, crime, or other catastrophes, knowing that such a report is false.

- b. Threatening to commit an "offense of violence" or
  - c. Committing any offense with reckless disregard for the likelihood that its commission will cause serious public inconvenience or alarm.
44. Presence on school property with a communicable disease.
  45. Failure to abide by rules and regulations set forth by the administration for student parking.
  46. Disobedience of driving regulations while on school premises
  47. Convey, attempt to convey, or knowingly possess a deadly weapon or dangerous ordnance onto any property owned or controlled by or to any activity held under the auspices of the Board of Education.
  48. Sell, order to sell, or possess a controlled substance on school premises or at a school-related function (trafficking in drugs).
  49. Carrying concealed weapons.
  50. Aggravated murder.
  51. Murder.
  52. Voluntary manslaughter.
  53. Involuntary manslaughter.
  54. Felonious assault.
  55. Aggravated assault.
  56. Rape
  57. Gross sexual imposition.
  58. Felonious sexual penetration.
  59. Any disruption or behavior, which could or does interfere with school activities.
  60. Willfully aiding another person to violate school regulations.
  61. Any type of prohibited activity listed herein taking place on a school bus shall be a reason for expulsion, suspension, or removal from the bus or school.
  62. Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code, or the Ohio Juvenile Code.
  63. Failing to report the actions or plans of another person to a teacher or administrator where these actions or plans of another person, if carried out, could result in harm to another person or persons or damage to property, when the student has information about such actions or plans.
  64. Any other activity including, but not limited to Baccalaureate and Graduation which pupils know or should know will disrupt the academic process or a curricular or extracurricular activity either on the school premises or on-premises where a school-related activity is taking place.
  65. Misuse of a computer as outlined in the District Policy.
  66. Violation of any Board rule, regulation, and/or policy.
  67. Use of any substance containing tobacco, including, but not limited to, cigarettes, vape, cigars, a pipe, a clove cigarette, chewing tobacco, snuff, and dip, or using tobacco in any other form.
  68. Use of any controlled substance (drugs, narcotics, marijuana, etc.) or inhalants, or buying, selling, using, possessing, or being under the influence of any counterfeit controlled substance (any substance that is made to look like a controlled substance or is represented to be a controlled substance or that is believed to be a controlled substance).
  69. Use of any drug, medication, inhalant, or other controlled substance which can be taken internally where the students involved cannot show a legitimate health or other reason for the use of such substances.
  70. Use of any drug or alcoholic paraphernalia including instruments, objects, papers, pipes, containers, etc.
  71. Being under the influence of any alcoholic beverage or intoxicant of any kind.
  72. Swatting any threat (verbal, written or electronic) or false reporting (verbal, written or electronic) of an emergency other than a bomb. Threat by a person for the intent of getting an emergency response to a school building or property where no emergency exists.

## **DRESS CODE**

Students at Taylor Middle School are expected to adhere to the following dress code policy. The objective of this dress code is to provide an appropriate educational environment while allowing students to dress comfortably within limits to facilitate learning. We expect students to maintain the type of appearance that is not distracting to students, teachers, or the educational process of the school. Parents and children are equally responsible for the appearance of students. There is appropriate and inappropriate attire for all of life's activities. Keeping these ideas in mind, please help your student adhere to these guidelines. The Administration will make the final determination regarding violations of the Dress Code Policy.

1. Dress and grooming should be neat, clean, and appropriate. Clothes should be clean and personal hygiene and grooming regarded as a matter of course. When dress and grooming interfere with the cleanliness, health, welfare, or safety of students, or when dress or grooming disrupts the educational process by being distracting, indecent or inappropriate to the educational process, it is prohibited.
2. All clothing must be of appropriate size and fit neatly.
3. Oversize clothing, saggy or baggy pants, low necklines, and midriff shirts will not be permitted.
4. Tops and bottoms must always overlap, including when arms are raised.
5. Shorts or skirts, dresses, and skirts must be mid-thigh length or longer.
6. Shirts must have sleeves.
7. All tops should be of an appropriate size and fit. Low, scoop, plunging, or revealing necklines will not be permitted.
8. Any material that is sheer or lightweight enough to be seen through will not be permitted.
9. No distracting hair coloring, hair accessories, piercings, makeup, or tattoos are permitted. Administration and faculty will determine what might be deemed excessive and distracting to the educational environment.
10. Articles of apparel, clothing, or accessories that present a hazard to the individual or other people will not be permitted.
11. Clothing that promotes drugs, alcohol, tobacco, sex, or is offensive or degrading is not to be worn in school.

During school-sponsored events, the administration reserves the right to deny admittance to any athletic/extracurricular event due to immodest or inappropriate dress. As new trends in fashion or dress emerge or become out of date, the District reviews and revise the dress code to reflect the standards of the community. If there are persistent issues throughout the school year, the administration may amend, change, or add to the dress code policy at any time.

Any pupil whose dress or appearance is considered questionable by the school about the above limits will be referred to the main office. Those students will be provided the opportunity to have clothing dropped off. Students not in compliance who are deemed too distracting will be held out of class until the appropriate clothes are brought to school by a parent, given by the office, or changed by the student. Students are not permitted to leave school premises to change clothes. Any student referred to the office for a dress code violation will receive the following consequence:

1st Offense	Verbal warning and change of clothes
2nd Offense	1-hour detention and change of clothes
3rd Offense (2)	1-hour detention and change of clothes
4th Offense (3)	1-hour detentions and change of clothes

### **BOOK BAGS/ATHLETIC BAGS/CINCH BAGS**

Once students have arrived at school, all book bags, athletic bags, cinch bags, and purses are to be stored in the students' locker(s) until the end of the school day. Students will be permitted to use their lockers at designated times throughout the school day.

### **BULLYING/CYBERBULLYING/HAZING/INTIMIDATION/DATING VIOLENCE**

Bullying/Hazing/Intimidation in Ohio schools is defined in Ohio law (Ohio Revised Code 3313.666(B)(E) as any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student more than once, and that behavior both: causes mental or physical harm to the other student; and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. This act also includes violence within a dating relationship. Cyberbullying is the above-prohibited behavior perpetuated with computers, cellular phones, internet websites, and/or other electronic devices. The term bullying will be used in what follows for all acts as defined above.

While many of these issues may occur " on school property " or "at school events", if the act of bullying occurs off school property/during non-school hours, it still results in school discipline if it manifests itself or there is a disruption in the learning environment in the school setting. Any acts of bullying, as defined above, should be reported immediately to the school administration. Penalties for such behavior include a range of disciplinary actions including suspension from school. Taylor Middle School must be a safe haven where all students feel physically and emotionally safe and secure at all times.

Parents can assist the school and help protect their children by joining in this effort.

### **AUDITORIUM CONDUCT/SEATING**

The stage or screen should always command the student's attention. An assembly is not the time to visit or talk with friends. Also, students should show respect for the performers or speakers by not whistling, stomping, shouting, booing, heckling, etc. in the auditorium during a performance or assembly. Teachers are always to remain in their classrooms and monitor their behavior. Students with misbehavior resulting in removal from an assembly will be prohibited from attending future assemblies. When assemblies are held, they will instead report to a designated classroom with books and materials for a study period until the completion of the assembly.

### **CAFETERIA CONDUCT**

All students must eat lunch in the cafeteria where they may buy lunch or bring lunch from home. During lunchtime, students must report to the cafeteria. Parents are not allowed to eat lunch with students during school hours. The following rules must be observed:

1. Take a place in line and remain there; line cutting is not permitted. Do not hold a place for latecomers.
2. No food is to be removed from the cafeteria except with written administrator/teacher permission.
3. Students who need to leave early to see a teacher must have a pass from that teacher before coming to lunch.
4. Use good table manners.
5. Leave a clean table and area around the table for the next person.
6. Dispose of pop cans, milk cartons, and refuse in the properly designated area.
7. Talk quietly.
8. The use of cell phones/headphones is not allowed.
9. Students should always be seated unless they are getting food, throwing garbage away, or going to class.
10. Any student caught throwing anything will immediately be given disciplinary action.

Whenever a cafeteria supervisor is unable to determine who made or left behind a mess or is responsible for disruption or act of disrespect, the entire table or group of students may be held equally responsible. Any student who is asked to identify who is responsible for the mess or disruption or to clean up an area must comply or face the same penalty as the perpetrator. The best ways to avoid being penalized for another's actions are to 1) sit with students who have manners and clean up after themselves, and 2) make sure all members of your table pick up after themselves and are not disruptive or disrespectful.

### **CELL PHONES/ELECTRONICS**

A student's cell phone, or other electronic devices, must be turned off and concealed before the beginning of the first period. Cell phones and other electronic devices are not permitted to be out and visible at all during the school day (8:08 - 2:51); this includes the hallways, classrooms, offices, locker rooms, restrooms, study halls, etc. We will have cell phone holders in each homeroom where phones that are brought to school will be placed in the morning, and not returned back to students until dismissal time.

All actions (e.g. texts, websites visited, social media posts, pictures, etc.) by the student on his or her device during the day are subject to the expectations and rules set forth in the student code of conduct. Any student taking, possessing, disseminating, or sharing pictures, images, and/or videos that were obtained with electronic devices during school hours, without the expressed written consent of those involved, on school property, or at a school, the activity will be subject to discipline under the Student Code of Conduct. Disseminating and sharing pictures includes but is not limited to posting on social websites (e.g. Facebook, TikTok, Twitter, Snapchat), photo sharing websites (e.g. Flickr, Instagram) or video sharing websites (e.g. YouTube).

Students who use an electronic device without permission, in the hallway, in classrooms, or in other school locations not permitted will have their device confiscated for the remainder of the school day. Students may pick up their electronic devices at the end of the day from the front office. Repeated offenses will result in consequences listed below. When a teacher confiscates a device, the student will turn over his or her device immediately. Students who refuse to turn their

electronic devices over to a teacher or adult will have further consequences for insubordination. Any student who has any kind of personal device out during an exam, test, or quiz will automatically receive a zero in addition to the above consequences.

Penalties for improper use of a cell phone/electronics are as follows:

1st Offense: Confiscation verbal warning

2nd Offense: Confiscation 1-hour detention

3rd Offense: Confiscation (Parent must pick up the device) + (2) 1-hour detentions

4+ Offenses: Confiscation (Parent must pick up the device) + 1-3 days in BIC

\*Taylor Middle School or any individual employees therein are not responsible for the loss of property that results from students not abiding by school policy and any resulting confiscation.

### **CHEATING POLICY**

Work submitted in any class is presumed to be the original writing of the student who hands it in to the teacher. Any work or ideas that are borrowed must be properly cited and credited. The theft of another person's writing, wording, ideas, and facts is called plagiarism. Also considered plagiarism is the electronic borrowing of writing, wording, ideas, and facts. Students who plagiarize will be punished at the discretion of the classroom teacher or building administrators.

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; (3) using any extraneous sources of information; (4) failure to turn in a test paper when requested; and (5) plagiarism.

Below is an outline of how cheating will be dealt with:

1. The 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.

### **TOBACCO/VAPES**

Students caught smoking, or in the possession of tobacco in any form, or in possession of objects used to light tobacco

products are subject to the following penalties:

- 1st offense - two days BIC
- 2nd offense - three days BIC
- 3rd offense - five days BIC
- 4th offense - two days OSS
- 5th offense - three days OSS

## **DETENTION**

To offer outstanding learning experiences for all students at Taylor Middle School, students are to follow their teacher's classroom rules, as well as the Taylor Middle School Code of Conduct. The school recognizes that students need to grow and mature. Part of growth involves making positive academic and lifestyle choices. If students' choices are contrary to Taylor's expectations and standards, students will be held accountable and consequences will be imposed. Assignment of time spent after school serving detention may be one of those consequences.

After school detentions will be held in an assigned classroom each day after school. All students 5-8 will be given 24-hour notice of a detention to acquire transportation. Failure to attend assigned detention sessions will result in additional consequences. Detentions are 1 hour in length and may be assigned by a teacher or an administrator. Students must bring work to complete during detention. Students may not sleep, talk, or move around the room during detention. All other codes of conduct rules apply.

## **DETENTION RULES**

1. Students must report directly to the Detention room.
2. Detention will be held after school from 2:55 PM - 3:55 PM (1 hour). Tardy students will not be admitted.
3. Students are required to have assignments and necessary materials when they attend detention. Students without assignments and materials will not be admitted.
4. Students must work at all times while in attendance and will not be permitted to rest their heads on the table or sleep.
5. No food, beverages, electronics, cards, magazines, or other recreation items will not be allowed.
6. Completion of assignments will be checked by monitors during and at the end of detention. Monitors have the option to assign additional work.
7. Failure to follow detention rules may result in more severe disciplinary action.
8. Transportation from detention is the responsibility of the student and parent/guardian.

## **SKIPPING DETENTION**

Simply skipping detention will not be tolerated at Taylor Middle School. No other discipline will be served in lieu of after-school detention. If a student in grades 5-8 does not successfully serve an assigned after-school detention for any reason which has previously been approved by an administrator, an additional 1 hour after-school detention will be assigned. Every time a student is issued detention throughout the school year and does not serve it, this progression will be followed. This progression will continue each time a student refuses to serve an assigned after-school detention. Those having an excess number of hours to serve may lose the opportunity to participate in extracurricular activities.

## **BEHAVIOR INTERVENTION CENTER**

The Behavior Intervention Center (BIC) provides a disciplinary alternative to out-of-school suspensions. Students assigned to BIC will have their assignments provided for them by their teachers. Students are expected to complete these assignments and return them to their teachers to receive full credit for their work. Students who fail to obey BIC rules or have to be removed from BIC will be disciplined with measures up to and including out-of-school suspension. Students will not be permitted to talk or communicate with other students during BIC. Students will not be permitted to sleep in BIC. Students will be expected to work independently and quietly. The supervisor may assist students who need help with their work. Students with an IEP will be provided with tutoring assistance in accordance with the IEP. Students will not be excused from BIC to meet extracurricular or employment responsibilities. Any student placed in BIC will not be permitted to attend school functions during the time of their assignment.

## **BIC RULES**

1. Students must report directly to BIC by 8:08 AM.
2. Students are required to have assignments and necessary materials when they attend BIC. Students without assignments and materials will not be admitted.
3. Students must always work while in attendance and will not be permitted to rest their heads on the table or sleep.
4. No food, beverages, electronics, cards, magazines, or other recreation items will not be allowed.
5. Completion of assignments will be checked by monitors during and at the end of BIC. Monitors have the option to assign additional work.

Failure to follow BIC rules may result in more severe disciplinary action.

## **ALTERNATIVE SCHOOL**

Alternative School can be assigned to a student who needs an alternate placement for his/her education. Alternative School is located at CTY and utilizes an online program for course credit. Taylor Middle School administration can assign Alternative School for any duration of time, to allow a student to complete work/credits but not attend Taylor Middle School.

## **ALTERNATIVE ACTIONS**

1. Alternative actions may replace and/or accompany any disciplinary action taken for a violation of the student code of conduct.
2. In each incident, the administrator will decide on an individual basis if alternative action will best meet the needs of the student, the school district, and/or the employees of the school district.
3. Alternative actions that may be taken include but are not limited to:
  - a. Civil and/or criminal prosecution
  - b. Denial of privileges
  - c. Design of a unique student educational program
  - d. Design of a student behavioral program
  - e. Design of a student work or service program
  - f. Liability for damages of financial loss
  - g. Parent conference
  - h. Participation in a conflict resolution program
  - i. Referral to the alternative education program
  - j. Referral to appropriate local, county, and/or state agencies and/or institutions
  - k. Referral to an Instructional Assistance Team (IAT)
  - l. Referral to psychiatric and/or psychological service staff

## **INTERVIEWS AND SEARCHES**

The District has custody of students during the school day and the hours of approved extra-curricular activities. It is the responsibility of the school administration to make an effort to protect each student's rights with respect to questioning by law enforcement officials. The administration has developed District regulations to be followed in the case of investigations.

The right of inspection of students' school lockers and desks or articles carried upon their persons or within their vehicles and questioning of individual students is inherent in the authority granted to school boards and administrators and should be exercised so as to assure parents that the school, in exercising its "in loco parentis" relationship with their children, will employ every safeguard to protect the well-being of those children; nevertheless, the exercise of that authority places unusual demands upon the judgment of school officials. That authority is to be exercised with discretion and only when such inspection/search is reasonably likely to produce anticipated tangible results to aid in the educational process, preserve discipline and good order, or promote the safety and security of persons and their property within the area of the school's responsibility.

Student lockers and desks are the property of the district, and since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the Board to permit the building administrator to search any locker or desk and its contents as the administrator believes necessary. This policy will be posted in the building.

## **SOCIAL PROBATION**

Social Probation is a temporary status imposed as a consequence of disciplinary action. It is a period of heightened behavioral scrutiny, during which the student is restricted from participating in non-essential, after-school events. Social probation is **30 calendar days** from the date of assignment unless specifically changed by school administration.

### **A. Activities Included in Social Probation (Privileges Removed)**

The following activities are considered privileges and are PROHIBITED during the Social Probation period:

- Social Events: Dances, Game Nights, Lock-Ins.
- Spectating: Attending any school events as a spectator (e.g., school sports games, concerts, plays, award ceremonies).
- Intramurals: Participation in after-school athletic activities like Volleyball/Basketball tournaments (if these are non-team, recreational events).

### **B. Activities NOT Included in Social Probation (Participation Permitted)**

The following activities are PERMITTED during the Social Probation period because they are academic extensions or involve different supervision structures:

- School-Sponsored Athletic Teams (Practices and Games)
- School-Sponsored Clubs (e.g., Chess Club, Debate Team, Art Club)
- Community-based athletic teams, clubs, or organizations (not affiliated with the school).

## **EMERGENCY REMOVAL FROM SCHOOL**

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on school premises, then the administration may remove the student from curricular activities or from the school premises. Students on emergency removal are not allowed on school property or to attend any school-sponsored activity.

## **OUT OF SCHOOL SUSPENSIONS**

Students can be suspended from school by administration for up to 10 days and not return until the ten of the suspension is completed. Out of school suspensions will be assigned for serious offenses (e.g. fighting, physical acts of aggression, illegal substances, property damage, etc.) and also assigned for chronic offenses and chronic misbehavior. Students are not permitted on school property at any time of the day during a suspension. Students have the opportunity to make up all work missed for 50% credit; however, it is the student's responsibility to attain and complete that work to the teacher's specifications and satisfaction. Students should not be out in the community during school hours when suspended from school. Students on suspensions are not allowed on school property to attend any school-sponsored activity.

## **EXPULSION**

Expulsion is the removal of a student from school from 1-80 school days beyond a suspension. An expulsion of 1 year can be imposed by the Superintendent in cases involving knives, firearms, violent conduct, and/or bomb threats. Students expelled from school will be withdrawn and forfeit any rights to make up work.

## **WHEN STUDENTS ARE REFERRED TO THE OFFICE**

The administration of Taylor Middle School uses a progressive discipline system, where the severity of consequences increases each time a student violates the Student Code of Conduct. It ensures that students violating the Student Code of Conduct are approached in a consistent, fair, and objective manner. It is also intended to promote positive changes in a student's behavior.

The administration of Taylor Middle School reserves the right to be flexible with this plan and make decisions based on the details regarding the specific incidences of each individual case. In certain cases, the actions of students may be reported to the Local Law Enforcement or other public agencies.

## **HARASSMENT**

The Three Rivers Local School District is committed to providing an environment that is free from harassment, hostility, or defamation, whether verbal, written, or physical. Such acts will not be tolerated and will constitute grounds for disciplinary action, including suspension and/or expulsion from school. Legal agencies may be contacted as well.

## **SEXUAL HARASSMENT**

Sexual harassment includes all unwanted, uninvited, and non-reciprocal sexual attention as well as the creation of an intimidating hostile, or offensive school or work environment. Sexual harassment between employees, students, students and employees, and students or employees and a member of the public visiting the school, will not be tolerated.

The sexual harassment of an employee or student of this district is strictly forbidden. Any employee or student of this district who is found to have sexually harassed an employee or student of this district will be subject to disciplinary action.

Any student who believes he/she is being subjected to sexual harassment should let the offender know immediately and firmly that the behavior is offensive and not acceptable. The student should also report the offending behavior to the administration to help ensure the behavior is stopped.

## **PERMANENT EXCLUSION**

The Board may seek the permanent exclusion of a student 16 years of age or older who is either convicted in criminal court, or adjudicated delinquent by a juvenile court, or for any of the following offenses that occur on school grounds or at a school function:

1. Illegal conveyance or possession of a deadly weapon or dangerous ordnance, carrying a concealed weapon, aggravated trafficking involving the possession of a bulk amount of a controlled substance or the sale of a controlled substance, and/or
2. Aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition, or felonious sexual penetration, if the victim is a district employee.

In addition, complicity in any of the above acts may be the basis for permanent exclusion.

## **SCHOOL CREDIT COURSES**

To pass a subject, students must pass two of the following three: third quarter, fourth quarter, and second-semester exam AND have a 1.0 grade point average or higher in that class for the year on the report card.

## **HOMEWORK**

Homework at Taylor Middle is assigned to meet one of the objectives:

1. To practice and reinforce the skills and concepts taught in the classroom.
2. To provide the opportunity to extend learning beyond the classroom.
3. To provide enrichment over content that has been taught.
4. As preparation or introduction for material that will be taught.
5. As an opportunity for creative expression and to encourage analysis, synthesis, and
6. evaluation of a lesson and/or...
7. To complete unfinished classroom work or work that was missed due to absence.
8. At TMS assigned homework is an extension of the classroom and should reinforce skills needed
9. for current and future learning.

Homework, when assigned, will be posted by each teacher in Google Classroom. When assigning homework, the teacher will clearly state the objective(s) of the assignment to the student and provide clear directions for achieving the objective(s). However, based on the progress made in the classroom instruction on any given day, homework assignments may be adjusted that day. Changes made to dates after homework will be adjusted in Google Classroom and communicated to students in a class. Homework assignments should not be the sole reason a student fails a course.

Homework grades can be found on ProgressBook and should be updated weekly by teachers; larger projects, papers, and essays may take longer to grade and enter.

## GRADING POLICY

POINTS	LETTER GRADE	VALUE
93-100	A	4.0
90-92.9	A-	3.7
87-89.9	B+	3.3
83-86.9	B	3.0
80-82.9	B-	2.7
77-79.9	C+	2.3
73-76.9	C	2.0
70-72.9	C-	1.7
67-69.9	D+	1.3
63-66.9	D	1.0
60-62.9	D-	0.7

## GUIDANCE SERVICES

Mission Statement: The mission of the Three Rivers' Counseling Department is to ensure that every student will acquire competencies needed in academics, career, personal and social development to reach their greatest potential in the preparation for lifelong learning in a changing world.

Guidance services play an integral part in the development of the individual student for effective living in the modern world by striving to accomplish the following goals with each student:

1. Help each student to understand himself/herself.
2. Help each student to understand and make the most of his/her abilities, aptitudes, and interests.
3. Help each student develop as a social being so that he/she can contribute to society.
4. Help each student develop the confidence to think his/her problems through and to select intelligent courses of action.
5. Guide students in learning to seek and utilize available resources.

The focus of the guidance program is on individual counseling and is supplemented by various activities within the school. Guidance counselors are responsible for assisting students with course selections, career guidance, testing, and individual problems which impede the learning process. A student should feel free to arrange an appointment with his/her counselor whenever he/she encounters an academic or personal problem through the counseling resource page.

## SCHEDULE CHANGES

Preparing the master schedule and individual schedules is a very important and involved process. Parents and their students should devote adequate thought and planning to course selections prior to submitting course requests. After the course selection sheet has been turned in and entered into the computer, it will be considered a final schedule request.

Be aware that courses have a limited number of seats and some classes may not be available.

A student may make a schedule change only under one of the following circumstances:

- 1) Administrative Error
- 2) Academic level change that is found to be in the best interest of the student (teacher/counselor recommendation)

Students are responsible for all course fees once final course selections have been entered unless a change is made due to administrative error or academic level change as listed above.

Making good decisions about course selections is critical for students to consistently progress toward graduation. Our

counselors, teachers, and administrators are all available to provide any information and guidance during the course selection process to help ensure that the best possible scheduling decisions are made.

## **COMPUTERS/ INTERNET USE & AGREEMENT**

The Taylor Middle School and Three Rivers Local School District and Extended Computer Network are defined as not only all of the computers, network wiring, and network wiring located within the Taylor Middle School and The Three Rivers School District, but also any equipment with which the school and district computers may connect electronically. Therefore, when a student uses a Taylor computer, Chromebook, or other device brought from home to connect through the Internet to another computer, no matter where in the world that device is located, those become part of the Taylor Middle School and Three Rivers Local and Extended Network. Computers and devices that are outside of the buildings of the Three Rivers District that connect to our system are also considered part of our network. Students should be aware that the list of rules below governing the use of computers and devices in the Taylor and Three Rivers Local and Extended Computer Network are also enforced through state and federal laws. In addition, any act by a student on a device connected to the Three Rivers Network is subject to disciplinary action from the student code of conduct.

To use any device and the internet service on the Three Rivers Campus, each student and his/her parent must sign the district's "Internet Acceptable Use Agreement." Once signed, this agreement must be returned to the office and will be kept on file for the duration of the student's tenure at Taylor Middle School.

The user is held responsible for her or his actions and activity on the Internet no matter what device that student is using, be it a Chromebook, computer, iPad, or cell phone allowed by the teacher. The Three Rivers Local School District Code of Conduct applies to all student users. Unacceptable uses will result in the suspension or revocation of internet and BYOD privileges or more serious penalties. Full disclosure of the Three Rivers Responsible Use Guidelines can be found on the district website <https://www.threeriversschools.org>.

Examples of unacceptable uses on school premises include but is not limited to:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or plagiarism.
2. Access to any internet site which has been deemed inappropriate by the system administrator including pornographic material via email, website, or any other source.
3. Using the internet for financial or commercial gain without the express approval of school administration.
4. Degrading, disrupting, or vandalizing equipment or system performance.
5. Vandalizing or plagiarizing the work of another user.
6. Gaining unauthorized access to resource entities.
7. Invading the privacy of individuals.
8. Using an account owned by another user.
9. Online gambling.
10. Post personal communications without the author's consent.
11. Posting anonymous messages.
12. Using the network for product advertising.
13. Purchasing goods or services.
14. Using the network for advertising or political lobbying.
15. Displaying obscene writing or pictures.
16. Sending chain letters, broadcast messages, or messages which contain slurs, obscenity, or which could be considered to be harassment or defamation.
17. Downloading, sending, or copying anything pertaining to illegal, immoral, unethical, or unacceptable activities.

In addition, the following two uses of the internet are unacceptable wherever they may occur and are subject to disciplinary action up to and including expulsion from school:

1. Threatening other students with violent action to occur on school grounds.
2. Slandering, defaming, harassing, or ridiculing any student or employee(s) of the Three Rivers School District.

All Three Rivers Local School District managed devices and user accounts are subject to network monitoring and filtering. The use of filtering software is a protective measure taken by the District to comply with the federal and state requirements

on Internet safety and security across District managed devices and accounts. Additional monitoring software acts as a supplemental feature utilized by the District to better ensure the well-being and safety of all students. While District administration will have the ability to navigate any flagged activity alerts and, when possible, respond accordingly, it is primarily a parent's responsibility to monitor their student's online behavior.

## **EMERGENCY PROCEDURES FOR FIRE, EVACUATION, AND TORNADO**

### **FIRE PROCEDURE:**

In case of a fire emergency, the signal to evacuate the building will be a continuous sounding of the emergency fire alarm. Remember these basic rules:

1. Check the instructions in each class (they are posted by the door indicating how to leave the building in case of fire).
2. Walk.
3. No talking.
4. Move quickly and quietly to the designated area.
5. Stay with your class so that teachers may take attendance.

### **EVACUATION PROCEDURE:**

1. Follow the first four steps above.
2. In the event of evacuating for an emergency, students will be directed and supervised to CT Young and appropriate safety personnel will be notified.

### **TORNADO PROCEDURE:**

In case of a tornado emergency or drill, everyone must go to their assigned areas in corridors or along inside walls. When students are asked to assume the "tornado position," they are to do the following:

1. Sit on a floor facing the wall.
2. Remain quiet until the all-clear is sounded.

## **SCHOOL FEES AND FINES**

Students owing fees and fines to school must pay by the end of the grading period of each semester when new fees are assessed. Fees collected will be applied to any outstanding, previous year's fees first. Fees and fines are cumulative from year to year and could result in the retention of student records after he/she has completed graduation requirements as well as exclusion from extracurricular activities.

No student shall be permitted to participate in extracurricular activities until all school fees are paid. Failure to remain up-to-date on school fees may result in students being denied entrance to school dances, sporting events, or other school activities where admission is charged. A complete list of school/course fees can be obtained from the main office.

In order for a student to be exempt from paying school fees, a "fee waiver" form must be on file with Three Rivers Food Services before the end of the current school year. Please contact Marlinda Updegrove, Food Services Supervisor, at [mupdegrove@trlsd.org](mailto:mupdegrove@trlsd.org) or call 513-467-3500 ext 3108. Families who are unable to pay school fees should contact the main office to arrange a payment schedule.

## **FOOD AND DRINK**

All food and drinks must be kept in the cafeteria with the exception of pure water. Water may be carried to classrooms under the following guidelines:

1. Water must be clear pure water. No flavored water, Gatorade, soda, etc. will be permitted.
2. Water must be carried in a clear plastic container.
3. Contents may be checked at any time.
4. This privilege may be revoked at any time if a student misuses a water container in any way.

## **NO LATEX POLICY**

Students with a latex allergy may develop life-threatening reactions when exposed to the protein found in natural rubber latex. Natural rubber latex is found in products such as balloons, rubber bands, adhesive bandages, and latex gloves. Latex balloons and gloves pose a special hazard because as a balloon deflates or gloves are removed, rubber protein particles are released into the air. Taylor Middle School requests that no latex balloons be brought into the building. Mylar balloons are acceptable.

## **LOCKERS**

Each student has been assigned a locker. It is the student's responsibility to see that the locker remains undamaged and in good working condition. Possessions will be safe if the locker is kept locked, and no one but the student(s) assigned to the locker know(s) the combination. Students should not share or trade lockers. Students may provide their own lock for P. E.

Since lockers belong to the school, the administration reserves the right to inspect lockers and their contents at any time. Any student, who has something taken from his/her school locker or gym locker, must report the theft to the assistant principal or to the physical education teacher immediately.

## **ILLNESS WHILE AT SCHOOL**

Students who become ill during the day should ask their teacher for permission to see the school nurse in the Health Clinic. No person will be admitted to the nurse's office without a pass from a classroom teacher or school administrator. The nurse, principal, or designee, will decide what action to take, i.e. rest in the office, go home, go to a doctor or hospital, or return to class. The student will not be permitted to go home unless seen by the school nurse or their designee and parental permission can be secured. Any student not following this procedure will be considered an unexcused absence. Students may not contact parents using their own personal devices to pick them up from school because they are ill; they must follow the above procedure.

## **MEDICATION**

No person employed by the Three Rivers Local Board of Education shall, in the course of such employment, administer any medication prescribed by a physician or any over-the-counter medication to any student enrolled in the schools of the district, except as described.

1. For all medication: An authorization form filled out by an attending physician and signed by her/him shall accompany the medication to school.
2. Parents shall sign a permission slip giving school personnel the authority to administer medication to their child.
3. All medication must be properly labeled with the name and address of the child, the name of the medication, the dosage, the time of administration, and the prescribing physician.
4. All medication must be brought to school in the original container.
5. All medication is to be taken to the Clinic by an adult. No child is to keep any medication on his person during school hours or take medication without proper supervision.
6. The medication shall be administered according to the physician's directions as listed on the request form. The directions on the prescription label of the medication container and the physician's written request must correspond.
7. The appropriate teacher will be informed when a child needs to take medication during school. The teacher will allow the child to be released from the classroom if / when necessary.
8. New request forms must be submitted each school year and/or as necessary for changes in medication distribution (Board Policy 700 I).

## **CLARIFICATION OF STUDENT MEDICATION PROCEDURES**

1. No student is to furnish medication of any kind to another student.
2. No student is to accept medication of any kind from another student.
3. Chronic condition students and handicapped students requiring medication are covered by Policy 7001.
4. With the exception of approved asthma inhalers, students shall not administer any drug to themselves. They shall bring the original container to the office at the beginning of the school day. This applies to both prescription and over-the-counter drugs.
5. Parental permission is required before office personnel will allow students to take these medications.
6. Detailed building procedures shall be as approved by the principal.

7. A student may possess and use a metered-dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, or before exercise to prevent the onset of asthmatic symptoms if the prescribed conditions are satisfied (see Policy 7001).

### **RECORDS OF STUDENTS (CUMULATIVE)**

A cumulative record shall be maintained for each student. This record shall begin with the first entry into school and continue all years of enrollment. The cumulative record shall include but not be limited to:

1. Student personal information: name, address, telephone number, date and place of birth, date of enrollment.
2. Family information, parent names, addresses, employment telephone numbers, marital status, brother and sisters, and custody information.
3. Records of academic progress for report card grades and attendance.
4. Standardized test scores.
5. SAT and ACT scores.
6. All current IEP papers (present year) plus the IEP for the next school year (if any)
7. Most recent multi-factored evaluation, including the most recent psychological evaluation.
8. Student Information Record Form for new students. This record will be purged at the end of grade 12.
9. All suspension and expulsion records in sequential order.

Cumulative records shall be directly accessible only to the professional staff, the student (18 years or over), and custodial parents or legal guardians of a student under 18 years of age.

### **SCHOOL SPIRIT**

School spirit means loyalty to Taylor Middle School activities. Loyal students support their school and do their utmost to keep their scholastic and activity standards at the highest possible level. School spirit may be divided into three categories:

1. Courtesy toward administrators, teachers, fellow students, and visitors.
2. Pride in everything you and your school endeavor to accomplish and have accomplished.
3. Sportsmanship: the ability to win and lose graciously.

### **SNOW DAY PROCEDURE**

When weather conditions or other calamities occur, the Superintendent will declare Three Rivers Schools "closed", "open with limited bus service", and/or on a "one-hour delay or a two-hour delay."

Whenever possible, the decision to close will be made prior to 6:45 a.m. although there may be occasions when a later decision becomes necessary. A "one-hour delay" or a "two-hour delay" may also be changed later to a "closed" status. A "one-hour delay" or a "two-hour delay" indicates that all buses will pick up all students one or two hours later than normal, including students transported to schools in other districts, regardless of whether or not that other district is on a delay.

Dismissal will be at normal times. Depending on whether it is a one or two-hour delay, parents should drop off students at school buildings either one or two hours later than usual.

When there is a one or two-hour delay, parents should tune in to a news source because a delay might later be changed to closed. The district web page is a recommended source of information, ([www.threeriversschools.org](http://www.threeriversschools.org)), School Messenger, and our District Facebook Page.

### **SPECIAL SERVICES**

The need for special help is sometimes discovered by the parents, teachers, or administrators. Referrals may be made to the principal by the parent or the teacher. In cases where students are screened, they must qualify for the special service desired.

Special services include speech and hearing therapy, specific learning disability and developmentally handicapped programs, Title I Remedial reading, psychological and educational testing, and counseling.

## **Title I**

You have the right to know about the teaching qualifications of your child's classroom teacher in a school receiving Title I funds. The federal Every Student Succeeds Act (ESSA) requires that any school district receiving Title I funds must notify parents of each student attending any school receiving Title I funds that they may request, and the district will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

- I. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- II. Whether the teacher is teaching under emergency or another provisional status through which State qualification or licensing criteria have been waived; and
- III. Whether the teacher is teaching in the field of discipline or the certification of the teacher;
- IV. Whether your child is provided services by paraprofessionals and, if so, their qualifications.

You have the right to know that you may request, and the local educational agency will provide the parents on request (and in a timely manner), information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable.

## **TEST SECURITY**

Many times, in your school years you will be taking tests. You should know that all tests and examinations are considered "secure." That means that we keep them locked up until they are given to you and that no school employees (including teachers) are permitted to let you know questions or answers to questions ahead of time. AIR, MAP, Next Generation, Advanced Place Tests, achievement tests, and ability tests are given special protection. If there is evidence that cheating took place, the papers in question will be disqualified and disciplinary action may be taken. These procedures are for your protection to make sure that everyone who takes these tests does so in a fair and equal manner. District Policy 6405 gives details of our Test Security Provisions.

## **TEXTBOOKS**

All basic textbooks are loaned to students for their use during the school year. Please keep texts clean and be sure your name is written in ink on the book label. You will be required to pay for any lost or damaged books that have been assigned to you.

## **VISITORS**

All visitors must check-in, present proper identification, and register at the Middle School Office. A visitor's badge will be issued and must be displayed by the individual while present on school property. The visitor's I.D. is to be returned to the office upon leaving the school grounds. All visitors must sign out. Visitors will not be permitted to loiter on the school campus or in school buildings.

Students **are not** permitted to have visitors at any time during the school day unless permission is given in advance by the administration. All visitors must follow Taylor's code of conduct and dress code.

## **WITHDRAWAL POLICY & PROCEDURES**

1. Notify the Middle School office of withdrawal and complete the withdrawal form.
2. This does not officially withdraw a student from the Three Rivers School District.
3. Pay any outstanding school fees, lunch fees, and clean out lockers/cubbies. All school property must be returned, including textbooks, library materials, and Chromebooks and chargers.
4. Unpaid school fees may result in withholding grades to other schools and agencies.
5. Enroll in a new school as soon as possible.

Your student will not be officially withdrawn from the Three Rivers schools until a Request for Records is received from the new school and, per state law, is required to attend Three Rivers schools until fully enrolled in a new school. Failure to enroll your student in a new school will result in a referral to the district Truancy Officer of the Three Rivers School District.

## **ATHLETIC PARTICIPATION REGULATIONS**

The purpose of athletics in the Three Rivers Local School District is to provide students with an opportunity to participate in sports, but more importantly to develop sportsmanship, character, and competitiveness in the young men and women who participate. Participation in athletics is a privilege and not a right.

Student-athletes must attain a minimum grade point average of 1.0 or pass 4 subjects for the preceding grading period in order to participate in interscholastic athletics. Bylaws governing student eligibility, age, limitations, enrollment, attendance, scholarship, and conduct, may be found in the Ohio High School Athletic Association Handbook, sections 4-1-1 through 4-5-4.

A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, to be eligible, a student in grade 7 or 8 must be currently enrolled and must have been enrolled in school the immediately preceding grading period and received passing grades at the conclusion of that grading period in a minimum of four subjects.

A student who turns 15 before August of the school year in which he/she desires to participate is not eligible for 7th-8th athletics.

Each athlete and his/her parent(s) must complete through Final Forms all necessary forms indicating that they understand the athletic rules/information contained in the Student-Athlete handbook prior to beginning practice or participating in any sports activity. It is each athlete's and parent's responsibility to return all necessary forms via Final Forms. Failure to do so does not relieve a student athlete of any responsibilities or consequences. In addition, all pay-to-participate fees must be up to date.

## **EXTRACURRICULAR/ACTIVITY FEES**

Participation fees for extra-curricular activities shall be collected by each coach or advisor to help defray the cost of the activities to the Three Rivers School District. Fees are payable by cash, check, or money order, or online at [Payschoolscentral.com](http://Payschoolscentral.com). District receipts will be issued for cash payments. Coaches and/or sponsors are responsible for tracking student payments and for counting and turning in money.

Students may not participate in extracurricular activities if they have outstanding or delinquent school fees. For fall sports and activities, school fees must be paid up through the final quarter of the previous school year. For all other sports or activities, school fees must be paid through the previous quarter. Extracurricular fees are non-refundable after the first competition, activity, or meeting. For the fee structure see the activity sponsor.