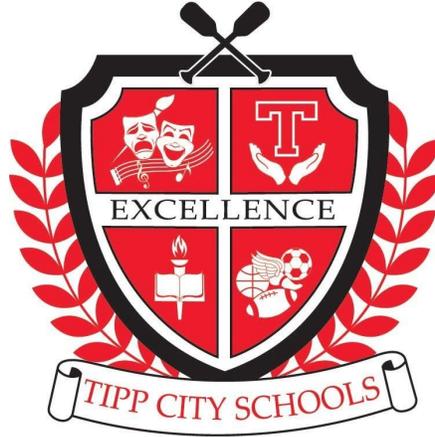


2020-2021
PARENT – STUDENT HANDBOOK



THIS PAGE IS TO BE COMPLETED AND RETURNED TO YOUR CHILD’S HOMEROOM TEACHER WITHIN THE FIRST WEEK OF SCHOOL. THANK YOU

_____ in the ____ grade has received a copy of the
2020-2021 handbook. We have read and understand the rules and regulations
in the handbook and understand that we are responsible for following them.

Parents who do not want directory information for their child released, need to contact the main office in writing within ten (10) days of the receipt of this handbook.

Parent / Legal Guardian Signature

Student Signature

Date

Date

Our school is always looking for feedback to improve their relationship with parents. If there is anything that you would like to see considered for the student handbook/assignment book, please indicate below. Thank you for your cooperation.

Mr. Galen Gingerich
& the Nevin Coppock Staff

Mrs. Tina Smith
& the Broadway Staff

Mr. Mike Vagedes
& the LT Ball Staff

Please sign, tear out and return this page to your child’s teacher.

Tipp City Elementary Schools

STUDENT HANDBOOK 2020-2021

Principals

Mr. Galen Gingerich-NC

Mrs. Tina Smith-BWY

Mr. Mike Vagedes -LTB

Guidance Counselors

Mrs. Hannah Gress- NC & BWY

Mr. Brett Elliott-LTB

Secretaries

Mrs. Becky Jones - NC
Ph. (937) 667-2275

Mrs. Lynn Hutchison-BWY
Ph. (937) 667-6216

Mrs. Teresa Muir - LTB
Ph. (937) 667-3719

Tipp City Exempted Village Schools

Vision Statement

Tipp City Schools, in partnership with the community, fosters a culture of learning that values tradition and innovation, empowering all students to be respectful and responsible citizens with integrity.

Mission Statement

Tipp City Schools cultivates positive relationships, embraces diversity, provides opportunities, and supports high expectations for every student.

Belief Statement

A Tradition of Excellence. . .

Our students are ready for today, prepared for tomorrow!

Equal Education Opportunity

Tipp City Schools provides an equal educational opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer(s):

Tina Smith, Broadway Principal 937-667-6216

Mike Vagedes, LT Ball Principal 937-669-6310

Complaints will be investigated with the procedures described in Board policy 2260. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunities.

Property of _____

Address: _____

Phone: _____

Student Homeroom: _____

Contact Phone Numbers: Home _____ Dad's Cell _____ Mom's Cell _____

Tipp City Schools

District Calendar

2020-2021

(Calendar Subject to Revision)
Approved 01/27/20)

AUGUST

Thursday, August 13

Friday, August 14

Monday, August 17

Tuesday, August 18

Wednesday, August 19

Thursday, August 20

Tuesday, August 25

New Staff Orientation

New Staff Orientation

Staff Opening Day and Work Day

All Staff Professional Development and Open House

Work Day for Staff

First Day of School for Students (1st-12th)

First Day of School for Kindergarten Students

SEPTEMBER

Monday, September 7

Friday, September 25

Labor Day - No School

2-Hour Late Arrival

OCTOBER

Thursday, October 22

Friday, October 23

Monday, October 26

First Quarter Ends, 2-hour early release

Teacher In-Service - No Classes

No School

NOVEMBER

Wed-Fri, November 25 - 27

Thanksgiving Recess - No School

DECEMBER

Friday, December 18

Mon, Dec 21 - Fri, Jan 1

Last Day of Classes before Christmas Break

Christmas Break

JANUARY

Monday, January 4

Friday, January 15

Monday, January 18

Friday, January 29

First Day of Classes in 2021

Second Quarter Ends / 1st Semester Ends, 2-hour early release

Martin Luther King Jr. Day - No School

2-Hour Late Arrival

FEBRUARY

Friday, February 12

Monday, February 15

Teacher In-Service - No Classes

Presidents' Day - No School

MARCH

Friday, March 26

Mon, March 29 - Fri, April 2

Third Quarter Ends, 2-hour early release

Spring Break - No School

APRIL

Monday, April 5

Classes Resume

MAY

Tuesday, May 25

Friday, May 28

Monday, May 31

Last Day for Seniors

Fourth Quarter / 2nd Semester Ends &

Last Day for Students, 2-hour early release

Memorial Day - No School

JUNE

Tuesday, June 1

Mon, June 1 - Fri, June 5

Teacher Record Day (or Professional Development Hours)

Calamity Make-Up Days (if necessary)

ATTENDANCE-ABSENCE

ABSENCE NOTIFICATION

In order for a student's absence from school to be excused, direct contact must be made between the parent and school. A student will be considered unexcused unless a parent contacts the office by phone or voicemail (24 hours a day - 7 days a week), by email on or before the day of the absence, or responds to a call from the school. A note or an email by parent/guardian indicating the number of days absent from school and the specific reason for the absence will also be accepted as notification. The office staff would appreciate such parent notification of an absence by 10:00 on the day of the absence. Our phone system allows for voice mail messages if that is more convenient for you.

EXCUSED ABSENCES/APPOINTMENTS

Regular attendance by all students of the Tipp City Exempted Village School District is very important. In many cases, irregular attendance is the major reason for poor school work; therefore, all students will be urged to make doctor appointments, do personal errands, etc., outside of school hours. Reasons for which absences may be excused include, but are not limited to **1) Personal illness of the student; 2) Illness in the student's family; 3) Death in the family; 4) Quarantine for contagious disease; 5) Religious reasons; 6) Medical or dental appointment; 7) Emergency or other set of circumstances; 8) College visit.**

Students who are absent for 30 or more consecutive hours are required to have a doctor's note to excuse the absences or they will be considered habitually truant. Students who are absent for a total of 65 hours (10 school days) in the school year without a doctor's note will receive an attendance letter from the office.

TARDINESS—LEAVING SCHOOL EARLY

Students who arrive **after 8:50 a.m. at LT Ball, 9:00 a.m. at BW and 9:10 a.m. at NC and before 10:15** are considered tardy. Students signing in **more than 30 minutes after the start of the school day will receive a partial absence.** The student must report to the office to sign in and obtain a tardy slip to enter class. This will be unexcused unless a parent has called or written a note with an excusable reason concerning the tardiness. If you have visited the doctor, dentist, etc., a note is generally provided from the doctor's office. Failure to sign-out will result in an unexcused absence. Excessive tardies may result in disciplinary action on the student.

If a student needs to leave during school hours for a doctor's appointment or other such excusable reasons, this time will not be counted against the student if it is less than 30 minutes. If a student is gone longer than this time, it will count as a partial day absence.

Students are not released unless accompanied by an adult that is known to the office personnel. Please notify the office by a note, phone call, or direct personal contact if your child is to be signed out of school early. Please also advise who will be signing out the student. All students must be checked out through the office. Parents must come to the office, identify themselves, and sign out the students. Failure to sign out will result in an unexcused absence from school.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission. If a student becomes too ill to remain in class, a parent will be contacted by phone. Transportation cannot be provided for sick children. If your child is ill, please do not send him/her to school. A student who contracts a contagious disease or condition, such as pink eye, chicken pox, ringworm, impetigo, strep throat, or pediculosis (head lice) will be sent home and must remain home until the disease or condition is corrected. Please have child fever free for 24 hours before returning to school. Should injury or illness occur during the school day, it becomes essential that the school have primary, secondary and cell phone numbers to contact parents listed on the emergency medical form. If deemed necessary the emergency squad will be called.

FUTURE/PRE PLANNED ABSENCES

Any absence from school is detrimental to the learning process and, for that reason, is discouraged. However, due to the diversity of our community and the needs of families, Tipp City Exempted Village Schools will excuse up to five (5) days per school year for non-emergency trips (i.e. vacation). Missed work for the excused days will be assigned at the discretion of the teacher. For this reason, early notification is preferred. Five (5) vacation days per year may be approved in advance (at least one day) by the principal or assistant principal when a request is submitted in writing. Attendance and grades will be taken into consideration when determining approval of vacation days. Any subsequent days for non-emergency trips will be **unexcused**.

UNEXCUSED ABSENCES

Absence due to causes other than those listed above shall be considered unexcused. (Move below Future/Preplanned absences?)

TRUANCY

A student is considered truant when absent from school in violation of the Ohio Compulsory Attendance Laws and will result in an unexcused absence, disciplinary action, and possible legal action through the court system.

Habitual Truant: A habitual truant is a student of compulsory school age who is absent without legitimate excuse from the school the student is supposed to attend for:

- a. 30 or more consecutive hours
- b. 42 or more hours in one school month; or
- c. 72 or more hours in one school year.

The school will provide written notice to parents/guardians within seven days of a child's excused absence of 38 or more hours in a month or 65 or more hours in a year.

Unexcused Absences

Absences due to causes other than those listed in the Ohio State Board of Education Regulations governing excuses from future school attendance and past absences shall be considered unexcused. Students will not receive credit for any work missed during an unexcused absence. *Students who are absent a total of 65 hours, excused or unexcused, will be required to have a note from a doctor to excuse any future absences. Parents of students with 65 hours of absence will receive a letter indicating that they may be required to provide a note from a doctor excusing future absences. Consideration may be given for students with ongoing medical conditions, suspensions, non-emergency trip absences and previous doctors' note excuses.*

ANIMAL VISITORS

These visits are limited, but can enhance curriculum studies.

1. Teachers should know in advance of the animal's visit to ensure safety of all students.
2. Appropriate cages, etc. should be provided.
3. **Animals cannot** be transported by school bus, unless it is a district approved service animal.
4. All arrival and pick-up times should be arranged in advance.

STUDENT ATTENDANCE AT SCHOOL EVENTS

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

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

BICYCLES/SCOOTERS/HOVERBOARDS

Students living within an appropriate distance are permitted to ride bicycles and must park in the designated areas. Bicycle locks are encouraged to prevent their removal without the owner's permission. Students who cannot ride their bicycles in a safe manner, and those who violate traffic rules, will be restricted and may lose bicycle privileges. Lost or stolen bicycles are not the responsibility of the school. Bicycles, in-line skates, and scooters are not to be used inside the school and must be walked or carried on district property. Hoverboards are not permitted on district property.

BULLYING/HARASSMENT

The following definitions are provided for guidance only. If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action. Harassment, intimidation, or bullying behavior by any student/school personnel in the Tipp City Exempted School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with House Bill 276, means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

STUDENT SAFETY TIP LINE

Tipp City Schools provides an anonymous tip line for students, staff, and parents to submit safety concerns or report bullying to our administration. Additional information is available at tippcityschools.com/safety.

BUS REGULATIONS

Students riding buses will be under the direct supervision of the bus driver. All students will show respect to their bus driver by listening, following rules and cooperating. All students will have an assigned seat and be given bus rules at the beginning of school. There are installed video cameras on buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded, the tape will be submitted to the Principal and may be used as evidence of misbehavior.

Only students that meet the state regulations will be transported. A student **may lose his/her bus riding privileges** for inappropriate conduct and actions that affect the safety of themselves and the other passengers. **Students who violate bus rules may be temporarily suspended or permanently denied the privilege of transportation.**

FIELD TRIPS – NO SIBLINGS ARE PERMITTED TO RIDE THE BUS WHILE ACCOMPANYING A PARENT CHAPERONE ON A FIELD TRIP.

- Bus passes are not issued for parties, club meetings, or playtime.
- It is required that parents write a note to the school office stating the reason for a bus pass, date, address, and student's name. Bus passes are for emergency situations only.
- Bus drivers will accept only office bus passes.
- Bus riders will be picked up and dropped off only at designated bus stops which should be supervised by an adult.
- It is the parents' responsibility to notify babysitters of any changes in before or after-school care.
- Bus passes may not always be granted due to overcrowding.
- Parents needing to change a student's dismissal transportation will need to **notify the school office by 2 p.m.** of that day.

BUS PASSES

A student needing a bus pass to ride a bus with another student or to get off at another stop may do so through the office. **Reasons should be limited to childcare purposes or an emergency situation.** A parent must call or send a note to the office indicating the date(s) the pass is needed, where and with whom the student will be riding. A permission note or phone call from **BOTH** students' parents will be requested if going home with another student. **Due to some routes being full, bus passes may be denied if the bus is already full.**

CHANGE OF STUDENT ADDRESS/REGISTRATION INFORMATION

Students must be registered yearly because addresses, home and work phone numbers change. We must have appropriate documentation to be admitted.

1. parent(s) name
2. current address
3. proof of residency (per district policy it must be a Deed or Rental Agreement)
4. home, cell and work phone numbers
5. birth certificate
6. custody paper, if applicable
7. emergency phone number of friend or relative

8. physician's name and phone number
9. medical alert information and immunizations; and
10. authorized person(s) allowed to pick up the child

Please notify the school immediately if you have a change of address, phone number, or custodial arrangements during the school year.

COMMUNITY PUBLICATIONS / WEB PAGE

Student images may appear on the district's web site or local newspaper for the purposes of awards, recognition, or achievement. Parents who do not wish to have their children's image presented should notify the building principal and assistant superintendent in writing within ten (10) days from the receipt of this handbook.

COMPUTER NETWORK AND INTERNET USE AGREEMENT

To access and use the District's Education Technology, including a school-assigned e-mail account and/or the Internet at school, students must read and agree to abide by the Student Education Technology Acceptable Use and Safety Policy and Guidelines. A violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense and/or may result in disciplinary action.

DISCIPLINE

It is the responsibility of the student to adopt patterns of behavior which will contribute to rather than disrupt the educational process. In dealing with disciplinary situations, the following actions are considered within the scope of Ohio School Law to be suitable approaches: (1) student conference and counseling, (2) parent conference, (3) detention, (4) in-school suspension, (5) suspension, (6) expulsion. While under the jurisdiction of the school, on school property, or at any school-sponsored activity on or off school grounds, a violation on the part of a student of any of the Student Conduct Code adopted by the Board of Education will result in disciplinary action. ******(See adopted Board of Education Policy.) Classroom rules and guidelines will be discussed with students in their classrooms by their teachers. If necessary, a building communication to parents from the principal will be sent home to address behavior concerns.

SUSPENSION – OUT OF SCHOOL

Assigned by the principal for one (1) to ten (10) days. Students who are suspended from school will be permitted to receive credit for work that is completed.

A student will be provided an informal hearing with an administrator to explain his/her actions prior to an out of school suspension. On a case by case basis, suspensions may be reduced for certain infractions following completion of a Wellness Clinic: Smoking, Drugs, Alcohol. The student's parent(s) or guardian(s) may appeal the suspension to the Board of Education or its designee. Students/parents may be represented in all such appeal proceedings. Further appeal of an adverse decision may be presented to the Miami County Court of Common Pleas. During periods of suspension, students are not permitted to attend school or any school sponsored activity. This includes but is not limited to sporting events, dances, plays, etc.

SUSPENSION – IN SCHOOL

Work will be assigned for students to complete while in this placement. Students can receive credit for this completed work. Work not completed by the student will result in a zero. There is no appeal of a student's assignment to in school suspension. Students who fail to follow the established guidelines could be suspended from school.

EXPULSION

Recommendations from the principal to the Superintendent for the expulsion of a student may be carried over from one year to the next with the approval of the Superintendent. During the school year expulsions may last until the end of the semester or carry-over past the end of a semester for up to eighty (80) days. The student's parents or guardians may appeal the expulsion to the Board of Education or its designee. Students/parents may be represented in all such appeal proceedings. Further appeal of an adverse decision may be presented to the Miami County Court of Common Pleas. During a period of expulsion, students are not permitted to attend school or any school sponsored activity. This includes but is not limited to sporting events, dances, plays, etc.

EMERGENCY REMOVAL

The school has the right to temporarily remove a student, when the student's presence poses continuing danger or disruption to persons or property, or to the academic process within the classroom or school. The requirements of prior notice and hearing do not apply in such circumstances if the student is readmitted to school within twenty-four (24) hours.

SUSPENSION FROM EXTRACURRICULAR ACTIVITIES

The Superintendent or Principal is authorized to suspend a student from any extracurricular activity for any length of time up to one school year for violation of the Student Code of Conduct or the Athletic Code of Conduct. A student is entitled to written notice of denial of participation. Students denied participation may appeal to the next higher level of administration.

DISTRIBUTION OF LITERATURE

Any student or organization not related to the school wishing to post signs or distribute literature in or around the school must have written permission from the superintendent. School related postings must have the approval of the principal.

GENERAL INFORMATION

CLASS MATERIALS

All students are expected to have pencils, paper, and other necessary supplies for class. These should be taken to class daily.

PERSONAL COMMUNICATION DEVICES

(Laptops, Chromebooks, Tablets, and Phones)

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property. *(Board policy 5136)*

- Students utilizing District Technology Resources, including network and Internet access, must have annual acceptance of the Acceptable Use Policy (AUP) on file and are subject to the same guidelines when they are connected to District Technology Resources, or when used while the student is on Board-owned property or at a Board-sponsored activity. Students who fail to comply with the AUP while using a PCD may have privileges suspended and be subject to disciplinary action.
- Students and parents are strongly encouraged to take appropriate precautions, if students have PCDs in their possession, to make sure the devices are not left unattended, unsecured, or unprotected.
- The school is not responsible for support and repair services for PCDs.
- PCDs need to be charged prior to school and should run on battery power while at school. The school is not responsible for providing electricity to PCDs.

PARENT-TEACHER CONFERENCES

In fall and winter a conference will be scheduled with parents. If additional conferences are deemed advisable by either parent or teacher, they can be scheduled after students are dismissed or before students arrive. Naturally, **conferences cannot be held any time the teacher is attending to his/her class.**

GRADING SCALE

The District grading scale is:

Kindergarten shall use a checklist.

Grade 1 **O – Outstanding; S – Satisfactory; N – Needs Improvement; U - Unsatisfactory**

Grade 2 90-100 A
 80-89 B
 70-79 C
 60-69 D
 < 60 F
 O-S-N-U for Science, Social Studies; Handwriting, and other areas, as needed

Grade 3,4 and 5 90-100 A
 80-89 B
 70-79 C
 60-69 D
 < 60 F

The use of (+) and (-) shall be optional. However, if used, they are to reflect the following scale:

(+) = 8 or 9

(-) = 0 or 1

GUIDANCE COUNSELOR

If parents or students feel the guidance counselor could be helpful, please contact the school.

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the liaison for Homeless Students at 937-667-8444.

HOMEWORK GUIDELINES

Definition

Homework is defined as any work planned or approved by the teacher to be completed by the student outside of the regular classroom.

Philosophy

The overall effectiveness of homework in achieving improved student success is dependent on many variables including the purpose, type, and quantity of homework assigned, the grade level of the student, as well as the role played by the teachers, students, and parents in the design, completion, evaluation, and grading of homework.

Purpose: Research has clearly shown that homework has different purposes at different levels. Homework for elementary students should be designed to develop positive attitudes and work habits. The following types of homework enhance student performance:

Study skills and habits: Homework assignments designed to improve skills such as concentration, discipline, note taking, reading for understanding, and reading for pleasure.

Practice/Review: Homework assignments designed to reinforce material presented in class and/or to develop mastery of skills.

Preparation: Homework assignments may be assigned to stimulate thinking to aid in future instruction.

Skill Integration: Homework assignments designed to utilize separately learned skills or concepts and apply them in the completion of a single product such as a book report, science project, or writing assignment.

Extension: Homework assignments designed to transfer previously learned skills and concepts to other situations such as making real world and cross-curricular connections.

Guidelines for Quantity and Type of Homework

The research is clear that the effectiveness of homework in improving student performance increases with the age of the child. The research also strongly suggests that the quantity and type of homework assigned must be grade level appropriate. Based on this research, students at LT Ball Intermediate should be assigned no more than 45-60 minutes per night of homework. This amount includes time spent on reading and practicing math facts.

Homework is generally assigned two to four times a week, generally Monday through Thursdays. No homework will be assigned on legal or religious holidays or during vacations.

Make-Up Policy

Each student who is absent must immediately upon return to school make arrangements with their teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case will be considered on its merits by the principal and the respective teacher(s). Students will be given one (1) day per day of absence to make up work, up to a maximum of five days. Make up deadlines for illness beyond five days will be determined by the teacher.

Upon the second consecutive day of absence from school, requests for homework and assignments may be made through the office. At the time of the request, indicate the student's teacher and books needed. Assignments can be picked up in the school office between 3:20 – 4:00 p.m.

LOCKERS

The primary purpose of a locker is for storing school materials and outerwear. Lockers in the school are the property of the Board of Education and can be searched at any time.

LUNCH

All students will have a closed lunch period, which means that students may either bring their lunch or eat one of the cafeteria's hot lunches. All food is to be eaten in the cafeteria. All students will be required to spend a specified minimum amount of time in the lunchroom. Lunchroom behavior needs to be polite, mannerly, and helpful by cleaning up the student's eating area when done. Low voices need to be used within the lunchroom by the students to maintain a moderate volume of noise level. A child may lose his/her lunchroom privileges for unacceptable behavior. Students are not to bring soda pop or energy drinks.

These items can only be purchased with a meal or when the student has a packed lunch and only one extra per day. Parents please ensure your child has a packed lunch, lunch money, or available funds on his/her account. Lunch charges are limited, and should be paid promptly. Free and reduced priced lunches are available for families meeting the state guidelines. Applications are available in the office.

The Point of Sale system will give your child a specified number that he/she will enter to access money from the established account. Money can be added to this account at any time in any increments by sending it in with the child or on-line through the district website. Notification will be sent home with your child when his/her account goes below \$3.00. Parents may be notified concerning overdrawn accounts by notes, telephone calls or an e-mail. Punctual payment is appreciated.

Parents can use the link on the Tipp City Schools website or log in to www.payforit.net to register their new account. You will need to know your child's Student ID Number, full name (no nicknames or abbreviations), school that they attend and their grade. Student ID numbers will be the same as the 4 or 5 digit number used each time they buy a lunch in the cafeteria. Once the account is registered you will be able to start using the Pay For It site (after giving at least four hours for the update to occur).

Please note: the card processing company will charge a fee for transactions. However, you can access all of your child's lunch account information free of charge through this website. You will only be assessed a fee when you use your credit card to make payment online.

USE OF MEDICATIONS

Any medication, whether prescription or over-the-counter, (i.e., Tylenol, Advil, etc.) **will require both written permission from the physician and the parent or guardian before it can be administered by school personnel to a student. The medication authorization form** is available at each school office. Both sides of the form need to be completed. The medication will not be given to the student until the required information and signatures are obtained. Parents will be permitted to complete a district cough drop form—no doctor permission necessary.

IMMUNIZATIONS

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chickenpox. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to clinic personnel.

PHYSICAL EDUCATION

All students are expected and required to participate in Physical Education classes unless excused due to illness or physical reasons. Students must wear proper shoes appropriate for Physical Education. A student may be excused from participation in Physical Education classes due to physical problems by the following:

- A written doctor's excuse, stating the reason and length to be excused.
- A note from a parent - one-day only excused. The note is to be approved by the office and instructor.

PROMOTION CRITERIA

A child receiving passing grades in Math, Reading, Language Arts, and Science or Social Studies will be promoted. However, if the principal, teacher and/or the parent believe it is in the best interest to retain the child regardless of grades, the child **may** be retained unless criteria is not met through the 3rd Grade Guarantee.

If a child meets requirements for promotion but because of other factors and information the intervention committee or parents feel it is in the best interest of the child to repeat the grade, a letter must be signed by the parents giving permission or denying permission to retain. At the conclusion of each school year, students shall receive one of three assignments for the next year:

PROMOTION – Student has met grade level requirements.

RETENTION – Student has failed to meet grade level requirements.

ASSIGNED/PLACED – Requirements have not been met, but it is in the best interest of the student to be advanced.

SAFE SCHOOL PROCEDURES

Student safety is the responsibility of both students and staff.

1. Monthly fire drills, seasonal tornado drills, and periodic safe school drills (lockdown/evacuation) conducted by school administrators assisted the Tipp City Police Department.
2. If a student brings a firearm on school property, in a school vehicle, or to any school-sponsored activity, the Superintendent shall expel this student from school for a period of one calendar year.
3. If a student brings a knife on school property, in a school vehicle, or to any school-sponsored activity, the Superintendent may expel the student from school.
4. Items such as shell casings, bullets, explosives, cigarettes, cigarette lighter, matches, knives and guns of any kind (toy or authentic) shall be deemed inappropriate at school and a possible serious danger to others. Consequences will be determined on an individual basis for student violations, and parents will be notified.

SCHOOL CLOSING/DELAYS

School closings due to bad weather and other emergency announcements for Tipp City Schools will be announced on the district website, www.tippcityschools.com, and will be broadcast on major area television stations. An automated phone call will also notify all phone numbers that are in the system. **Parents are responsible for providing current phone numbers for the One Call Now system.**

SCHOOL DAY

LT Ball Intermediate	8:50-3:20	Students may enter at 8:35 a.m.
Broadway	9:00-3:30	Students may enter at 8:45 a.m.
Nevin Coppock	9:10-3:25	Students may enter at 8:55 a.m. K walkers released at 3:15

CODE OF CONDUCT

The Board of Education and the superintendent are required to establish written policies, rules, and regulations of general application governing student conduct in all schools. These policies, rules, and regulations are posted in each building by law and are made available in this student handbook. In addition, each principal, within the individual school may establish certain rules and regulations not inconsistent with those established by the Board and superintendent. Teachers are supported in the effective management of their classrooms, supervision of assigned areas and the reporting of undesirable conduct that impedes the educational process wherever it occurs.

The rules and policies set forth in this code of conduct apply to behavior on school premises, school buses, and other school property, and any other venue in which a school function may take place, including the property of other schools and property leased, borrowed, rented or otherwise offered for school functions.

This code does not and cannot define or foresee all types and aspects of student behavior; however the Board has the responsibility to set forth policies to help each student understand how to conduct him/herself in a proper manner as a good student of the school and larger community.

While under the jurisdiction of the school, on school property or at any school sponsored activity on or off school grounds, a violation on the part of a student of the Code of Conduct adopted by the Board of Education, Policy JFC, in accordance with Ohio Revised Code, Section 3310.20, 3316.66, and 3313.661, can result in disciplinary action.

TIPP CITY SCHOOLS CODE OF CONDUCT
STUDENT CONDUCT STATEMENT

Any conduct which causes or creates a reasonable likelihood that it will cause a disruption in, or material interference with, any school function, activity or purpose, or that interferes with or creates a reasonable likelihood that it will interfere with the health, safety or well-being or the rights of other students, staff or visitors, is prohibited. In addition, the Code of Conduct includes:

1. Misconduct by a student that occurs off school district property, but is connected to activities or incidents that have occurred on school property.
2. Misconduct by a student, regardless of where it occurs, directed at a district official or employee or the property of an official or employee.

1. Abuse/Harassment/Threat/Intimidation

No student shall use profane, vulgar, sexual, abusive, degrading, gang related, racial or discriminatory language, gestures, actions or contact which offends the sensibilities of another individual or individuals which serves to create a hostile, intimidating or offensive environment. This includes words or phrases spoken, written, implied through actions or in any other manner which can be considered to be slanderous, libelous, disrespectful or degrading in nature and/or words and phrases which are obscene, lewd or profane as defined by the school administration.

2. Hazing

It is the policy of the Tipp City Schools Board of Education (BOE) that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No member of the school community shall plan, encourage or engage in hazing. Hazing is defined as the commission of any act or coercion of another, to force participation in any act of initiation into any student organization that causes or creates a substantial risk of causing emotional or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing does not diminish the intent of this policy or possible consequences for violation of the policy (ORC 2901.20, 2901.21 or 2901.22).

3. Unauthorized Physical Contact/Fighting

No student shall knowingly, or with reckless disregard, cause or threaten physical injury or imposition, or behave in such a way as to cause physical injury or imposition to a fellow student, school employee, or any other person. The following definitions are provided for guidance only. If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

“Bullying” is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact, violence in a dating relationship.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

Tipp City Schools prohibits bullying. Retaliation against anyone involved in the complaint process is a violation of school and district policy.

Tipp City Schools prohibits the bullying of any student:

1. During any educational program or activity conducted by the district.
2. During any school-related or school-sponsored program or activity on a school bus.
3. Through the use of any electronic device or data while on school grounds or on a school bus or through the use of computer software that is accessed through a computer, computer system, or computer network of the school district. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated under this section; or
4. Through threats, using any of the above methods, to be carried out on school grounds, which includes threats made outside of school hours that are intended to be carried out during any school-related or school sponsored program or activity, or on a school bus.

Though an incident of alleged bullying may occur off campus and may not entail threats or acts to occur during school hours, if a student's ability to receive an education or a school's ability to provide an education is significantly impaired, as determined by the district administration, disciplinary sanctions may be imposed.

Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school sponsored function, or in a school vehicle.

Reports of bullying should be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the school's ability to investigate and address the prohibited conduct.

Any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other district employee. A report may be made orally or in writing.

TO MAKE AN ANONYMOUS REPORT REGARDING AN INCIDENT OF BULLYING OR POTENTIAL SCHOOL VIOLENCE CALL THE OHIO SAFESCHOOLS TIP LINE AT 1-844-SAFEROH

“Harassment” includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, marital status or disability (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location).

Intimidation” includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

“Menacing” includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

“Harassment, intimidation, bullying or cyberbullying” means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

- A. physically harming a student or damaging a student's property;
- B. knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
- C. creating a hostile educational environment.

4. Attendance

No student shall fail to comply with state compulsory attendance laws and school policies, including, but not limited to truancy, tardiness, class cuts, and leaving school without permission. Students who knowingly assist a student in leaving school without permission will receive disciplinary consequences.

5. Classroom Participation

No student shall fail to participate in the orderly execution of classroom activities by sleeping, resting head on desk, failure to bring necessary materials to class, etc.

6. Computer network and Internet Use

No student shall violate any provision, rule, regulation, policy, directive, terms, or conditions or the Tipp City School District Computer Network and Internet Use Agreement.

7. Damage, Destruction, Or Theft of Personal Property

No student shall knowingly or with reckless disregard cause or attempt to cause damage, destruction, or theft to private property while the student is on school grounds, under school authority (including transportation), or while at any school function, activity or event. NEITHER THE SCHOOL NOR THE BOARD OF EDUCATION IS RESPONSIBLE FOR THE REPAIR OR THE REPLACEMENT OF PERSONAL PROPERTY DUE TO DAMAGE, LOSS, OR THEFT. Students are asked to keep money and valuables at home.

8. Damage, Destruction, Or Theft of School Property

No student shall knowingly or with reckless disregard cause or attempt to cause damage, destruction, or theft of school property including but not limited to buildings, grounds, equipment or materials, used on or off school property. In accordance with state law, parents may be liable for payment for the cost of repair or replacement of any such property damage caused by their children, with criminal prosecution possible. Tipp City Schools reserve the right to withhold a report card or credits from any student whose payment of such fine is in arrears.

9. Disruption

No student, by use of violence, force, noise, coercion, threat, intimidation, fear, active or passive resistance, or any other conduct deemed inappropriate, shall intentionally or with reckless disregard cause the disruption or obstruction of any lawful mission, process, purpose, or function of the school or its employees, or cause other students to engage in such conduct. Students who are present in or engage in activities in areas that are deemed off-limits or unsafe by the administration will be subject to disciplinary measures.

10. Dress and Grooming

Tipp City Schools expect all students to dress in a way that is appropriate for the school day or for any school sponsored event. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student.

Basic Principle: Certain body parts must be covered for all students at all times.

Clothes must be worn in a way such that private areas are fully covered with opaque fabric. All items listed in the "must wear" category below must meet this basic principle.

Students Must Wear (while following the basic principle above):

- A shirt (with fabric in the front, back, and on the sides under the arms), AND
- Pants/Jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress, or shorts), AND Shoes

Students May Not Wear:

- Violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity).
- Hate speech, profanity, pornography
- Images or language that creates a hostile or intimidating environment.
- Any clothing that reveals visible undergarments
- Swimsuits
- Accessories that could be considered dangerous or could be used as a weapon. EX: Wallet chains, spiked bracelets, etc.
- Any item that obscures the face or ears (except as a religious observance).
- Hats (Exception for religious headwear)

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below.

- Students in violation will be provided three (3) options to be dressed more to code during the school day:
 1. Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
 2. Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
 3. If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
- Students should not be shamed or required to display their body in front of Others (students, parents, or staff) in school. "Shaming" includes, but is not limited to:

- measuring straps or skirt length;
- asking students to account for their attire in the classroom or in hallways in front of others.

11. False Report or Falsifying, Removing, Altering Or Forging Of School Records Or Forms

No student shall alter/forge any official school record including parent/doctor notes, passes, or other school communications, forms or remove any school record from its official place of deposit without the permission of the records custodian; no student shall present written or spoken information which is a false account of any event.

12. Insubordination

No student shall fail to comply with the directions or reasonable requests of authorized school personnel/volunteer during any period of time or place when the student is properly under the authority of the school. No student will fail to give their name when asked to do so, no student will fail to report to the office when told to do so. No student shall fail to serve any assigned detention or Saturday Session.

13. Bicycles / Skateboards / Hoverboards

Students who ride their bicycles to school do so at their own risk. The Board of Education is not responsible for any bicycle. Students who are victims of theft or damage must inform the principal to file a complaint with the Tipp City Police Department. All bicycles must be properly placed in the provided bicycle rack and it is recommended that all bicycles are locked. Students who violate this policy may lose their riding privileges. Skateboards and hoverboards and other similar items are not permitted to be brought to school.

14. Personal Communication Devices/Cell Phones

Tipp City Schools' electronic device policy supports our understanding that students use technology via digital devices to learn. When appropriate, these technologies can be integrated into instruction to engage students and facilitate learning. While we want our students to be active contributors in our connected world, we also want them to be safe, legal and responsible. Furthermore, the use of electronic devices is a privilege, not a right.

The electronic device policy allows students to bring their cell phones, laptops, e-book readers, and tablets to school for use in classroom setting. **It is not a blanket approval for students to use these devices in any fashion they may desire. No electronic devices brought by students are the responsibility of Tipp City Schools or its staff or representatives.**

In addition, the following guidelines will be followed by students:

- Students are not to access **social media** sites during school hours.
- Students are prohibited from using a wireless communication device to capture and/or transmit **test information** or any other information in a manner consisting of fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using wireless communication devices to receive such information.
- Students are prohibited from using wireless communication devices to capture, record or transmit the **words (i.e. audio) and/or images (i.e., pictures/video)** of any student, staff member or other person in the school while attending a school-related activity, without express prior notice and explicit consent for capture, recording or transmission of words or images. Pictures and videos should never be taken in restrooms, locker rooms, or similar areas.
- Sexting: The possessing, taking, disseminating, transferring, or sharing of nude, obscene, or pornographic, lewd or otherwise illegal images or photographs by electronic data transfer may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating or sharing nude, obscene, pornographic lewd or otherwise illegal images or photographs may be punished under this Code of Conduct and may be reported to the appropriate law enforcement agencies. Personal communication devices may be given to law enforcement if there is a reasonable suspicion that sexting or any other illegal activity has taken place with the use of this device.
- Headphones/earbuds/ etc. must be left in lockers unless being used in the classroom.
- Cell phones are subject to search by a school administrator, but they will not be searched unless there is a reasonable cause or suspicion.

Violations of this policy will result in disciplinary action and/or confiscation of the wireless communication device. The administration may also refer the matter to law enforcement if the violation involves illegal activity.

BASED ON SEVERITY OF INFRACTION. STUDENT COULD LOSE THE PRIVILEGE ON THE FIRST OFFENSE

Tipp City Exempted Village Schools are not responsible for any lost, stolen, or damaged device or cell phone.

15. Plagiarism/Cheating

No student shall obtain by fraudulent, dishonest or deceptive means, including the use of electronic devices (email, text messages, instant messages) the work, work product, questions, answers, assignments, tests, research, or opinion of another and represent such as his/her own for the purpose of a grade or course requirement. No student shall conspire with or provide to another student the misappropriated or misrepresented work of themselves or another. The assistance of calculators, electronic translators, or other academic support devices is prohibited without the permission of a teacher. Students who cheat or voluntarily allow another student to cheat will receive a grade of 0% for each incident. Teachers should make an information referral to the principal.

16. Public Display Of Affection/ Sexual Misconduct

Personal contact is inappropriate in the school setting. Students shall not intimidate or be a party to the intimidation of another student for the purpose of sexual interests, engage in any form of exhibitionism, or engage in any act of sexual misconduct during school or school-sponsored activities, on school grounds, on a bus or in other Board authorized transportation, or in transit to or from school.

17. Substance Abuse: Drugs/Alcohol/ Other

No student shall possess, use transmit, trade or sell any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, inhalant, alcoholic beverage, electronic cigarette, Juul, Vape, Vape Oil, intoxicant or any prohibited, controlled or illegal substance in any amount. No student shall imply, state or represent any substance as a drug, alcohol, intoxicant, or a controlled substance when, in fact, the substance is not genuine. No student shall possess or transmit any paraphernalia that could be used with any of the above. No student shall violate the substance abuse policy.

For students who are found in violation of drug/alcohol rules or policies, the following procedures will occur:

A. For being under influence of alcohol or drugs or possession, consumption, use, storage, production or concealment OR there is evidence of consumption present.

1st Violation:

1. Notification of parent/guardian
2. Referral to appropriate law enforcement agency where warranted
3. 10 day out-of-school suspension with recommendation for expulsion.

2nd Violation:

1. Notification of parent/guardian
2. Referral to appropriate law enforcement agency where warranted
3. 10 day out-of-school suspension
4. Recommended 80-day out-of-school expulsion

B. For supplying, offering to sell, dealing, selling , providing**

1. Notify parent/guardian
2. Notify appropriate law enforcement agency
3. 10 day out-or-school suspension
4. Recommended 80-day out-of-school expulsion

C. For possession of paraphernalia and/or use, handling, concealing, offering to sell, delivering, transmitting, buying and/making of paraphernalia

1. Notify parent/guardian
2. Possible referral to appropriate law enforcement agency
3. Possible-10-day out-of-school suspension
4. Possible 80-day expulsion recommendation

VIOLATION OF STUDENT CODE OF CONDUCT #17, IN LIGHT OF PRIOR MULTIPLE VIOLATIONS OF ANY PART OF THE STUDENT CODE OF CONDUCT, MAY RESULT IN IMMEDIATE SUSPENSION WITH RECOMMENDATION FOR EXPULSION WITH NO CONSIDERATION OF A FIRST OR REPEAT VIOLATION OF CODE #17.

18. Substance Abuse: Tobacco

No student shall smoke, use or possess any substance containing tobacco or tobacco substitutes, including, but not limited to, cigarettes, ~~electronic cigarettes, vapor cigarettes,~~ cigars, a pipe, a clove cigarette, or chewing tobacco, or use tobacco in any form including “dip” or “chew.” As provided for in rule 3313.751 of the Ohio Revised Code, it shall be a violation of this rule to use or possess tobacco in any form, at any time, on school premises and/or at any school activity, regardless of its location. Also, no student shall possess matches, lighters or other tobacco paraphernalia in school buildings or on school property.

For students in violation of rules or tobacco policy the following procedures will occur:

- A. For possession of tobacco products
 - 1. First Violation: five-day out-of-school suspension with a referral to appropriate Law Enforcement Agency
 - 2. Second and Subsequent Violations: Ten-day out-of-school suspension with a referral to appropriate Law Enforcement Agency
- B. For use of tobacco products
 - 1. First Violation: 10-day out-of-school suspension and referral to Wellness Intervention Team with a referral to appropriate Law Enforcement Agency
 - 2. Second Violation: 10-day out-of school suspension and recommended 80-day expulsion, not to exceed the end of the school year with a referral to appropriate Law Enforcement Agency

VIOLATION OF STUDENT CODE OF CONDUCT #18, IN LIGHT OF PRIOR MULTIPLE VIOLATIONS OF ANY PART OF THE STUDENT CODE OF CONDUCT, MAY RESULT IN IMMEDIATE SUSPENSION WITH RECOMMENDATION FOR EXPULSION WITH NO CONSIDERATION OF A FIRST OR REPEAT VIOLATION OF CODE #18.

19. Weapons

No student shall use, hold, transport, or conceal any object which would or could be considered a deadly ordinance including but not limited to guns, pellet/BB guns, starter guns, knives, clubs, bullets, and fireworks. This includes any toy presented as and/or reacted to as a weapon or an object converted from its original use to an object used to threaten or injure another. This includes but is not limited to, letter openers, pens, pencils, jewelry, etc. Criminal charges may be filed for these violations and may subject a student to expulsion or permanent exclusion from school in Ohio.

20. Knowledge of dangerous weapons or threats of violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

21. False Alarm/Bomb Threat/Tampering with Safety Equipment

No student shall make or call in a false alarm or bomb threat. No student shall falsely pull a fire alarm in school or tamper with safety equipment (fire extinguisher, Nightlock Lockdown device*). Criminal charges may be filed for this violation and may subject the student to suspension and/or expulsion from school.

*Nightlock Lockdown is installed at floor level and remains out of reach to anyone attempting to enter by breaking window glass etc. It uses the strength of the floor to withstand tremendous force and works on outward and inward swinging doors.

22. Unauthorized Use of Fire

No student shall cause any flame, spark, or other form of fire to be ignited, or be in possession of a lighter or matches or fire related materials without the authorization and direct supervision of a teacher.

23. Use/Possession of Vulgar or Unacceptable Language, Materials, or Gestures

Students who use unacceptable language, materials, and/or gestures will face disciplinary action. This includes materials on electronic devices, including sexting or possession of inappropriate material involving a minor.

24. Out of Assigned Area

No student shall be out of their assigned area or in the hallway during class time without an authorized pass. This includes leaving class prior to the bell or leaving school after arrival in the morning.

25. Aiding or abetting violation of school rules

No student shall assist other students in the violation of any school rule. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

26. Repeated Violations Of The Student Code Of Conduct

No student shall repeatedly violate individual or multiple areas of the Student Code of Conduct.

The Student Code of Conduct cannot, with specificity, encompass every conceivable action, which may be properly subject to discipline. The administration shall have the right and authority to suspend/recommend expulsion for conduct not specifically set forth herein, in which substantially and materially disrupts or interferes with the good order, discipline, operation, climate, social or academic process taking place in the school or which substantially and materially is, or poses a threat to the safety of persons or property. Violations of Sections #1, 2, 3, 6, 7, 9, 11, 15, 17, 18, 19, 20, 21 and 22 can lead to immediate suspension and a recommendation for expulsion.

These guidelines do not restrict the administration in interpreting and implementing consequences. The administration reserves the inherent legal right and responsibility to assign and establish procedures in the areas of student conduct where precedent has not been set. Examples of penalties, provided above, may not necessarily be applied if, in the Superintendent's discretion, circumstances warrant greater or lesser consequences.

Instances or times under which any of the violations are indicated will be considered in the context of the circumstances surrounding their occurrence and/or the student's record of behavior. Repeat violations of the Student Code of Conduct may lead to suspension or recommendation for expulsion.

Violations of this code that result in suspension or expulsion must cause notification to the Registrar of Motor Vehicles and the Juvenile Court. Such notification may result in the immediate suspension of the student's driver's license, temporary permit, or prevent the issuance of either.

DISCIPLINE

While under the jurisdiction of the school, on school property, or at any school-sponsored activity on or off school grounds, a violation on the part of a student of any of the Student Conduct Code adopted by the Board of Education will result in disciplinary action.

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

It is the responsibility of the student to adopt patterns of behavior that will contribute rather than disrupt the educational process. In dealing with disciplinary situations, the following actions are considered within the scope of Ohio School Law to be suitable approaches: 1) student counseling, 2) parent conference, 3) detention, 4) Friday School, 5) in-school suspension, 6) Modified Learning Environment or In School Restriction, 7) suspension, 8) expulsion, 9) filing of charges in Juvenile Court.

Should there be a reason school is not in session during disciplinary action, the student will be expected to serve the disciplinary action continuing with the next school day in session.

Modified Learning Environment (MLE) or In School Discipline (ISD)

The removal from regular classes and school related activities to a designated site. Modifications, accommodations, and all necessary services will be provided, if necessary, and make-up privileges will be permitted.

Suspension From School

Assigned by the principal or assistant principal for one (1) to ten (10) days. A student will be provided an informal hearing with an administrator to explain his/her actions prior to an out of school suspension. Parent(s) or guardian(s) may appeal the suspension to the Board of Education or its designee. Parents may be represented in all such appeal proceedings. Further appeal of an adverse decision may be presented to the Miami County Court of Common Pleas. During periods of suspension, students are not permitted to attend school, any school sponsored activities, or be on school property. This includes but is not limited to sporting events, dances, plays, etc. Students who are suspended from school will be permitted to receive credit for work missed. Students must contact the teachers and submit the work within two days of returning to school to receive credit. Tests, quizzes, labs, and other in-class assessments must be made up within two days of the student's return to school.

In School Discipline

Work will be assigned for students to complete while in this placement. Students can receive credit for this completed work. Work not completed will result in zeros. There is no appeal of a student's assignment to in-school discipline. Students who fail to follow the established guidelines could be suspended from school.

Suspension From Extracurricular Activities

The Superintendent, Principal or Athletic Director is authorized to deny participation to a student from any extracurricular activity for any length of time up to one school year for violation of the Student Code of Conduct or the Athletic Code of Conduct. A student prohibited from participation in all or part of any extra-curricular activity is entitled to an appeal to the next higher level of administration. A written notice of denial of participation will be provided. Violations of the above noted rules will result in the immediate suspension (and possible elimination) from further athletic participation. The student will lose any letters or awards for that activity season. The minimum disciplinary action will be suspended for the remainder of the activity season in which the violator is participating or will be participating if the violation occurs during the off season of participation. Any student-athlete assigned Saturday School for disciplinary purposes may forfeit participation in the next athletic contest.

All participating members must travel to and from out-of-town contests by means of transportation provided by, or approved by the building principal. Special consideration will be given in case of injury or illness. Any other travel arrangements must be approved in advance in writing by the principal.

No individual may try-out, practice, or compete until he or she has a current sports physical form (signed by a parent/guardian and physician) and a completed emergency medical form on file in the Principal's Office.

Suspension of Bus Riding/Transportation Privileges

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the Principal [or assistant principal or other administrator] will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year. If a student's bus riding/transportation privileges are suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension.

Expulsion

A Recommendation for expulsion of a student is sent to the Superintendent or Superintendent's designee. During the school year, expulsions may last until the end of the semester or carry-over past the end of a semester for up to eighty (80) days. The student's parents or guardians may appeal the expulsion to the Board of Education or its designee. Students/parents may be represented in all such appeal proceedings. Further appeal of an adverse decision may be presented to the Miami County Court of Common Pleas. During a period of expulsion, students are not permitted to attend school, school sponsored activities, or be on school property. This includes but is not limited to sporting events, dances, plays, etc.

Permanent Exclusion

A student may be permanently excluded from attending any Ohio public school if the student is convicted of, or adjudicated a delinquent child for committing (if 16 years of age or older) one of the following criminal offenses: conveyance or possession of a deadly weapon on school premises, carrying or being in possession of a concealed weapon on school property or at a school activity, selling or offering to sell, or possessing a controlled substance on school property or at a school activity, assault, felonious sexual assault, gross sexual imposition, manslaughter or murder on school property or at a school activity, or complicity in any of the above described violations regardless of whether the act of complicity was committed on school property or at a school activity. Law must refer any student who brings a firearm to school referred to the criminal justice or juvenile justice system for prosecution. The superintendent has the authority to “reduce” the one-year expulsion required by law, but does not have the option of treating the offense solely as a school discipline matter.

Any student who has been identified as having a disability and has brought a gun to school may be immediately placed in “an alternative educational setting” for up to forty-five (45) days, they must remain in such a setting during any due process proceedings regarding his educational placement unless the school and the parents otherwise agree.

Charges Filed In Miami County Juvenile Court

Students who continue to violate the student code of conduct may be charged in Miami County Juvenile Court.

Emergency Removal

Temporary removal of a student, when the student's presence poses continuing danger or disruption to persons or property, or to the academic process within the classroom or school. The requirements of prior notice and hearing do not apply in such circumstances if the student is readmitted to school within twenty-four (24) hours.

TIPPECANOE EDUCATIONAL ENDOWMENT

The mission of the Tippecanoe Educational Endowment is to provide funds for students, faculty and employees of Tipp City Schools for the creation of, or participation in, enrichment programs. Contributions may be sent to: Tippecanoe Educational Endowment, P.O. Box 626, Tipp City, OH, 45371. You may call the Tipp City Board of Education for more information.

NON-DISCRIMINATION

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age, religion, military status, ancestry, or genetic information (“protected classes”) in its educational activities or its programs. As part of its non-discrimination policies, the Board of Education prohibits harassment and/or discrimination of a student who is a member of a protected class. These policies further provide information related to how a parent or student may submit a complaint of discrimination or harassment. Copies of Board Policies 2260 and 2260.1 may be accessed on the District’s website or obtained from the building principal.

Board policies 2260 and 2260.1, as they apply to students protected under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, were recently amended to include a provision that re-evaluations of students will be conducted before any significant change in placement including significant changes in placement that arise in the disciplinary context. Questions on these or any other Board Policies may be directed to Steve Verhoff, Assistant Superintendent/Director of Services. Mr. Verhoff can be reached at 937-669-6300 or sverhoff@tippcity.k12.oh.us.

This student handbook is based in significant part on policies adopted by the Board of Education and on Administrative Guidelines developed by the Superintendent. For more information about the Board policies access them on the district’s website: www.tippcityschools.com