



**R. B. CHAMBERLIN MIDDLE SCHOOL MISSION:**

**Reach academic goals**

**Build character**

**Contribute to the community**

R. B. Chamberlin Middle School serves all of the seventh and eighth graders in the Twinsburg City School District.



# Twinsburg City School District 2023-2024



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Teacher Work/Records Day  
No School for Students



Staff Report  
No School for Students



No School



School  
Begins/Ends



End of Quarter

## August 2023

15 - Staff First Day  
Soft Reopening  
16, 17, 18 - PK - 6  
16, 17 - GR 7 - 12  
18 - First Full Day GR 7 - 12  
21 - All Students Report PK - 12  
25 - Data Day - No School

## September 2023

4 - Labor Day - No School  
15-17 - Rosh Hashanah  
24-25 - Yom Kippur  
25 - Curriculum Day - No School

## October 2023

13 - NEOEA Day - No School  
20 - End of 1st Quarter

## November 2023

7 - Election Day/Professional Meeting Day  
20-24 - Thanksgiving Holiday

## December 2023

7-15 - Chanukah  
22 - End of 2nd Quarter  
25 - Christmas  
25-Jan 5 - Winter Break - No School

## January 2024

5 - 1/2 Teacher Work/Records Day  
1/2 Professional Meeting Day  
8 - School Resumes  
15 - MLK Day - No School

## February 2024

12 - No School  
19 - President's Day - No School

## March 2024

15 - End of 3rd Quarter  
25-Apr 1 - Spring Break  
31 - Easter

## April 2024

2 - School Resumes  
5-13 - Passover  
10 - Data Day - No School  
Eid al-Fitr Holiday

## May 2024

27 - Memorial Day - No School  
29 - Last Day for Students  
29 - End of 4th Quarter  
30 - Teacher Work/Records Day

1st Quarter - 46 days  
2nd Quarter - 40 days  
3rd Quarter - 48 days  
4th Quarter - 46 days

## Important RB Chamberlin Contact Information:

James Ries -Principal 330.486.2282, [jries@twinsburgcsd.org](mailto:jries@twinsburgcsd.org) Twitter: @RBChamberlin

Lisa Moorer - Assistant Principal, 330.486.2283, [lmoorer@twinsburgcsd.org](mailto:lmoorer@twinsburgcsd.org)

Kelly Hrach– Psychologist, 330.486.2289

Marcy Richards– 8th Grade School Counselor, 330.486.2288

Alecia Henderson - 7th Grade School Counselor, 330.486.2287

Minyan Willis– Main Office Secretary, 330.486.2284

Debbie D’Agostino– EMIS Secretary, 330.486.2286

Dominic Schwed- Athletic Director, 330.486.2319

Kathi Powers – Superintendent, 330.486.2002, [kpowers@twinsburgcsd.org](mailto:kpowers@twinsburgcsd.org) Twitter: @TwinsburgSupt

## FOREWORD

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



## **STUDENT RESPONSIBILITIES**

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

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student or parent/guardian should contact the school.

In order to keep parents or guardians informed on their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The School, however, may use mail or hand delivery when appropriate. Parents have the option of receiving communication from the school via e-mail and/or facsimile by filling out the appropriate form available in the School's administrative office. Parents are encouraged to build a two-way link with their child's teacher and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

## **A DAY IN THE LIFE AT R. B. CHAMBERLIN**

Our day begins at 7:08 a.m. when the buses drop off our students and ends at 2:15 p.m. when the first bell rings for dismissal. What happens in between is when excellence in education happens!

Students will generally have seven, forty-four minute academic classes plus a forty-four minute study hall (not all students will have a study hall, due to an honors course load or taking on extra-curriculars such as Orchestra.

Students in 7<sup>th</sup> grade will have the opportunity to take their core classes (math, social studies, language arts, science, physical education), with the possibility of some honors classes in language arts and math if they meet the requirements. Also, 7<sup>th</sup> graders will have the Explo Wheel which consists of four nine-weeks classes designed to broaden the horizons of our students in areas of interest such as art, financial literacy, world cultures and physical education. Students so inclined may also take chorus, orchestra, or band.

Students in 8<sup>th</sup> grade will have the opportunity to take their core classes, with the possibility of taking Honors classes in language arts, math, and social studies. They may also earn high school credit for taking: Physical Education 8, Spanish I, Algebra I, Honors Geometry, Art I, Honors Social Studies or Honors Physical Science. As with 7<sup>th</sup> grade, our 8<sup>th</sup> grade students are afforded the opportunity to take Chorus, Orchestra, or Band.

Once the bell rings at 2:15 p.m., the clubs and teams begin such as: football, basketball, volleyball, Drama Club, and Art Club to name a few. Please see the main office for a listing of the activities that Chamberlin has to offer!

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## **WELCOME**

The R. B. Chamberlin Middle School staff, faculty, and administration welcome and wish you a successful and productive year.

All students have the opportunity to be a part of one of the finest middle school programs in Ohio. There are many educational, social, and extracurricular opportunities for you here at Chamberlin. Our school is committed to pride and excellence and our goal is to be the 'best' school. We hope all students take pride in school, are actively involved, and strive for excellence. There is no substitute for hard work. To help reach these goals, we have prepared this student guide and homework organizer. Take time to look through this handbook as a family so that everyone is aware of the many opportunities, educational offerings, and challenging experiences you will encounter this year.

We look forward to working with you during your exciting middle school years! HAVE A GREAT YEAR!

## **GENERAL INFORMATION**

### **ACADEMIC INTEGRITY**

Cheating/Plagiarism – Aristotle may have said it best, “Dignity does not consist in possessing honors, but in deserving them.” When students cheat they only cheat themselves. Cheating keeps the students from learning at a critical point: When the material is challenging and time consuming. By cheating, the student is denied the opportunity to learn the material, to be challenged with an assignment or concept, and to master it.

The education of each student is important to teachers, parents and the community. It should also be important to you, the student! Cheating, plagiarism, or copying homework all stand in the way of your obtaining the education you need and deserve. Your teachers are glad to help.

When you do not understand the material, or are having difficulty mastering it. Please consult them before you consider cheating or copying another student's work.

It is your education. You are the one who must master the concepts and learn the material. Mastery cannot be accomplished if you cheat.

At RB Chamberlin Middle School cheating and plagiarism are two of the most serious offenses against the educational goals of our students. Therefore, the following policy has been adopted. To help you the student, understand what cheating is and how it is defined, the subsequent definition is presented.

Definition of Cheating and Plagiarism – Cheating and plagiarizing involves any of the following actions:

1. Using another person's work as your own.
2. Copying another's homework, test, examination, theme, book report, term paper or downloading material from the Internet.
3. Preparing to cheat in advance of a quiz, exam, or in-class writing with such things as:
  - a. Having in your possession a copy of the test to be given by the teacher
  - b. Using unauthorized notes, references, or devices during the test, exam, or written essay.
  - c. Talking or communicating in any way while taking quizzes, tests, or examinations.
  - d. Failing to follow test procedures or instructions announced by a teacher (such as no talking, no turning around in seat, raise hand to ask questions, or any instructions given by the teacher).
4. Plagiarizing means to use as your own any other person's idea, expression, or words without giving the original author credit.
5. If you are caught cheating or plagiarizing, the following will occur:
  - a. There may be times when further action, by the administration, may be required as by rule #21.
  - b. Repeated acts of cheating and plagiarizing may deny the student access to any and all academic honors and awards (Honor Corps, Academic Awards, etc...)

### **ACADEMIC PRACTICE**

The study hall/enrichment period is a quiet area to be used for schoolwork and leisure reading only. Each student is expected to come to study halls prepared to work. Bring assignments and/or other appropriate materials. Card playing, chess, etc., will not be permitted. Students should prepare for academic practice just as you would for a class; bring books and materials with you. Passes to leave the study hall for the computer lab or library should be received from another teacher well in advance of the study hall period. The monitor may assign students work or issue consequences if they do not come prepared with work of their own.

## ARRIVAL AND DISMISSAL

Arrival - Chamberlin opens at 7:03 a.m. There is no supervision for students arriving prior to this time. Please do not drop off your child before 7:03 a.m. Students will report to their assigned classrooms upon entrance. ***Students are not to be in the halls waiting for friends or socializing.***

### Dismissal

School is dismissed at 2:20 p.m. Walkers and students staying for after-school activities will remain in their classrooms until dismissed by the afternoon bell at 2:20 p.m.

If parents are picking a child up, the child must have a note in the main office. The note should be brought to the office in the morning, before the first period. Please exit by the bus garage lot/dome area door. If the ride is not on time, the student is to wait in the main office. No student is permitted to leave in a car at dismissal time without a note on file in the office.

Students staying after school must be under the supervision of an adult. Students are not permitted to stay after school to wait on an activity to begin, without supervision.

## ATHLETICS - INTERSCHOLASTIC SPORTS

We offer a wide variety of teams at both the 7th and 8th grade level so that students may develop athletic skills while learning responsibility and good sportsmanship. In the fall we offer: boys' football, girls' volleyball, cross-country, soccer and cheerleading. In the winter we offer: basketball, wrestling, and cheerleading. In the spring we offer: boys' baseball, girls' softball and track.

A physical exam and an emergency medical authorization form are required for all participants. Coaches will provide additional information concerning academic eligibility, team rules, and conduct guidelines.

Good sportsmanship is expected at all times. Students represent Twinsburg City Schools when competing so conduct on and off the field is important.

The Twinsburg City School District will charge an academic fee to all students in grades 7-8 of \$90 per year. This fee covers part of the District's expense for testing and consumable items like workbooks. All students are expected to pay this fee, however, those with a financial hardship who are part of the free lunch program will have their student fee waived. For those receiving reduced price lunches, the academic fee will be reduced by 50%. Course fees and co-curricular fees may also apply and are also eligible for a fee waiver/reduction depending on free or reduced price lunch status. In addition, fees will be assessed to students participating in extracurricular activities. Extracurricular activity fees, including those charged for participation in athletics and club activities are eligible for a fee reduction. Please refer to the Board approved Student Fee Schedule which can be obtained through your child's school office or found on the District website at [www.twinsburgcsd.org](http://www.twinsburgcsd.org).

## ATTENDANCE/TARDINESS TO SCHOOL

Absence from school - When a student is absent from school, a **parent** must call the school **(330.486.2370)** by 8:00 a.m. on the day of the absence. Chamberlin Middle School has a voice mail system and parents may call any time after 2:30 p.m. and before 7:00 a.m. and leave appropriate information. If no parental call is received on the day of an absence, a phone call will be made to the student's primary contact person's phone number by the Blackboard Connect Rapid Notification Service. Excessive absence due to illness (15 days or more) may require a medical excuse from your doctor.

Habitually truant is defined by HB 410 as missing 30 more consecutive hours, 42 or more cumulative hours in a month, or 72 or more cumulative hours in a year that are unexcused. Even excused absences will be reported within 7 days if a student misses more than 38 hours in a month or 65 hours in a year. (See Student Conduct Code Rule 8.) A letter will be sent from the district and a plan of intervention will be developed for students with excessive absences from school.

The following excuses are considered excused:

1. Personal illness
2. Illness in family
3. Death of a relative
4. Quarantine for contagious disease
5. Observance of religious holidays

6. Circumstances that in the judgment of the school constitute a sufficient cause for absence.

If you are absent from school for **two days**, it is best to get your assignments from your teachers when you return. If you are going to be out for **three or more days**, your parents may call the main office to have your assignments prepared for you.

**Makeup work due to absence** - An excused absence gives a student the privilege of making up work that has been missed. It is the responsibility of the student to consult with the teachers to make up this work as soon as possible at the convenience of the teacher. A student has the same number of days to make up work, as the student was absent from school.

**Makeup work due to travel** - The Twinsburg City Board of Education does not believe that students should be excused from school for non-emergency trips out of the district. The school will not excuse students to be taken out of school for trips or vacations. Responsibility for this will rest with the parents and they must not expect any work missed by their child to be re-taught by the teacher. However, if the school is notified in advance of such a trip by the parents (legal guardian), a form will be given to the student to take to all teachers in order to procure assignments. Parents are to contact the guidance counselor at least a week prior to leaving. Teachers are not obligated to permit makeup work if proper arrangements have not been made prior to departure. Assignments are due on the day of return to school.

**Tardiness to school** - 1st Period begins at 7:23 a.m. If students arrive after this time, they are tardy.

All tardiness to school is unexcused unless the bus is late. Missing the bus and/or getting up late are not considered excused tardies. Excessive tardiness will be considered truancy and will be reported to the Attendance/Residency Officer. Circumstances may arise in which it is necessary for students to arrive after our starting time (7:25 a.m.) or to be picked up from school prior to dismissal (2:15 p.m.). The following times are used to determine tardies and absences for students:

1. Signed in after 7:25 a.m. – tardy
2. Signed in after 9:45 a.m. – ½ day absence
3. Signed in after 11:25 a.m. – whole day absence
4. Signed out before 11:25 a.m. - whole day absence
5. Signed out after 11:25 a.m. but before 1:05 p.m. - ½ day absence

**Tardiness to class**

1. When tardy to any class during the school day, report to your scheduled class. If a teacher is responsible for your tardiness, that teacher should give the student a pass showing that the tardiness is excused.
2. Except in the event of an emergency, students must report to class to get a pass to visit in the clinic. Otherwise, a late admission slip will not be issued from the office.
3. Students reported tardy four times or more per quarter will be issued the minimum of a lunch detention. Each subsequent tardy will warrant a more severe consequence. Excessive tardiness will be considered truancy and may result in an Attendance Intervention Team meeting (AIT).

## AWARDS

Students may be recognized for special achievement in many other ways including: commendations, perfect attendance certificates, academic excellence plaques, citizenship medallions, and fellowship recognition. You may also receive recognition for participation and achievement in special programs such as the Spelling Bee, Student of the Week, Student of the Month, and Positive Referral slips.

## BLACKBOARD CONNECT

Keeping you informed is a top priority at the Twinsburg City School District. That's why we have adopted the Blackboard Connect Notification Service which will allow us to send telephone messages to parents/guardians about school emergencies or events, school delays or cancellations due to inclement weather. The Blackboard Connect will provide email notifications about school events. Parents/Guardians may also be called to verify absences.

What you need to know about receiving calls sent through Blackboard Connect:

- Your Caller ID will display the school's main phone number when general messages or attendance calls are delivered. Only the student's primary contact person will get these type of calls.
- Your Caller ID will display 411-000-0000 if the message is an emergency. Up to four people designated as emergency contacts will get this type of call.
- Blackboard Connect will leave a message on any answering machine unless it has a privacy manager.



- Blackboard Connect will leave a message using direct dial numbers only - no extensions.
- Please keep your contact phone numbers up to date and notify your building secretary with any changes.

## **BUILDING SECURITY**

Our school is equipped with an electronic security system and interior and exterior cameras. All exterior doors are locked at all times. In order to gain access to the building, all visitors are expected to proceed directly to the Welcome Center to sign in and obtain a visitor's pass and to sign out before leaving the building. While these security measures might present an occasional inconvenience, the safety of our children depends upon using this security system and monitoring visitors to the school.

Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable. All District employees are to wear photo-identification badges while in District schools and offices or on District property.

## **BULLYING PREVENTION**

The staff at RB Chamberlin makes anti-bullying education a priority. Through our on-going classroom guidance, small group and individual guidance, positive behavior procedures, and assemblies, students are taught about bullying and what to do if they are bullied or witness someone else being bullied. Please support this effort at home by reminding your child to tell an adult right away if they see someone bullying another student. Please also refer to the Code of Conduct RULE 22: Harassment/Bullying at the end of this handbook and Board of Education Policy 5517.01.

## **CAFETERIA LUNCH/BREAKFAST PROGRAMS AND PROCEDURES**

Student breakfast and lunch programs are designed to provide every student with balanced meals that are both nutritious and tasty so that no student is neglected, a government-subsidized, free and reduced breakfast and lunch program is available for families who qualify. As the Summer Seamless Program is no longer offered through the USDA, it is important for parents to apply for the Federal Meal Program. Applications for the Federal Meal Program should be submitted prior to the first day of the school year. All applications must be re-submitted annually, as required by the state of Ohio.

Twinsburg City School District allows students (from grades K-8) to charge a maximum of two lunches. Students who have outstanding charges and come to school without lunch money will receive our standard elementary "Field Trip" brown bag lunch, which will provide all required protein, grains, vegetable, fruit and milk (barring a dairy allergy). If a student comes to school with no money on more than two consecutive days, cafeteria managers are required to contact the child's parent/guardian to investigate and determine the cause of the situation. High School students will be allowed to charge a maximum of two lunches. Students will not be able to charge breakfasts, but a complimentary fruit and milk will be provided. If a student comes to school with no money on more than two consecutive days, cafeteria managers are required to contact the child's parent/guardian to investigate and determine the cause of the situation.

For the 2023-2024 school year, school lunches will cost \$3.25 at Wilcox and Bissell, \$3.50 (Dodge, RBC, and THS). For students who want to purchase milk only for packed lunches, the cost is \$.50. Breakfast is \$2.00 (Costs are subject to change). Meals may be paid for in advance. The preferred method of prepayment for meals and extras is using our new online option, MySchoolBucks. This new online option will enable parents to view student purchases and transfer funds between siblings. Payments can be made by check or cash, but should be done on Monday or the first day of the school week only. PLEASE NOTE THAT CASH WILL BE ACCEPTED AT ALL SCHOOLS, BUT ONLY FOR PREPAYMENTS, AS WE WILL NOT HAVE THE ABILITY TO MAKE CHANGE FOR STUDENTS OR PARENTS. If parents at Wilcox or Bissell would like to have the option to have to prepay for milk for their child, please contact Mark Bindus at [mbindus@twinsburgcsd.org](mailto:mbindus@twinsburgcsd.org) so that this a la carte option can be enabled for your child in our Point of Sale computer system. Each students' account must be enabled to allow for such purchases. Parents can also utilize our deposit drop boxes in our Welcome Centers of each school to drop off checks (made payable to Twinsburg Food Services).

Students who choose not to buy lunch may pack a lunch from home.

For more information about our Food Services Program, please contact our Food Services Supervisor/District Dietician Mr. Mark Bindus at [mbindus@twinsburgcsd.org](mailto:mbindus@twinsburgcsd.org).

## LUNCH PROCEDURES

Lunch periods are 30 minutes in length. Students may buy a school lunch or bring a lunch and buy milk. While in the lunchroom, students must display good manners and courteous behavior at all times.

1. Students must eat in the cafeteria. No food or drink is to leave the lunchroom.
2. Students must arrive to the lunch area before the bell rings or you will be considered tardy. Do not cut in line.
3. No loitering in the halls or locker area is permitted.
4. Once a table has been chosen students are to remain seated until lunch is finished. No more than eight students are allowed to sit at a table.
5. A pass from a supervising teacher must be given in order to leave the cafeteria.
6. A supervising staff member will be assigned to various sections of the cafeteria. If needed, this person can assign seats.
7. It is each student's responsibility to properly dispose of all of their refuse and clean their place at the table. Failure to do so may result in cleaning duty or a lunch detention.
8. After eating, students are permitted in the gym for recreation. If you decide to participate in the gym activities you must stay there until the bell rings. If you do not participate you may be asked to leave the gym.
9. Everyone going through the lunch line will be required to state their name to the cashier.
10. Charge lunches are not permitted. Students must be responsible to bring a lunch or have the appropriate money for purchase.
11. Breakfast is available for purchase from 6:45-6:55.

## CALAMITY DAYS

There will be no practices, meetings, contests, or other related activities on a day when school is cancelled by the superintendent due to inclement weather. Any exceptions to this will occur at the discretion of the Superintendent. In the event of severe weather or other calamity necessitating the closing of school, a phone call will be made to the student's primary contact person's phone number and announcements will also be posted on the District's website, local television and radio stations.

## CLINIC AND MEDICAL INFORMATION

INJURY OR ILLNESSES occurring during the school day should be reported immediately to the supervising teacher. They will issue an excuse admitting the student to the clinic. No student who is ill is to call his parents from the school phone and leave the building without permission. It should be understood by parents and students that clinic and office personnel are forbidden to diagnose ailments or dispense medication without a medical authorization form, including aspirin. Students who are too ill to attend class are generally too ill to remain in school (the health department states that any student with an elevation in temperature of 100 degrees or over should not remain in school.) **The students should remain home for 24 hours fever free without fever reducing medication before returning to school. Students should remain home for 24 hours after the last episode of vomiting.**

Parents will be notified to arrange for transportation when necessary. The nurse will investigate reasons for an unusual number of clinic visits and parents will be notified. Parents must provide each student with the name of some relative, neighbor, or doctor who the school will contact if they are unable to reach the parents in case of emergency. A student emergency card is on file in the office for this purpose.

All communicable diseases should be reported to the school nurse.

MEDICATION POLICY: Should it be necessary for a student to take medication at school, parents MUST adhere to the Board of Education procedure 5330. See the information and form included in student folder. Forms are available in the school office.

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

- Parents should determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.
- The appropriate form must be filed with the respective building principal and/or clinic before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
- All medications must be registered with the clinic and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- Medication that is brought to the clinic will be properly secured. Except as noted below, medication must be delivered to the School Nurse by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent and physician and has submitted the proper forms. In the case of epinephrine auto injectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a backup dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.
- Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance.
- If, for supportable reasons, the Principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.
- Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- The school nurse will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.
- Non-prescribed (Over-the-Counter) Medications - No staff member will dispense non-prescribed, over-the-counter (OTC) medication to any student without prior parent and physician authorization. Parents may authorize administration of a non-prescribed medication on forms that are available from the principal's office. Physician authorization is also required in such cases.

If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the school office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received. Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code. 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, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the clinic. A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

## **Control of Casual-Contact Communicable Diseases**

The Board of Education recognizes that control of the spread of communicable disease spread through casual contact is essential to the well-being of the school community and to the efficient District operation.

For purposes of this policy, "casual-contact communicable disease" shall include diphtheria, scarlet fever and other strep infections, whooping cough, mumps, measles, rubella, and others designated by the Ohio Department of Public Health.

In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling casual-contact communicable disease spread through normal interaction in the school setting.

If a student exhibits symptoms of a casual-contact communicable disease, the principal will isolate the student in the building and contact the parents/guardians. Protocols established by the County Health Department shall be followed.

The Superintendent shall develop administrative guidelines for the control of communicable disease which shall include:

- A. instruction of teaching staff members in the detection of these common diseases and measures for their prevention and control;
- B. removal of students from District property to the care of a responsible adult;
- C. preparation of standards for the readmission of students who have recovered from casual-contact communicable diseases;
- D. filing of reports as required by statute and the State Department of Health.

Please see refer to BOE policy 8453 for Control of Non-casual Contact Communicable diseases and 8453.02 Control of Blood- Borne Pathogens

## **Immunizations**

Students MUST be current with all immunizations required by law, included 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 chicken-pox. 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 contact the principal.

## **Vision and Hearing Screening**

The purpose of vision and hearing screening is to aid in the detection of school-age children who have or are at risk for developing a vision/hearing disorder. These screenings are required by the Ohio Department of Health on an annual basis and will be administered during the school year to the following students:

- All new students (with no previously documented screenings)
- All students in grades K, 1, 3, 5, 7 (vision only), 9 and 11
- All students with undocumented follow-up from the previous school year

## **CODE OF CONDUCT** (See also “Discipline”)

Students are afforded rights guaranteed by the United States Constitution and the Bill of Rights, and their rights will not knowingly be denied or abridged by the district Code of Student Conduct or actions taken thereunder.

Students are subject to all provisions of the Twinsburg City School District Code of Conduct whenever on school property, including buses, at all times, both during, before, and after school hours, when school is in session or during periods of vacation, and at extracurricular activities and field trips involving Twinsburg Students. This code shall also be inclusive for the right to exercise authority for the protection of all school staff members and their property.

Consequences for violation of the Code of Student Conduct may include: detention, emergency removal, out-of-school suspension, expulsion, and/or other forms of disciplinary action to help modify behavior or to ensure the safety, health and welfare of other students and staff. Consequences are administered at the building level in accordance with administrative procedures.

***Please note: The Twinsburg City School District’s Code of Conduct and Discipline Guidelines appear at the end of this handbook..***

## **CONDUCT AT SCHOOL EVENTS**

Students planning to attend events must leave the school grounds and return when the event begins. ***No student is to stay after unless permission from a principal has been given. Failure to adhere to this policy may result in denial of access to after school programs.***

## CUSTODY

Students must reside within the Twinsburg City School District with legal guardian/parent to attend the Twinsburg City Schools. A copy of the legal document giving parent custody (in case of parent separation or divorce) is required when students are enrolled.

**IMPORTANT: For the protection of the student, when a custody change occurs for a student already enrolled in school, a copy of the court order giving custodial rights must be submitted, as soon as possible, to a building administrator to be placed in the student's file.** Non-custodial parents may receive copies of their child's progress by supplying the guidance department their address.

See Board Policy 5111 for more details.

## DANCE GUIDELINES

1. Parents provide transportation to and from dances, and should be at the school promptly at the end of the dance. Unless otherwise notified, dances run from 7-9:00 PM.
2. Make sure that your child has the phone number where you can be reached during the evening in case of an emergency.
3. Tell your child to stay for the entire dance - not to leave early.
4. Moderately priced refreshments will be sold at the dance. Students are not to bring any food or beverage of their own.
5. **Only Chamberlin seventh and eighth graders are permitted at the dances. No outside guests.**
6. Students are asked to dance appropriately and in good taste. Failure to do so could result in removal from the dance and ineligibility from future dances.
7. Students will not be admitted unless they dress appropriately.
8. Our music is provided by a company that routinely takes pictures of the students and posts them on a web-page (no names are provided). Please contact the school if you would not like your student to participate in this promotional program.

## DEBTS

Parents/Guardians have the responsibility of paying all financial obligations before the end of the school year. Report of grades and copies of records will be withheld on a nine-week basis for fees, fines, athletic equipment, or damaged property, and charges that have not been paid. Contact the principal if you have any problems with meeting the deadlines. Students may lose the opportunity of attending the Cedar Point (7<sup>th</sup> grade) and/or Washington DC (8<sup>th</sup> grade) field trips if their fees are not paid current.

## DIRECTORY INFORMATION AND FERPA

Each year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received. Please refer to Board Policy 8330 regarding student records. Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within twenty (20) days after receipt of the Superintendent's annual public notice

## DISCIPLINE (See also code of conduct)

It is our goal to help every student grow in knowledge and personal strength by providing an atmosphere of warmth, safety, and security in which all individuals can function to the best of their ability. It is necessary to establish basic rules that all students must follow in order to provide an environment that is conducive to effective learning.

The Board of Education:

1. expects the teacher-pupil relationship to be one of mutual respect,
2. recognizes the teacher (or other supervising staff member) as the person of authority in the classroom and building,
3. authorizes principals to use such reasonable disciplinary measures necessary to ensure a properly functioning school, and
4. gives full support to teachers and administration in their efforts to maintain a positive atmosphere for learning within the school.

A list of disciplinary actions that are part of the Twinsburg City Schools Discipline Guide appear at the end of this handbook. This list has been created as a sample of consequences a student might experience at Chamberlin. It is a representative list and is not meant to be comprehensive. Specific disciplinary actions will depend on the severity of the offense and the violator's previous behavior. Please keep in mind that more than one disciplinary action may be applied at a time and repeated violations of the Student Code of Conduct will warrant increased discipline, including possible recommendation for expulsion.

The goal of discipline is not solely to punish a student. We recognize that disciplinary consequences can also be learning opportunities and strive to allow students to move beyond a mistake and try to make better choices in the future.

## **DUE PROCESS**

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

There are two facets to due process: substantive and procedural. Substantive due process provides for fair and reasonable treatment under the law in satisfying a person's due process rights; a student can expect to receive written notice of intent to suspend or expel and the reason(s) for such action. The student will be given the opportunity to explain his/her actions or challenge the reasons. Within twenty-four (24) hours after the time of a student's suspension, written notice of suspension will be sent to the parent(s)/Guardian(s). The notice will specify the duration of the suspension and the reason(s) for the suspension, as well as the right and procedure to appeal.

Prior to expulsion, the Superintendent will give the student and his/her Parent(s)/Guardian(s) written notice and provide an opportunity to appear to explain the student's actions or challenge the reason(s). The notice will include reason(s) for the possible expulsion and the time and place of the appeal hearing. Within twenty-four (24) hours after the time of an expulsion, the Superintendent will send written notice to the student and his/her parent(s)/guardian(s). The notice shall specify the duration of the expulsion and reason(s) for the expulsion. It shall also include notification of the right to appeal.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

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.

For further information, refer to Board of Education Policy 5611.

## **EARLY DISMISSAL/PICK UP**

Parent pick-up of students will require a written notification to the office. Emails are not sufficient notice as the secretary may be absent and the email will not be accessed. This is to ensure your child's safety. We encourage advanced notification due to the large number of parent pick-ups. During the day pick-up is in the school office. Photo identification is required every time for parent pick-up. If someone other than a parent will be picking up your child, please be sure they appear on your child's emergency card.

## **EMERGENCY DRILLS- FIRE DRILLS, TORNADO ALERTS AND A.L.I.C.E.**

Fire drills are held from time to time without warning. Information concerning fire exits is posted in each room. When the signal is heard, all students are requested to walk quickly and quietly out of the building and remain out of the building until told to return.

Tornado Alert Drills will also be held throughout the school year. Such drills are necessary and serious. Students must cooperate fully by listening to directions carefully and not talking, running, or otherwise fooling around.

In the event of a "Tornado Warning" (which means that a tornado has been sighted or indicated on radar), the students will do the following:

1. Total silence is to be maintained. Listen carefully to all instructions.
2. Follow your teacher in a single file line from your room to the designated areas within the school. Move in a slow, orderly manner.
3. If directed to do so, kneel down, place your heads between your knees, and cover your heads.
4. The sounding of a continuous bell will signal the end of the alert.

Students will also be trained in the A.L.I.C.E. safety method for building security.

## **EMERGENCY MEDICAL AUTHORIZATION (SEE POWERSCHOOL ENROLLMENT )**

It is a school requirement that each student must have an emergency medical form filled out, signed by parents and on file through the on-line InfoSnap system. If there is any change in information during the year, please notify the school office immediately. Failure to comply may lead to disciplinary action.

## **EMERGENCY PARENT NOTIFICATION**

It is imperative that the school is able to contact parents during the school day. Should school have to be dismissed early due to an emergency, we will attempt to contact all parents. Parents are encouraged to include a neighbor's name and phone number for "early dismissal" purposes online in the InfoSnap section to be completed at the beginning of each year on the emergency card.

All children should be directed to report to a neighbor's home in case of an emergency. Parents should keep the school office informed of telephone number changes that should be made on the emergency cards during the school year. It is also a good idea to leave email information for your child's teachers.

## **ENTERTAINMENT EQUIPMENT**

I-Pods, DVD players, CD players, televisions, MP3 players, PSP's, games, pagers, or other items, which may disrupt your education, are not to be brought to school. Failure to comply may result in disciplinary action that could include, but not be limited to the confiscation of aforementioned items until the end of the **school year**. *All confiscated items may be released to the parent/guardian of the student during school hours.*

## **EQUAL EDUCATION OPPORTUNITY**

This District provides an equal educational opportunity for all students. Any person who believes that they have been discriminated against on the basis of their race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer:

Director of Pupil Services

330.486.2400

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 opportunity.

## **EXTRACURRICULAR ACTIVITIES**

There are numerous activities and organizations available. In most cases, a student must meet the Ohio High School Athletic Association academic eligibility requirements in order to participate.

## **FACILITY USE**

Use of the school facility must be cleared with the appropriate principal/supervisor/coordinator/director for any activity held in a school during the evening, over weekends, and/or during vacations. Completion and approval of the Facility Rental Application must be made for access to the school.

## **FEES**

The Twinsburg City School District will charge the following Student Academic Fees for the **2023-2024** school year: \$75 for the Integrated Preschool Program (IPP), \$85 for the Kindergarten Preparatory Program (KPP), \$80 for Kindergarten, \$90 for Grades 1-3, \$105 for Grades 4-6, \$95 for Grades 7-8, \$50 for Grades 9-11. and \$55 for Grade 12. This fee covers part of the District's expense for testing and consumable items like workbooks. All students are expected to pay this fee. However, those with a financial hardship who are part of the free lunch program will have their student fee waived. For those receiving reduced price lunches, the academic fee will be reduced by 50%. Course fees and co-curricular fees may also apply and are also eligible for a fee waiver/reduction depending on free or reduced price lunch status. In addition, fees will be assessed to students participating in extracurricular activities. Extracurricular activity fees, including those charged for participation in athletics and club activities are

eligible for a fee reduction. Please refer to the Board approved Student Fee Schedule which can be obtained through your child's school office or found on the District website at [www.twinsburgcsd.org](http://www.twinsburgcsd.org).

## FERPA & PROTECTION OF STUDENT RECORDS

Each year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as “directory information.” The Board designated as student “directory information”: a student’s name, address, telephone number, date and place of birth, major field of study, participation in officially-recognized activities and sports, height and weight if a member of an athletic team, dates of attendance, date of graduation, or awards received. Please also refer to Board of Education Policy 8330 regarding Student Records.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at Any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained. See Form 8330 F13.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers. Students and parents have the right to review and receive copies of all educational records.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District’s curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the student’s parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student’s parents;
- B. mental or psychological problems of the student or the student’s family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or the student’s parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the school to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal.

## FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School’s co-curricular and extracurricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

At RB Chamberlin Middle School, we realize the great value in alternate learning experiences and specifically in field trips. In order to learn any academic subject, one of the best ways is to have a hands-on experience. The subject then becomes clearer and more relevant to the student. They learn easily and without pressure because the knowledge becomes a part of his/her life. In addition, overnight trips provide the opportunity to learn the skill of living together with the students’ peer group, and to experience living away from the home and the family. It is very obvious that these trips become a major responsibility for all those involved. First, and foremost, in all of our planning is the safety of all students. We feel it is necessary that these trips be viewed as a privilege for those students attending. It is imperative that due to the tremendous responsibility involved, students prove they will be able to handle themselves appropriately on such trips. **Students with an excessive amount of office, discipline referrals or any missing assignments may not be permitted to attend field trips.** The Behavior Contract Chart can be found in the PBIS section of the handbook. The decisions will be at the discretion of the administrators and staff. Additionally, truancy or excessive absence may disqualify a student. Parents will be notified prior to the possibility of their student being excluded from a field trip. It is our hope and expectation that this policy does not exclude



students but rather set a minimum level of expectation for daily behavior in school and as representatives of our student body. **All fees/fines must be paid prior to attending a grade level field trip.**

## **FOOD AND BEVERAGES**

All food and beverages shall be confined to the cafeteria and consumed during the lunch period only. Please cooperate with teachers by conforming to the individual teacher's rules.

## **GRADING SYSTEM**

### **Interpretation of Grades**

A	= Outstanding (90-100%)
B	= Above Average (80-89%)
C	= Average (70-79%)
D	= Below Average (60-69%)
F	= Failing (0-59%)

## **Exams**

In middle school, final exam grades are optional unless a student is taking a course for high school credit. It is also permissible for students in a particular grade level and subject to be given an exam. It is also permissible to give a nine-week test or semester test. The nine week test shall count no more than 35 percent of the nine week grade.

## **Grade Reporting**

A report card will be given at the end of each nine-week grading period. If parents do not receive a report card, please call the school. The grading periods and the dates report cards are mailed are on the school calendar.

### **Incompletes**

Students should be made aware that failure to complete all class requirements may merit a failing grade. "Incompletes" may be temporarily assigned in the case of excused absence when the remaining time of the grading period does not equal the time missed by the student.

### **Nine Week Grades**

The teacher's expectations will be presented to every student in every class by the teacher during the first week of school and will include the information regarding each teacher's grading system. Tests, quizzes, projects, and homework will be averaged toward the nine-week grade. Class participation can also be a part of a grade average.

### **Principal's List, Honor, Merit, and Achievement Rolls**

A student must achieve a 4.0 to be placed on the Principal's Roll. A student must achieve a 3.5 nine-week grade average or above in order to be placed on the Honor Roll. Students achieving a 3.0 to 3.49 nine-week grade average will be placed on the merit roll. Students achieving a 2.5 to 2.99 will be placed on the Achievement Roll.

## **GUIDANCE DEPARTMENT**

Guidance counselors are available to help all students in adjusting to school and assist any students that have school, personal or vocational questions. Students wishing to see a counselor should make an appointment through the main office during study hall, lunch, or before or after school.

Parents are encouraged to contact the counselors for information or assistance whenever necessary by calling **330.486.2281**.

## **HALL PASSES**

During class time a student may not be out of the classroom without their agenda being signed by a teacher in the "Hall Pass" section of the agenda.

## **HOMEWORK (ACADEMIC PRACTICE)**

In accordance with School Board Policy, your teachers are encouraged to extend your education beyond the regular school day by assigning meaningful homework assignments.

**MAKE-UP WORK DUE TO ABSENCE** – An excused absence gives a student the privilege of making up work that has been missed. It is the responsibility of the student to consult with the teachers to make up this work as soon as possible at the convenience of the teacher. A student has the same number of days to make up work as the student was absent from school.

**MAKE-UP WORK DUE TO TRAVEL** – The Twinsburg City Board of Education does not believe that students should be excused from school for non-emergency trips out of the district. Students who are taken out of school for trips or vacations will not be given permission to do so by the school. The responsibility for this will rest with the parents, and they must not expect any work missed by their child to be taught again by the teacher. However, if the school is notified in advance of such a trip by the parents (legal guardian), a form will be given to the student to take to all teachers in order to procure assignments. Parents are to contact the office, in writing, at least a week prior to leaving. Teachers are not obligated to permit make-up work if proper arrangements have not been made prior to departure. Assignments are due on the day of return to school.

## **HOMEBOUND INSTRUCTION**

The school may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician.

## **INDIVIDUALS WITH DISABILITIES**

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the District's programs and facilities.

The Twinsburg School District provides a variety of Special Education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEIA).

A student can access Special Education services through the proper evaluation and replacement procedure. Parent involvement in this procedure is required. More importantly, the School wants the parent to be an active participant.

\*Parents, who believe their child may have a disability that substantially limits major life activities of their child, should contact the guidance counselors at **330.486.2281**.

## **POWERSCHOOL ENROLLMENT**

The Twinsburg City School District uses PowerSchool Enrollment instead of emergency cards. All students must have all necessary information completed in PowerSchool Enrollment prior to the beginning of the school year. Students will need two (2) contacts other than parents and identify the persons that the child may be released to in the event of illness, emergency, or for transport. All registration information will be entered on-line instead of paper. If you do not have access to the internet, please contact the main office for assistance.

## **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 clinic. An appropriate adult in the clinic will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

## INTERNET/NETWORK USER POLICY

To obtain a computer account that will allow access to the network, internet, or electronic mail resources, all students and their parents/guardians must read and sign their school's handbook or agenda containing the Acceptable Use Policy. All students are bound and required to adhere to all Network/Internet bylaws and policies established by the Administration and the Board of Education. Approved accounts will be created for students in grades 2-12.

When you obtain a Twinsburg City School District (TCSD) network account, it is understood the account is to be used for class work or individual school related research. You are responsible for your account's use or misuse. The school code of conduct applies.

TCSD may also provide students with Google Apps for Education (GAFE) accounts. Google Apps for Education run on an Internet domain purchased and owned by the school and is intended for educational use. GAFE is also available at home, the library, or anywhere with Internet access. School staff will monitor student use of GAFE when students are at school. Parents are responsible for monitoring their child's use of GAFE when accessing programs from home.

Students are responsible for their own behavior at all times. Students should take all reasonable precautions to prevent others from being able to use their account. Passwords must be constructed so that they are not obvious or easily determinable. Under no conditions should a student provide his or her password to another person.

Your accounts (TCSD and GAFE) and the files on them are school property, not your private property. School personnel reserve the right to inspect its property. Students should have no expectation of privacy.

Access to the TCSD network and GAFE is considered a privilege. TCSD maintains the right to immediately withdraw the access when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred for further investigation and account restoration, suspension, or termination.

The use of personal communication devices (hereafter referred to as "PCDs") on campus is a privilege which the District grants to any student who is willing to assume the responsibility of abiding by the guidelines set forth in Policy 5136 & 5136.01. PCDs include computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers", e.g., Kindles and similar devices), cell phones, smartphones, iPods, and/or other web-enabled devices of any type. All policies set in place in the AUP continue to apply when the student uses his/her PCD on campus. In addition, cell phone watches are also considered PCDs and fall under the guidelines set forth in Policy 5136 & 5136.01.

Students may connect to the TCSD wireless network from a PCD (and only wirelessly) with their network username and password for educational purposes only. However, they may not do so in a classroom without explicit teacher approval.

The District reserves the right to inspect a student's PCD if there is reason to believe that the student has violated any School Board policies, administrative procedures, school rules or has engaged in other misconduct while using their personal device. Students must surrender their PCD to district personnel upon request. See policy 5136 – Personal Communication Devices.

Avoid illegal activities. These include tampering with computer hardware or software, unauthorized entry into computer files, or vandalism or destruction of computer files. Obey all copyright laws applying to software and its use. We are governed by the U.S. Copyright Code, PL 94-553 and PL 96-517 Section 117, and U.S. Code 2510.

Profanity or obscenity will not be tolerated on the network. All users should use language appropriate for school situations as indicated by school codes of conduct. Students must respect the rights of others in the school and on the internet at large. Personal attacks are an unacceptable use of the network.

Harassment, intimidation, or bullying behavior by any student 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 R.C. 3313.666 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, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate.

If you are the victim of a personal attack ("flame"), respond rationally if a response is appropriate and bring the incident to the attention of a person in authority.

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

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

**To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct (*See Rule 11: Disruption of School*).**

**Students are expected to abide by the following generally-accepted rules of network etiquette:**

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

Users must be aware that there are many services available on the internet that could potentially be offensive to certain groups or users. The Twinsburg City School District cannot eliminate access to all such services. Individual users must take responsibility for their own actions in navigating the network. Policy is subject to change per Board of Education Action during the school year.

## **LIBRARY - RESOURCE CENTER**

1. The R.B. Chamberlin library opens at 7:00 a.m. Any student may come to the library with a pass from the teacher to return or check out books.
2. Students may come to the library with a pass from study hall or as arranged with the classroom teacher.

3. Any student may come to the library during his/her lunch period with a pass from the librarian or a teacher.
4. The library closes at regular dismissal time.

## LOCKERS

Lockers are board property and assigned to students for their personal use. **Lockers and locker combinations are not to be shared with friends and classmates. Students must use their own locker. Sharing a locker with another student is a violation and will result in consequences from an administrator.** All lockers must have a school issued lock with all appropriate information given to the homeroom teacher. Any locker difficulties should be reported immediately to the office. **Since lockers are the property of the school, they may be opened by school officials for reasonable suspicion or to get work if a student is absent from school for an extended period of time.**

With the exception of clear book bags and backpacks, book bags, draw-string bags, and backpacks are to be kept in lockers and are not permitted to be carried during the school day. For further reference, see **Board Policy 5771**.

Students should not leave any item in their gym lockers overnight. Do not leave items in any locker over vacations. Any item left in any locker is at the student's own risk. The school assumes no responsibility for school or personal property lost or stolen from lockers provided. The school is not responsible for the loss or theft of money that students bring to school and/or keep in their lockers.

## LOST AND FOUND

The lost and found center is located in the cafeteria. PLEASE PUT YOUR NAME ON ANY ITEMS YOU BRING TO SCHOOL (books, lunches, purses, shoes, etc.) Lost textbooks will be returned to teachers. Lost library books will be returned to the library. Found property should be returned! The lost and found is cleared of all items and donated to a local charity at the end of each quarter.

## MASK POLICY

During times of elevated communicable disease/community spread (pandemic or epidemic), the Superintendent will issue periodic guidance through Board of Education plans/resolutions in alignment with public health officials and in accordance with government edicts. Because school settings can be a source of community spread, wearing face masks/coverings is especially important during these times and can help mitigate the risk of exposure from person to person.

The Twinsburg City School District Face Covering Policy is as follows:

All students in Grades K-12 shall wear a face mask unless they are unable to do so for a health or developmental reason. If a student refuses to wear a mask parents will be contacted and the student will be sent home for the school day. Preschool students are encouraged to wear face masks.

Any student who is unable to wear a mask due to a health reason will need to present medical documentation from a physician. Efforts will be made to reduce any social stigma for a student who, for medical or developmental reasons cannot or should not wear a mask. Students are also required to wear masks, as noted in this policy, while being transported on District school buses or other modes of school transportation.

Cloth face coverings/masks should:

- fully cover the mouth, nose, and chin,
- fit snugly against the side of the face so there are no gaps,
- not create difficulty breathing while worn,
- be held securely through either a tie, elastic, etc. to prevent slipping, and
- be worn as intended.

Cloth face coverings/masks should not:

- include respirators (unless medically necessary), or
- include masks designed to be worn for costume purposes.

All student face coverings/masks should also comply with dress/grooming requirements outlined in the Student Code of Conduct (Rule 12), or disciplinary action may be taken. Finally, any person may be required to temporarily remove a face covering/mask when instructed to do so for identification for security reasons. Failure to comply with such a request violates this policy and may lead to disciplinary or other action. (Board Policy 8450.01)

## **NONDISCRIMINATION AND EQUAL EDUCATIONAL OPPORTUNITY POLICY**

The Twinsburg City School District affirms that no person shall, on the basis of race, color, national origin, age, sex, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This policy shall prevail in all Board policies concerning school employees and students.

Copies of the District's complaint procedures, Administrative Guideline 2260B and 2260.01B, may be obtained from the District Compliance Officer. A formal complaint concerning Title VI of the Civil Rights Act of 1964 (race, color, and national origin), the Age Discrimination Act of 1975, Title IX of the Civil Rights Act of 1964 (sex), Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990 (disability) can be made in writing to the District Compliance Officer listed below:

Director of Pupil Services  
Twinsburg City School District  
11136 Ravenna Road  
Twinsburg, Ohio 44087  
330.486.2400

Inquiries concerning the application of this policy may be referred to the District Compliance Officer or the Superintendent of Schools. The Superintendent may be reached at:

Superintendent of Schools  
Twinsburg City School District  
11136 Ravenna Road  
Twinsburg, Ohio 44087 330.486.2000

## **OFFICE HOURS**

The office is open from **6:45** a.m. in the morning until **2:30** p.m. in the afternoon. Phone **330.486.2281**.

## **PARENT/GUARDIAN VISITS**

- § All visitors must enter through the Welcome Center to sign in.
- § Visitors must display a visitor identification badge when in the building.
- § Parents/guardians may schedule classroom visits. Visits must be arranged with the classroom teacher at least a day in advance and at a mutually convenient meeting time to ensure the classroom environment is not disrupted for students. Unarranged/unannounced visits are not permitted.

*School Board Policy does not permit students from outside schools to attend classes at the Twinsburg City School District.*

## **POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)**

**Positive Behavior Interventions and Supports (PBIS)** is an approach to supporting students to be successful in schools. PBIS was developed from research in the fields of behavior theory and effective instruction. PBIS supports all students through multi-tiered systems of support (MTSS) ranging from a school-wide system to a system for developing individualized plans for specific students. School-wide PBIS focuses on the development and implementation of pro-active procedures and practices to prevent problem behavior for all students and improve school climate.

Interwoven throughout each of our schools are the ideas of respect, responsibility, and right choices, which are consistent in each school's PBIS program.

## BEHAVIOR CONTRACT

Appropriate behavior is essential during the school day, special events, and on field trips. Students not meeting expectations may become ineligible for opportunities (Honor Corps, Tiger/Team Days, field trips, extended grade level trips).

In accordance with the chart below, students will accumulate points each time they receive a consequence for not meeting expectations. Once they have accumulated a certain number of points they will lose opportunities to be a part of the activities listed below.

### R.B. Chamberlin PBIS Behavior Contract

Consequence	Point Value (per offense)
Minor Referral	1
Office Lunch Detention (per issuance)	1
Office Detention	3
Saturday School	5
A.L.E.	5
Out of School Suspension	10

Opportunity Lost	Points
8th grade EOY Activities	20 in 8th grade year
Cedar Point	20 in 7th grade year
Honor Corps	10 in either 7th or 8th grade year
Block Parties	2 within the specified time frame

## POSTERS AND SIGNS

Any poster displayed by an organization or an individual in the school must have the approval of the administration. Any literature distributed must also have the appropriate approval.

## PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan is available for inspection at the Business Office at the Twinsburg Board of Education Office upon request.

## RELIGIOUS OBSERVANCE

As within any public school, students have varied religious beliefs. Ohio Revised Code allows schools to excuse students for religious observance. Please send a note to school if you wish your child to be excluded from activities, which may include the Pledge of Allegiance, etc. or if they will be absent due to a religious holiday. In your note, please indicate if you would like your child to participate in an alternative educational activity or if you prefer to pick them up for an excused dismissal from school.

## SELLING/BUYING WITHIN THE SCHOOL

Students are not permitted to sell anything within the school to classmates or teachers. Please cooperate by not buying anything from friends and classmates.

Students are not permitted to accept deliveries from persons not on their Emergency Contact list. This includes Doordash, Uber Eats, etc.

## **SERVICES AVAILABLE IN THE TWINSBURG CITY SCHOOL DISTRICT**

Psychological and testing services for students as determined by the Response to Intervention team (RtI)

Speech, hearing, and language therapy

Title I Reading assistance and/or remediation

Occupational/Physical therapy

Art, music, and physical education classes taught by highly qualified teachers

Conferences twice a year, or upon request

Special education services

Beech Brook School-Based Mental Health Services

## **SPECIAL EDUCATION**

The Board of Education is committed to providing a free appropriate public education to children with disabilities identified in accordance with applicable State and Federal laws, rules, and regulations.

In order to satisfy the requirements of the Operating Standards for Ohio Educational Agencies Serving Children with Disabilities ("Ohio Operating Standards"), the Board of Education adopts the model policies and procedures promulgated by the Ohio Department of Education's Office of Exceptional Children (ODE-OEC), which is incorporated by reference into this policy. While the Special Education Model Policies and Procedures ("Model Policies") issued by the ODE-OEC are comprehensive, the document does not include every requirement set forth in the Individuals with Disabilities Education Improvement Act of 2004 ("IDEIA"), the regulations implementing the IDEIA, the Operating Standards, the Ohio Revised Code, and/or the Ohio Administrative Code. As such, the Board affirms its obligation to follow these laws and regulations, regardless of whether their provisions are restated in the Model Policies.

Copies of Model Policies and Procedures are available at the office of the Board of Education.

## **STUDENT CONDUCT CODE**

The Board approved Student Conduct Code for the Twinsburg City School District is included in this handbook. Additional copies are available in the office.

## **STUDENT FUND-RAISING**

*The following general rules apply to all fund-raisers:*

- ( ) Crowdfunding activities are governed by Policy and Administrative Guideline 6605.
- ( ) Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- ( ) Students may not participate in a fund-raising activity for a group in which they are not members without the approval of the students' counselor.
- ( ) Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- ( ) Students may not engage in house-to-house canvassing for any fundraising activity unless prior authorization is given by the Principal.
- ( ) Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

Students may not sell any item or service in school without the prior approval of the Principal.

Violation of this policy may lead to disciplinary action.

## **STUDENT RESOURCE OFFICER (SRO)**

The SRO program enables our schools to have a uniformed police officer in the schools throughout the school day. This program is funded by Twinsburg City Schools for the purpose of bridging the gap between the police department and the student population. The goals of this program are to increase positive attitudes toward law enforcement; reduce juvenile crime through counseling, teaching, and personal contact; and provide a positive role model, liaison, and resource.



## STUDENT SUPERVISION AND WELFARE

Professional staff members shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities and are expected to establish and maintain professional staff/student boundaries that are consistent with their legal, professional and ethical duty of care for students.

The Superintendent shall maintain and enforce the following standards:

- A. A professional staff member shall report immediately to a building administrator any accident, safety hazard, or other potentially harmful condition or situation s/he detects.
- B. A professional staff member shall provide proper instruction in safety matters as presented in assigned course guides.
- C. Each professional staff member shall immediately report to a building administrator knowledge of threats of violence by students.
- D. A professional staff member shall not send students on any personal errands.
- E. A professional staff member shall not associate or fraternize with students at any time in a manner that may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity that could be considered abusive or sexually suggestive or involve harmful substances such as illegal drugs, alcohol or tobacco. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal prosecution and disciplinary action by the Board up to and including termination of employment.
- F. If a student approaches a staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc., the staff member may attempt to assist the student by facilitating contact with certified or licensed individuals in the District or community who specialize in the assessment, diagnosis, and treatment of the student's stated problem. However, under no circumstances should a staff member attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior, nor should such staff member inappropriately disclose personally identifiable information concerning the student to third persons not specifically authorized by law.
- G. A professional staff member shall not transport students in a private vehicle without the approval of the principal.
- H. A student shall not be required to perform work or services that may be detrimental to his/her health.
- I. Staff members shall only engage in electronic communication with students via email, texting, social media and/or online networking media, such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc., when such communication is directly related to curricular matters or co-curricular/extracurricular events or activities with prior approval of the principal.
- J. Staff members are prohibited from electronically transmitting any personally identifiable image of a student(s), including video, photographs, streaming video, etc. via email, text message, or through the use of social media and/or online networking media, such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc., unless such transmission has been made as part of a pre-approved curricular matter or co-curricular/extracurricular event or activity such as a school-sponsored publication or production in accordance with Policy 5722.

Since most information concerning a child in school other than directory information described in Policy 833.0, is confidential under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

## TELEPHONE/CELL PHONES

There are no public telephones in the school. In the case of an extreme emergency or illness, students will be allowed to use the office phone. Per Board of Education Policy 5136: "For purposes of this policy, "personal communication device" (PCD) includes computers, tablets (e.g., iPad-like devices), electronic readers ("e-readers"; e.g., Kindle-like devices), cell phones, smartphones (e.g., iPhones, Android devices, Windows Mobile devices, etc.), and/or other web-enabled devices of any type.

Students may use PCDs before and after school, during their lunch break, during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

During after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

## TEXTBOOKS

Books are classified as to condition when issued. Students must pay for any damage of a book. If a book is lost, the student must pay for a replacement. To minimize damage, students are expected to cover every textbook issued to them. Your name must be written in ink on the space provided in each of your books.

## TRANSPORTATION

1. Students must get on and off the bus at their assigned stop. **Students are only allowed to ride their own assigned bus to and from school.** Remember that signed notes, not phone calls, are the only acceptable way for students to be permitted to walk or get a ride from a parent. **Students are not allowed to ride home on any other bus but their own (we do NOT allow students to ride the bus to a friend's house).**

2. Additional guidelines concerning appropriate behavior on the bus are included in this handbook.

To maximize the safety of our students and standardized procedures across the state - all bus drivers now use a hand signal for all students to board their school bus. The driver will open the door to activate the red lights, and will have his/her hand raised. The driver will ensure traffic has stopped and then will signal by dropping their hand to let the students know it is safe to approach the bus.

Each student shall be assigned a residence side designated place of safety. Students are to remain at their designated place of safety and are not to proceed to their residence until the school bus has departed. The purpose of the place of safety is to reduce, as much as possible, the potential of a student being injured by a school bus while they are in the process of being picked up or dropped off.

1. Students shall arrive at the bus stop at least 5 minutes before the bus is scheduled to arrive.
2. Students must wait in a location clear of traffic and 20 steps away from the bus stops.
3. Behavior at the school bus stop must not threaten the life, limb or property of any individual.
4. Students must go directly to their assigned seat so the bus may safely resume motion.
5. Students must remain seated keeping aisles and exits clear.
6. Students must observe classroom conduct and obey the driver promptly and respectfully.
7. Students must not use profane language.
8. Students must refrain from eating, drinking, and littering on the bus.
9. Students must not use tobacco on the bus.
10. Students must not have alcohol or drugs in their possession on the bus.
11. Students must not throw or pass objects on, from or into the bus.
12. Students must not put head, arms or any object out of the bus windows.
13. Students may carry on the bus only objects that can be held in their laps.
14. Students must leave or board the bus at locations to which they have been assigned (Place of Safety).
15. Students may not operate any electronic device that could be deemed distracting to the safe operation of the bus.

Video Recordings on School Buses- Video cameras are located on school buses to monitor student behavior.

If a student misbehaves on a bus and their actions are recorded, the recording will be submitted to the Principal and may be used as evidence of misbehavior.

Penalties for Infractions: A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and

may lose the privilege of riding on the bus.

## **TRANSFERRING AND WITHDRAWING FROM SCHOOL**

When moving out of the school district, parents must contact the main office a week prior to leaving. All fees and fines must be paid in order to complete any transfer of records.

**TRUANCY:** Students absent for one of the reasons listed below are considered truant. Truancy might include, but is not limited to:

**1.) Leaving school without permission. 2.) Being absent from school without parent(s) knowledge. 3.) Being absent from class without permission. 4.) Obtaining permission to go to a specified place and failing to report there. 5.) Being absent from school for reasons not excused. 6.) 10 or more occurrences of tardiness.**

In accordance with the Requirements of Ohio House Bill 410, it is important for every student in Ohio to attend school every day. Missing too much school has long-term, negative effects on students, such as lower achievement and graduation rates. There are many reasons students miss school, but districts often can directly impact their students' attendance. By using data to identify and support students who may need extra support and services, districts can target supports to get students to school every day.

In December 2016, the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and truancy. Beginning with the 2017-2018 school year, several changes take effect. Schools cannot suspend or expel students for missing too much school. Districts will amend or adopt policies that outline the district's interventions and plan for students who miss too much school.

Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absence including but not limited to:

- Notification of student absence to parent or guardian,
- Development and implementation of an absence intervention plan, which may include supportive services for students and families,
- Counseling,
- Parent education and parenting programs,
- Mediation,
- Intervention programs available through juvenile authorities, and ● Referral for truancy if applicable.

## **VACATIONS**

Any vacation absence from school must be approved in advance by the principal. The request must be submitted at least one week prior to the requested day(s) on a form that is available in the school office. This will enable the teacher time to prepare work if the student feels it is necessary. All vacations are authorized, but are recorded as unexcused absences and are subject to procedures outlined in House Bill 410.

## **WEBSITE**

Please refer to the district website at [www.twinsburgcsd.org](http://www.twinsburgcsd.org) for the latest information about our schools. Click on "RB Chamberlin" for specific updates and news about RB Chamberlin Middle School. There is news from the principal and teachers who use their individual web pages to share videos, photos, and information about their classes. Check often for the latest news!

## WELCOME CENTER

The Twinsburg City School District is committed to keeping your children safe while they are in our care. Anyone wishing to visit our schools must first go through one of our five Welcome Centers located at the front of our school buildings. All visitors must present a current driver's license or state-issued photo identification, which will be scanned through our LobbyGuard Visitor System. Once a brief background check is complete, visitors will receive a badge, allowing them to enter the building. Once their visit is complete, visitors must sign-out using that same visitor badge. Items for students, such as lunches, glasses, etc., can also be dropped off in our Welcome Centers and office personnel will deliver them to the appropriate person.

## ZERO TOLERANCE

No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated. For further information refer to board policy 5500 and 5600.

## ADDITIONAL INFORMATION

The following items are included as additional handouts to your student-parent handbook. Extra copies are available in the main office if any are missing. Please make sure that you have all items listed below:

Receipt of Handbook (sign and return to HR teacher)

Field Trip Policy

Athletic Schedule and Maps

Pupil Services Guide

Internet Image (Photo) Release Form

Medication Information and Form

Release of Directory Information

Fee Schedule

## CODE OF STUDENT CONDUCT

Students are afforded constitutional rights guaranteed by the United States Constitution and the Bill of Rights, and their rights will not knowingly be denied or abridged by this Code of Student Conduct or actions taken thereunder.

Consequently, students have a responsibility to conduct themselves in a manner, which contributes to an appropriate school atmosphere. This implies an obligation to be aware of the rights of others and have knowledge of the school. It is the belief of the staff and administration of the Twinsburg City Schools that our students are young adults. We believe that all students have a right to be treated with respect and dignity. Also, students have a responsibility to treat all members of the education community with respect and dignity and to respect the school's constituted authority.

Students are subject to all provisions of the Code of Student Conduct whenever on school property, including buses, at all times, both during, before, and after school hours, when school is in session or during periods of vacation, and at extracurricular activities involving Twinsburg Students. This code shall also be inclusive for the right to exercise authority for the protection of all school staff members and their property.

Consequences for violation of this Code of Student Conduct may include: detention, work sessions, emergency removal, assignment to T.A.P., out-of-school suspension, expulsion, and/or other forms of disciplinary action to help modify behavior or to ensure the safety, health and welfare of other students and staff. Consequences are administered at the building level in accordance with administrative procedures. **Any violations of the Student Code of Conduct which involves a staff member may result in consequences up to and including expulsion. Additionally, depending upon the violation, a police report may be filed.**

However, The Twinsburg City School District is committed to building healthy relationships within each school. To that end, restorative practices is a strategy used to build community, repair harm, and restore and promote healthy relationships. To find the root cause of student behavior, rule violations are often best resolved by utilizing restorative practices. These practices include dialogues, peace circles, conferencing, and peer-led mediation. **At the discretion of Administration, consequences can be reduced or eliminated with the active participation in a Restorative Practice.**

## RULE 1: ALCOHOL, DRUGS

A student shall not possess, use, transmit, sell, offer to sell, conceal, consume, or be under the influence of narcotics, alcohol, inhalants, intoxicants, non-prescription drugs, edibles, prescription drugs or look-alikes. Any type of drug paraphernalia is prohibited. Students who must take prescription drugs during the day must deliver them to the school nurse and have a release form on file. If the illegal substance is found through vaping, rule #32 will also apply. (For more information, see Board Policy #5530.) (EMIS Code 10: Alcohol/Code 11: Drugs) **Consequences:**

**Note: Any student found supplying, selling, attempting to sell, offering to sell, or attempting to distribute a controlled chemical, drug, or "look-a-like" will be recommended for immediate expulsion (this applies to all offenses including a student's 1st Offense).**

**1st Offense: 10 day out-of-school suspension** (possible referral for expulsion) for possession and/or use. In all cases, a police report will be filed when students are found in possession of drugs.\*

\*If the student enters a treatment program, and the agency verifies in writing the student's involvement, the suspension will be reduced to 5 days O.S.S., provided that the full 10-day suspension may be imposed if the treatment program is not completed. A completed assessment report should be sent to the principal from the treatment facility and that the recommendations have been followed.

**2nd Offense: 10 day O.S.S., referral for expulsion**

\*\*If an expelled student enters a treatment program, and the agency verifies in writing the student's involvement, the expulsion will be reduced to 10 days out of school. If the student does not complete the treatment program, the expulsion will be reinstated. A complete assessment report should be sent to the principal from the treatment facility and that the recommendations have been followed.

**3rd Offense: 10 day O.S.S., referral for expulsion**

Note: Refer to the Student Activities section for additional consequences for drug/alcohol violations.

## RULE 2: ARTICLES PROHIBITED IN SCHOOL

Problems arise when students bring articles to school which are hazardous to the safety of others, or which interfere in some way with school procedures. While students may possess personal communication devices (PCDs) in school, the use is a privilege. The student must adhere to any additional guidelines which the classroom teacher or building personnel may require. The use of PCD may in no way disrupt or distract from the learning environment. PCDs include computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers", e.g., Kindles and similar devices), cell phones, smartphones, iPods, wearable devices, and/or other web-enabled devices of any type. PCD's will be permitted in the classroom for academic purposes only. **Classroom use will be at the discretion of individual classroom teachers.** Students will use the device appropriately at all times. Using a PCD to capture, record and/or transmitting audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Any student using an electronic device to record on school property or at a school event will have the device confiscated. All recorded items will be erased before the device is returned to the student or parent. Improper use of electronic media will be reported to law enforcement agencies and may result in violation of criminal laws.

***The school is not responsible for the theft, loss or damage that may occur if these items are brought to school. Administration will support an investigation when parents file a police report.***

Students are not permitted to carry flower or balloon bouquets. The school will not accept or make deliveries of these items. **Failure to turn over a prohibited article to staff or administration will result in an out-of-school suspension for insubordination.** (EMIS Code 18)

### **Consequences:**

1st Offense: Article will be confiscated and returned to the:

- A) Parent or guardian
- B) Student, at the discretion of the assistant principal, if a parent or guardian is unable to retrieve the item

## 2nd Offense: Administrative Discretion

### **RULE 3: ARSON/UNAUTHORIZED USE OF FIRE**

A student shall not purposely set fire, or attempt to set fire to anything in or around the school, school board property, including buses. Lighting any flame is prohibited. (EMIS Code 8)

#### **Consequences- for first offense:**

- Emergency removal
- 10 days OSS and recommendation for expulsion
- Notice given to fire and police department
- Restitution, possible prosecution

### **RULE 4: ASSAULT**

Unwanted physical contact, or attempted actions that could cause, or threaten to cause, physical injury is strictly prohibited. *Any type of assault on school personnel will result in a 10-day O.S.S., with recommendation for expulsion, and charges filed with the local police department.* (EMIS Code 22)

#### **Consequences:**

**1st Offense: 5 days O.S.S.**

**2nd Offense: 10 days O.S.S., possible referral for expulsion**

### **RULE 5: BUS CONDUCT**

Although the Twinsburg City School District furnishes transportation, in accordance with Ohio law it does not relieve parent(s)/guardian(s) from the responsibility of supervision. When riding the bus to or from school, or waiting at the bus stop, being dropped off at the bus stop, students are expected to conduct themselves in a mature manner and are subject to all school rules and regulations. Any major infraction may result in immediate suspension of bus privileges. (EMIS Code 18) **Consequences:**

(Restorative Practices through suspension)

### **RULE 6: CAFETERIA CONDUCT**

All students will eat in the cafeteria and abide by the following rules:

- a. Students must secure a seat by placing books on the seat before getting in line.
- b. Students are not to leave their seat for any reason without permission.
- c. Students must raise their hands for restroom, cleaning or seat changes.
- d. Students must clear their tables of all debris and place waste materials and trays in the designated areas, during the last five minutes of the period.
- e. Voices are to be kept at conversational levels at all times.
- f. Excessive noises, theft, disruptive behavior, throwing of food, or other materials are actions subject to disciplinary measures.
- g. Students are to remain seated when not cleaning tables; no aimless wandering.
- h. Food/drink may not be taken out of the cafeteria.
- i. Students are not permitted to exit the cafeteria during the lunch periods.
- j. Students are to arrive at the Cafeteria within 5 minutes and are NOT to linger in the halls, restroom or lockers.
- k. **Food is not to be brought into the building from outside eateries or delivered to the school.**

Any violation of lunch period regulations may result in assigned clean-up duty, detention(s), ALE(s), or suspension(s.) Students may not have beverages in hallways, classrooms, office areas, or restrooms during lunch periods, or at any other times during the school day, without permission from the administration. (EMIS Code 18)

**Consequences:**

(Restorative Practices through Suspension)

**RULE 7: COMPUTER USE POLICY AND CONSEQUENCES**

**Twinsburg City School District**

**Network/Internet User Policy**

To obtain a computer account that will allow access to the network, internet, or electronic mail resources, all students and their parents/guardians must read the Network/Internet User Policy. Signature for receipt of the handbook signifies acceptance of this policy.

**When you obtain a Twinsburg City School District computer account, it is understood the account is to be used for class work or individual school-related research.** You are responsible for your account's use or misuse. The school code of conduct applies.

Each computer user is to select a password known only to the registered computer user. Passwords must be constructed so that they are not obvious or easily discernible. Maintaining the secrecy of passwords is the sole responsibility of each registered computer user.

Access to other account files and information is prohibited. This is the same as trying to login using another account. Obey all copyright laws applying to software and its use. We are governed by the U.S. Copyright Code, PL-94-553, and PL 96-517 Section 117 and U.S. Code 2510.

Your account, and the files contained in it are school property, not your private property. **You are given the account for your work, but school personnel reserve the right to inspect its property if there is reasonable suspicion of illegal or unethical activities.** It is important to remember that the computer is not a secure environment for private material.

Avoid illegal activities at all times. These include altering the computer hardware or software in any way, unauthorized entry into computer files, or vandalism or destruction of computer files. Students are to avoid using natural language processing tools (eg ChatGPT 3) unless instructed by their teacher to do otherwise

Profanity or obscenity will not be tolerated on the network. All users should use language appropriate for school situations as indicated by the school code of conduct.

Students must respect the rights of others in the school and on the Internet at large. Personal attacks are an unacceptable use of the network. If you are the victim of a personal attack do not respond, and bring the incident to the attention of a person in authority.

Users must be aware that there are many services available on the Internet that could potentially be offensive to certain groups or users.

The Twinsburg City School District cannot eliminate access to all such services. Individual users must take responsibility for their own actions in navigating the network. **The policy is subject to change per Board of Education action during the school year.** ( EMIS Code 18) **Consequences:**

**Administrative discretion** ( possibilities include an office detention up to and including an Out of School Suspension depending on the infraction)

**RULE 8: CUTTING CLASS**

Students, who fail to attend a scheduled class due to an unexcused absence, will be considered truant. Students who are later than 5 minutes will be considered truant. Students who leave class without permission will be considered truant. (EMIS Code 1)

**Consequences:**

**1st Offense:** Lunch Detention

**2nd Offense:** A.L.E. (1-3 days)

**3rd Offense:** Out of School Suspension (3-5 days)

**Additional Offenses:** May result in Out-of- School Suspension for insubordination

## **RULE 9: DESTRUCTION OF PROPERTY**

A student shall not cause or attempt to cause damage, or to remove property from private, public, or school-personnel property. This is in effect at all times and at any school function on or off school grounds. A student who accidentally defaces or damages school property, or the property of another, is obliged to notify the office of this damage and is liable for restitution. Failure to report such damage may entail serious disciplinary action. It is unlawful to enter any board owned/leased building or vehicle with the intent to destroy, steal or vandalize property or contents. (EMIS Code 4)

### **Consequences:**

**1st Offense:** OSS (1-5 days) and restitution

**2nd Offense:** OSS (5 days) and restitution

**3rd Offense:** OSS (10 days) and restitution

## **RULE 10: DISRESPECT**

Good conduct shows respect for others. No student shall engage in any act, which disrespects, degrades, disgraces another person, gender or race by written, verbal, or physical gestures. Swearing, profanity, vulgar language, racial slurs, or sexually suggestive remarks are prohibited. (EMIS Code 18)

### **Consequences:**

(Restorative Practices through suspension)

## **RULE 11: DISRUPTION OF SCHOOL**

A student shall not by use of violence, force, noise, coercion, threat, intimidation, insubordination, fear, passive resistance, false alarm or any other conduct attempt to interfere with the safety, welfare, or the orderly operation of school events or the educational process. (EMIS Code 18)

### **Consequences:**

Administrative Discretion

## **RULE 12: DRESS CODE**

Students attending school or any school function, on or off school premises, shall not dress in such a way as to substantially interfere with the conducting of a class or activity. It should be noted that in the interest of good decorum what students wear to school is not necessarily the same as what students may choose to wear outside of school. **Any wording or images other than the school name, school logo, or the manufacturer's logo, may be viewed in violation of the dress code.**

A. In reference to what might be detrimental to school property, clothes and footwear (with metal rivets, wheels, cleats or spikes which can damage furniture and floors or may be unsafe) are not permitted.

B. Students will wear shoes or sandals at all times.

C. Any appearance creating a disruption or distraction of the educational process will be considered improper. Mode of dress exposing the midriff is prohibited as well as halters, spaghetti straps, severely styled T-shirts, oversized basketball shirts (worn without a T-shirt), muscle shirts, and tank tops making for inappropriate disclosure of the body. Cut-out or tattered garments that are deemed inappropriate by principals are not to be worn. Clothing, including facial coverings/masks, with pictures or sayings which are in poor taste is not allowed. (Including anything chemical, alcohol, or sexual related.)

D. Students are permitted to wear shorts and skirts that assure acceptable standards of modesty. Shorts and skirts must cover private areas and undergarments/underwear when sitting or standing. Pockets should not hang below shorts. All pants and shorts must be worn at the students' waists and properly secured. See-through clothing is not permitted.

E. Chains, other than those specifically sold as jewelry, are not permitted in schools (this includes dog collar, choker chains and "truckers" wallet chains). Drooped or sagging pants are not permitted.



- F. Apparel advertising activities considered illegal to young people that are related to drugs, alcohol, and tobacco use, promiscuity and/or sexual implications are not permissible. Likewise, any garment or style of dress, which displays any obscene word, symbol, racial slur, ethnic epithets, gang affiliations, sexist attitudes, terrorist or violent messages is inappropriate.
- G. Students are not allowed to wear or carry scarves, gloves, bandanas, wave caps, visors, masks, sweatbands or hats of any kind, sunglasses, goggles, outerwear coats or jackets during school hours, unless approved or for religious reasons. Students are not allowed to wear hoods in the building. Non-clear book bags or gym bags must be secured in lockers or locker rooms. Students are not permitted to carry a non-clear book bag during the school day.
- H. Student possessions must be secured in the student locker at all times.
- I. Students are not permitted to carry a non-clear book bag during the school day.

A student may be asked to change any article of clothing that in the judgment of the building principal(s) is in poor taste. If a clothing item is in question, bring the item in and have the principal judge its suitability prior to wearing it. (EMIS Code 18)

#### **Consequences:**

**1st Offense:** Warning and student will change into appropriate attire (Student held in ALE till changed)

**2nd Offense:** Change clothing, office detention, and parent contact

**3rd Offense:** Change clothing

### **RULE 13: DRIVING**

Although the Twinsburg City Board of Education provides bus transportation, it recognizes the necessity for some students to drive automobiles to school. Driving is a privilege, not a right. In the interest of safety, student-driving practices shall be subject to strict control by school officials and the city police. Students will be sold parking permits based upon space and availability.

#### **Driving Rules and Regulations**

- A. All motor vehicles must be registered before driving to school
- B. A parking tag will be issued upon satisfactory completion of the application. Students must have insurance, parental/guardian permission, etc.
- C. Parking permits must be placed on the student's rearview mirror.
- D. Students are to park in designated student lots only.
- E. All automobiles will be kept locked during regular school hours. Park at your own risk.
- F. No students will be permitted in any automobile during the regular school hours without permission from the administration or parking lot supervisor.
- G. All vehicles must be parked between lines so as not to inconvenience other drivers.
- H. All vehicles must obey all traffic rules (10 m.p.h., not cutting in front of buses, no excessive noise, etc).
- I. No vehicle is permitted to pass any bus while it is parked or moving on school property.
- J. Repeated tardies to school will result in loss of driving privileges.
- K. **By parking on school property students consent to the search of their vehicle by school officials. Refusal to consent to the search of the vehicle is considered insubordination and may result in a 10 day Out-of-School Suspension and possible recommendation for expulsion.**
- L. **Students who park on school grounds without a parking permit may have their vehicles towed at the expense of the owner.**

Students who violate the school's driving rules regulations/Code of Conduct may have their permits revoked. This includes violations in which the student used the vehicle to cut class, leave the school property, or engages in any activity that is against school policy. A student's parking permit will be revoked for the remainder of the year if any contraband described under Rule 1 is discovered in their vehicle while on school property. (EMIS Code 18)

**1st Offense:** Administrative discretion, 5 day driving suspension

**2nd Offense:** Administrative discretion, permit revoked the remainder of the semester

#### **RULE 14: EXPLOSIVES**

Possession of, or the igniting of any explosive, incendiary, pyrotechnic or gaseous device, which produces an explosion, smoke, fire, gas, or odor, is prohibited. (EMIS Code 8) **Consequences:**

- Emergency removal, 10 O.S.S., referral for expulsion.
- Notify the police and fire departments.

#### **RULE 15: FALSE ALARMS/BOMB THREATS**

It is unlawful to set off fire alarms or falsify bomb threats. No student shall participate in the act of initiating a false alarm or initiating a false warning report of a fire or an impending bombing, catastrophe, or damaging or tampering with a fire alarm system or security equipment without just cause. (EMIS Code 14) **Consequence:**

- 10 day O.S.S., referral for expulsion, notification of public authorities

#### **RULE 16: FALSIFICATION OF INFORMATION**

A student shall not falsely represent or attempt to falsely represent any information given to school officials, or use the name of another person to commit libel or slander. Libel is defined as defamation expressed in print, writing, pictures or signs. Slander is defamation by speech. (EMIS Code 18)

##### **Consequences:**

**1st Offense:** A.L.E. (1-3 days)

**2nd Offense:** A.L.E. (2-3 days)

**3rd Offense:** O.S.S. (3-5 days)

#### **RULE 17: FIGHTING**

**A student shall not retaliate to assault.** Any student **involved in**, or guilty of, instigating or encouraging others to engage in a physical conflict will be determined to be an active participant. *Any type of assault on school personnel will result in a 10-day O.S.S., with recommendation for expulsion, and charges filed with the local police department.* (EMIS Code 3)

##### **Consequences:**

**1st Offense:** O.S.S. (5 days)

**Repeat Offenses:** O.S.S. (10 days) refer for expulsion

**Other Physical Confrontations** - Other physical confrontations such as pushing may result in a 1-3 day, out-of-school suspension.

#### **RULE 18: FOOD, DRINK, AND SNACKS**

Food, drink, and snacks are only permitted in the cafeteria. This applies at all times and at all functions. (EMIS Code 18)

**Third-party services such as Huber Eats or Doordash are not permitted.**

##### **Consequences:**

**1st Offense:** Student is warned and parent has to pick up the food items.

**2nd Offense:** After-school Detention

**3rd Offense:** A.L.E. (1-3 days)

## **RULE 19: GAMBLING**

Students are not permitted to engage in games of chance, or betting for money or other forms of material gain. Card playing is not permitted in the school. (EMIS Code 18)

### **Consequences:**

(Restorative Practices through suspension)

## **RULE 20: GANGS**

A gang is defined as any group whose practices include the commission of illegal acts, violation of school rules, establishment of territory or turf, or any action that threatens the safety and welfare of others. Students are not permitted to wear gang affiliated "colors," and/or clothing, use hand signs, graffiti gestures or acts which are intended to harass, threaten, or intimidate. Gang activity is prohibited and will be reported to the local police. (EMIS Code 18)

**Consequence:** 1-10 days OSS

## **RULE 21: GENERAL MISCONDUCT**

Any conduct not specifically set forth herein which disrupts or interferes with the good order, discipline, operation, academic or educational process (copying, cheating, excessive tardies, etc.) taking place in school, or which possesses a threat to the safety of persons or property is a violation of the code of conduct. (EMIS Code 1: Tardiness/Code 18: Cheating)

### **Consequences:**

(Restorative Practices through Suspension)

## **RULE 22: HARASSMENT**

**Verbal:** Written or oral innuendoes comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, sexual orientation etc. toward a fellow student, staff member, or any other person associated with the district is strictly prohibited. Conducting a "campaign of silence" is considered a like form of harassment.

**Nonverbal:** Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, visitor or other person associated with the district.

**Physical:** Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the district.

**"Cyber-bullying," identity theft, fraud, libel:** Cyber-bullying is the above prohibited behavior which disrupts school and is perpetrated with computers, cellular phones, internet websites, and/or any other electronic device. Libel is a written or oral defamatory statement or representation that conveys an unjustly unfavorable impression. A statement or representation published without just cause and tending to expose another to public contempt.

Students and parents should be cautioned that creating fraudulent web pages (e.g.: Instagram, Tik Tok, Youtube, Facebook, SnapChat, or other similar websites) under another person's identity is considered a crime under the Ohio Revised Code. (Identity theft and fraud: ORC 2913.29), (Libel: ORC 2739). Consequences for this infraction may include disciplinary consequences as outlined in the student handbook as well as criminal and civil charges under Ohio law.

Any student who believes that they are victim of any of the above actions, or who has observed such actions taken by another student, staff member, or other person associated with the school district should report the incident to a building principal. The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom they believe to be responsible for the harassment and the nature of the harassing incident(s). A written summary of

each report is to be prepared promptly and a copy is to be forwarded to the assistant superintendent. Each report received by a designated person, shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation. (EMIS Code 19)

**Consequences:**

Administrative Discretion (1 - 10 days OSS with a Possible Recommendation for Expulsion)

**“Sexting”** defined as sending, receiving, sharing, viewing or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or other form. Violations shall result in disciplinary actions as defined below and a referral to the Director of Human Resources and Title VI Coordinator of the Twinsburg City School District. Furthermore, such actions may be reported to local law enforcement and child services as required by law.

**Consequences:**

Administrative Discretion (1 - 10 days OSS with a Possible Recommendation for Expulsion)

**RULE 23: INCITING, INSTIGATING, OR ASSISTING TO VIOLATE THE STUDENT CODE OF CONDUCT**

A student shall not place himself or herself in such a position as to allow, **instigate**, or assist another student to be in violation of any school rule. This specifically includes students who serve as lookouts, and students who encourage others to fight by participating as "go-betweens" and encouraging conflict between other students. (EMIS Code 18)

**Consequences:**

Administrative Discretion

**RULE 24: INSUBORDINATION/DEFIANCE**

A student shall neither disregard nor refuse to obey reasonable directions, requests, or refuse to identify him or herself. A student shall not refuse to accept a consequence earned as a result of inappropriate behavior. Repeated violations of any rules, directions or disciplinary procedures shall also constitute insubordination. Students must turn over electronic devices upon request. (EMIS Code 18)

**Consequences:**

(Restorative Practices through suspension)

**RULE 25: LEAVING SCHOOL BUILDING/SCHOOL GROUNDS**

Students are not permitted to leave the school building or grounds without the permission of a principal or designee. The office must have permission from a parent/guardian before they can grant the student permission to leave the building. Students are to sign out at the attendance desk prior to leaving the building; they are to sign in upon re-entering. Failure to follow this proper procedure will result in disciplinary action. Students who leave school and engage in criminal activity will be subject to the third level of consequences. (EMIS Code 1)

**Consequences:**

**1st Offense:** A.L.E. (1-3 days)

**2nd Offense:** A.L.E. (2-3 days)

**3rd Offense:** O.S.S. (3-5 days)

**RULE 26: OBSCENITY**

Swearing, profanity, obscenity, vulgar language, gestures or pictures will not be tolerated. Undirected racial, religious, or sexual oriented slurs or jokes will also not be tolerated. Conduct of this type directed at a staff member, is cause for out-of-school suspension. (EMIS Code 18)

**1st Offense:** A.L.E. (1-3 days)

**2nd Offense:** A.L.E. (2-3 days)

**3rd Offense:** O.S.S. (3-5 days)

## **RULE 27: PUBLIC DISPLAY OF AFFECTION**

A public display of affection is distasteful to some people and generally unacceptable. Students using poor judgment in this matter will be subject to disciplinary action. (EMIS Code 18)

**1st Offense:** Warning/Lunch Detention

**2nd Offense:** After-School Detention

**3rd Offense:** A.L.E. (1-3 days)

## **RULE 28: REPEATED AND/OR FLAGRANT VIOLATIONS OF THE STUDENT CODE**

Students who repeatedly, and/or flagrantly violate school rules code will face increasingly severe consequences leading to school expulsion. (EMIS Code 18)

### **Consequences:**

1-10 O.S.S., referral for expulsion

## **RULE 29: SEXUAL HARASSMENT/MISCONDUCT**

Ohio and Federal laws define sexual harassment/misconduct as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. Such offensive behavior includes, but is not limited to the following:

**Verbal:** The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, toward a fellow student, staff member, or any other person associated with the district is strictly prohibited.

**Nonverbal:** Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like toward a fellow student, staff member, or other person associated with the district.

**Physical:** Any unwanted physical advances of any nature toward a fellow student, staff member, or other person associated with the district.

**On-line/texting/sexting:** In the above prohibited behavior which disrupts school and is perpetrated with computers, cellular phones, internet websites, and/or any other electronic device in a sexual manner (e.g. pictures, drawings, wording, or similar items). Libel is a written or oral defamatory statement or representation that conveys an unjustly unfavorable impression. A statement or representation published without just cause and tending to expose another to public contempt.

Students and parents should be cautioned that creating fraudulent web pages (e.g.: Instagram, Tik Tok, Youtube, FaceBook,, or other similar websites) under another person's identity is considered a crime under the Ohio Revised Code. (Identity theft and fraud: ORC 2913.29), (Libel: ORC 2739). Consequences for this infraction may include disciplinary consequences as outlined in the student handbook as well as criminal and civil charges under Ohio law.

Any student who believes that they are a victim of any of the above actions, or who has observed such actions taken by another student, staff member, or other person associated with the school district should report the incident to a building principal. The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom they believe to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each report is to be prepared promptly for 5517 F1 and a copy is to be forwarded to the human resources director. Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation. (EMIS Code 21)

**Consequences:**

Administrative Discretion (Includes possible ALE or 1-10 days OSS with possible recommendation for Expulsion)

**RULE 30: THEFT**

Students are expected to maintain a trustworthy posture, respect the property rights of others, and refrain from acts of dishonesty. Extortion, wrongful possession, use without permission, deceit, gambling, games of chance, and stealing are subject to strict disciplinary consequences. (EMIS Code 5)

**Consequences:**

**1st Offense: A.L.E. (1-3 days)**

**2nd Offense: A.L.E. (2-3 days)**

**3rd Offense: O.S.S. (1-3 days)**

**\*\*\* If the object in question has a value of more than \$50.00, the 1<sup>st</sup> offense will result in a 3 day out of school suspension.**

**RULE 31: THREATS/EXTREME THREATS**

A student shall not act or behave in such a way as to cause another to believe they may attempt to inflict physical injury to any person or their property.

Extreme threats: any verbal or written threat to cause extreme or excessive harm to a student, staff member, or facilities. (EMIS Code 19)

**Consequences:****TOWARD ANOTHER STUDENT**

**1st Offense: A.L.E. (1-3 days)**

**2nd Offense: A.L.E. (2-3 days)**

**3rd Offense: O.S.S. (3-5 days)**

**TOWARD STAFF**

**1st Offense: 10 days O.S.S., with recommendation for expulsion. A police report will be filed.**

**ANY EXTREME THREAT**

**1<sup>st</sup> Offense: Emergency removal, 10 days O.S.S., with recommendation for expulsion. A police report will be filed.**

**RULE 32: TOBACCO USE/LIGHTERS/MATCHES**

Use, selling, or transmission of tobacco on school grounds, before, during or after school hours, or when school is being used by a school group, or at any school activity, home or away is prohibited. This violation includes holding or passing a cigarette, cigar, pipe, chewing tobacco, electronic cigarettes and like devices in or on any vehicle on school grounds, buildings, or school owned vehicles. Smoking material does not have to be lit for a student to be in violation of this rule. Any type of lighter, vapor, or match is prohibited and will be confiscated, additionally a consequence will be issued. If the device involved is found to include illegal substances such as THC, then rule #1 will also apply (EMIS Code 9).

**Consequences:**

**1st Offense: O.S.S. (3 days)**

**2nd Offense: O.S.S. (5 days)**

**3rd Offense:** O.S.S. (10 days)

#### **TOBACCO POSSESSION**

##### **Consequences:**

**1st Offense:** A.L.E. (1-3 days)

**2nd Offense:** A.L.E. (2-3 days)/Saturday Detention

**3rd Offense:** O.S.S. (3-5 days)

#### **RULE 33: TRESPASSING AND/OR LOITERING**

Students are not permitted on school grounds unless they are actively engaged in a properly supervised activity. A student under suspension/expulsion shall not enter upon school grounds, including after school events, without the express permission of an administrator. Only parents/legal guardians, grandparents, older siblings and other relatives; i.e. aunts, uncles are permitted to pick up students on school grounds. An administrator or the police will escort other adults and/or former students off school grounds. (EMIS Code 1)

##### **Consequences:**

##### **Administrative Discretion**

**RULE 34: TRUANCY** – Truancy is an unexcused absence from school or class. Repeated truancy will be addressed through school-based interventions to increase school attendance. However, additional actions may result if truancy is not addressed.

When the superintendent of Twinsburg City School District receives information that a student, sixteen (16) years or older, has accumulated more than ten (10) consecutive days/63.3 instructional hours, or a total of at least fifteen (15) days/94.95 instructional hours of unexcused absences in any term or semester, the following procedure will apply.

Written notice to the Registrar of Motor Vehicles and/or Juvenile Court may be issued by the Superintendent of Schools on any student who:

- 1) Is classified a dropout.
- 2) Has been absent without legitimate excuse (or extenuating circumstances as determined by the principal) for more than ten (10) consecutive days/63.3 instructional hours or at least fifteen (15) total school days/94.95 instructional hours.
- 3) Is suspended or expelled from school for using or possessing a drug or abuse of alcohol.

As a result of this notification, the student's temporary instruction permit or operator's license will be denied. **The**

**Registrar of Motor Vehicles does include OSS for license denial.**

Prior to official notification of the Registrar of Motor Vehicles and/or Juvenile Court, the school will notify the student and the student's parents in writing of this action. The student and his/her parent can request a hearing before the superintendent/designee to challenge the information provided to the superintendent. (EMIS Code 1)

##### **Consequences:**

**1st Offense:** A.L.E. (1-3 days)

**2nd Offense:** A.L.E. (2-3 days)

**3rd Offense:** A.L.E. 3 days

## **RULE 35: UNAUTHORIZED AREA**

There are areas "inside" and "outside" of the school and other Board owned properties that are "off limits". These areas include, but are not limited to the; teacher's work room, boiler rooms and maintenance areas, staff offices, staff desk, cabinets, computers, unoccupied classrooms, elevators, the bus garage, all parking lots, the stadium and grounds. Students are required to have a written pass to be in these areas. **In addition, students not in assigned areas are considered being in an unauthorized area.** (EMIS Code 1)

### **Consequences:**

Administrative Discretion

## **RULE 36: UNAUTHORIZED TOUCHING AND HORSEPLAY**

This includes contact that could be described as "horseplay," tripping, wrestling, etc., that may (or may not be) playful in nature, but is inappropriate in an educational environment. (EMIS Code 18)

**1st Offense:** A.L.E. (1-3 days)

**2nd Offense:** A.L.E. (2-3 days)

**3rd Offense:** O.S.S. (1-10 days)

## **RULE 37: WEAPONS AND ITEMS USED AS DANGEROUS INSTRUMENTS**

A student shall not use, possess, handle, transmit, sell, or conceal any object that can be used as a weapon or dangerous instrument. Weapons and dangerous instruments shall include any object that is used or may be used to inflict physical harm.

**OHIO REVISED CODE SECTION 2923.122 MANDATES THAT A VIOLATION OF A SCHOOL WEAPON RULE IS PUNISHABLE AS A FELONY. STUDENTS GUILTY OF A WEAPONS VIOLATION MAY BE EXCLUDED FROM SCHOOL FOR A YEAR.** ( EMIS Code 6: Firearm/Code 7: Dangerous Weapon/Code 20 Firearm Look-a-like) **Consequences:**

**1st Offense and Repeat Offenses:** 10-day out-of-school suspension, police report filed, possible recommendation for expulsion/permanent exclusion, and possible prosecution

A student shall not use, possess, handle, transmit, sell, or conceal any counterfeit weapon or counterfeit dangerous instrument. Counterfeit weapons and counterfeit dangerous instruments are those that are designed to resemble real weapons and dangerous instruments and include, for example, toy guns, and toy knives.

## **STUDENT ACTIVITIES AND ATHLETICS**

### **STUDENT ACTIVITIES AND ATHLETICS/PARTICIPATION**

**CODE OF CONDUCT** – Participation in activities is an important part of the overall educational process. However, a student has no absolute rights to participate in activities, as involvement is a privilege, not a right. Commitment to an activity entails additional time requirements and implies the maintenance of top physical and mental condition. Students participating in any activity outside of school, or during school hours, are subject to the same discipline code as when school is in session. In addition to normal consequences as specified in the handbook, students may receive additional consequences relating to their specific activity.

This code applies to any school sponsored student activity, group, club, team, etc. that forms, meets, or practices at times other than the regular school day and school year. Instructional activities that meet only during class time or are part of the regular curricular program are not considered in this policy.

The Student Activities and Athletics Code of Conduct goes into effect for student-athletes participating in fall sports on the first day of fall sports practices prior to the start of the school year and continues until the last day of school. For all other sports and activities, the Code of Conduct goes into effect on the first day of school and is in effect until the last day of school. For any spring sport that goes past the last day of school, the code of conduct is in effect until the final contest has been completed. Violations of the Code of Conduct are cumulative throughout the participant's two years of middle school participation and four years of high school participation and disciplinary actions may carry over from one season/year to another.

## **2430.02 — ELIGIBILITY REQUIREMENTS**



**(Twinsburg City School District BOE Policy)**

In order to be eligible in grades 7-12, a student must be currently enrolled and must have been enrolled in school the immediately preceding marking period. During the preceding marking period, the student must have received passing grades in a minimum of five (5) one (1) credit courses or the equivalent which count toward graduation. A student must also earn a minimum 1.25 grade point average during the preceding marking period. Any student who is not eligible must be enrolled in an intervention program as prescribed by the building principal. Students participating in intervention are not permitted to compete in interscholastic or extra-curricular activities, however, such students may be permitted to practice until eligibility is reinstated at the marking period.

A student enrolled in the first marking period after advancement from the eighth (8<sup>th</sup>) grade must have passed a minimum of five (5) of the subjects in which the student earned grades and met the minimum GPA requirements outlined in section A.

A student enrolled in the seventh (7<sup>th</sup>) grade for the first time will be eligible for the first marking period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled and must have been enrolled in school the immediately preceding marking period and received passing grades during that marking period in a minimum of five (5) of the subjects in which the student received grade. A student must also meet the GPA requirements outlined in section A.

Summer school grades and other educational options earned may not be used to substitute for failure to meet the academic standards from the last marking period of the regular school year.

**EXEMPTION CLAUSE** – Exemption to this would be two required performances per year in concert choir, a’capella choir, and concert band. In addition to this, since marching is definitely a component to the band curriculum and is considered in the actual determination of the overall band grade, marching at football games is also exempt. All band and choir competitions, trips, other performances, etc., however, do fall under this eligibility policy. Students must be academically eligible in order to participate in any other activity, as specified above.

**GRADING** – Students failing to attend those activities specified above as curricular are subject to the same rules as missing an exam or test in any other subject. If it is an excused absence, they shall be permitted to make up the performance through some reasonable assignment given by the teacher. Students receiving an “unexcused” absence would not be permitted to make up this requirement and would, therefore receive a zero, which would be very similar to receiving a zero on any other academic performance, such as a test or quiz.

**DRUG/ALCOHOL USE** – The Federal Drug Administration recognizes that the use and abuse of mind-altering chemicals/alcohol poses a significant health risk for individuals and can affect health, academics, and performances. Students participating in any activity will not at any time possess, use, sell, offer to sell, deliver, conceal, consume, be under the influence of nor have on their breath, any drug, look-alike drug, counterfeit drug, drug paraphernalia, alcohol, or anabolic steroid. Medication authorized by a licensed physician is not considered in violation of this provision. A student judged to be in violation of the substance use/abuse terms above will incur the following consequences:

**1<sup>st</sup> Offense:**

1. **Exclusion from all inter-scholastic or extracurricular-activities for a period of time equal to 30% of the scheduled contests/performances. This exclusion could extend into the next season if the infraction occurs at the end of a given season/activity. Provided a student is not also suspended from school, they may attend all practice sessions, contests and performances during the period of the exclusion, but may not participate in contests or performances. If the suspension is served in the next season, the student must be listed on the team/activity’s active roster at the completion of that season and must attend the team/activity’s end of the season awards ceremony, if applicable.**
2. **The student must undergo a professional assessment by a certified agency and comply with the recommendations of such an assessment. Proof of said assessment must be provided to the Athletic Director/Coordinator of K-12 Student Activities upon completion. (TCSD will not incur the cost of said assessment)**
3. **Both 1 & 2 must be completed for extracurricular reinstatement.**

**2<sup>nd</sup> Offense:**

1. **Exclusion from all inter-scholastic or extracurricular activities for a period of time equal to one calendar year. During this exclusion the student may not attend practice sessions, contests, and performances.**

2. **The student must undergo a professional assessment by a certified agency and comply with the recommendations of such an assessment. Proof of said assessment must be provided to the Athletic Director/Coordinator of K-12 Student Activities upon completion. (TCSD will not incur the cost of said assessment)**
3. **The student must participate in and successfully complete a drug/alcohol education program. Proof of attending said program must be provided to the Athletic Director/Coordinator of K12 Student Activities upon completion. (TCSD will not incur cost of said program)**
4. **Both 1 & 2 must be completed for extra-curricular reinstatement.**

**3<sup>rd</sup> Offense:**

1. **Permanent exclusion.**

**Self-Referral:** A student who voluntarily seeks help with a drug/alcohol/substance problem prior to being cited for violation may avoid the imposition of disciplinary action. This provision will be honored if the student voluntarily and fully participates in an assessment and complies with the recommendations of the assessment. Exclusions from participation will occur until the assessment phase is completed.

**FELONIES** (Including Felonies Relating to Drugs or Alcohol): A student who is arrested for, or charged with a felony or charged with an act that would constitute a felony if committed by an adult shall be automatically suspended from all athletic/extracurricular activities. Students will not be permitted to participate in preseason activities. The student shall remain suspended until: (1) The charges are completely dismissed; (2) The charges are reduced to a misdemeanor in which case the student may be subject to penalties outlined for misdemeanors for alcohol/drugs; (3) The student is found not guilty; or (4) The student successfully completes the consequences assigned by the judge and agreed to by the student, including probation or diversion. Evidence that the probation period has expired, fines have been paid and/or community service has been completed is required.

If a student has been arrested or charged with an offense, but the matter has been expunged, sealed, removed from a student's record, or the behavior has not been prosecuted, that student should present documentation as required by the school to determine the circumstances of the matter. These circumstances will be considered but may not be sufficient to lift the student's consequences.

**CRIMINAL ACTIVITY NOT RELATED TO DRUGS AND ALCOHOL**: A student who is arrested for, charged with, or found guilty of a misdemeanor shall receive consequences as outlined below. However, minor offenses that result in fines alone may be dealt with at the discretion of the Principal or designee. However, any student who is accused of a misdemeanor alcohol/drug offense or a misdemeanor DUI will receive consequences as explained in the Drug & Alcohol section of the handbook.

**1st and Subsequent Offenses**: Minimum suspension from activities for one (1) school week up to a maximum of permanent suspension from extracurricular activities, at the discretion of the Principal or designee.

If the student produces proof that the charges are completely dismissed or the student is found not guilty, these consequences may be lifted. If a student has been arrested or charged with an offense, but the matter has been expunged, sealed, removed from a student's record, or the behavior has not been prosecuted, that student should present documentation as required by the school to determine the circumstances of the matter. These circumstances will be considered but may not be sufficient to lift the student's consequences.

**SPORTSMANSHIP** – Good will and sportsmanship are expected from students who conduct themselves appropriately and honorably. Displays of anger, resentment, or loss of control are contrary to the intent and nature of any activities. Only positive cheers are acceptable, cheer for our team and do not berate opponents or officials. All students must stay in the Twinsburg student section at all athletic events and contests. Failure to abide by these regulations may result in suspension of the privilege to attend extracurricular activities and possible additional formal disciplinary consequences. Disciplinary action for violation of this expectation will follow the Ohio High School Athletic Association (OHSAA) un- sportsman like consequences.

**TRANSPORTATION**: Athletes must use the school provided transportation. The only exception is for parents/guardians to drive with the written approval from the athletic director or principal. Students will not be permitted to drive with anyone other than the parent/guardian.

**INDIVIDUAL COACH'S DENIAL OF PARTICIPATION IN ATHLETIC CONTEST(S)/DUE PROCESS**

**PROCEDURE** – All head coaches or activity advisors shall publish those specific rules unique to their programs that are not covered by the general rules. This published set of training rules or organization rules must be filed with the athletic director. A copy of all rules in effect must be given to each participant at the beginning of the program or season to take home to be signed by the participant and the parent(s)/guardian(s). These signed papers are to be kept on file by the coach or advisor. Head coaches and advisors must follow due-process procedures when denying participation or excluding participants from their sport or organization.

1. When it becomes necessary to deny a student participation in an activity a student will be given written notice with the reason(s) for exclusion and an opportunity to explain his/her actions in an informal hearing with the activity advisor.

2. The student or parent/guardian has the right to appeal the decision of the Athletic Director/Coordinator of K-12 Student Activities to an appeal board within (3) school days of receiving notification of suspension. Any appeal is to be in writing and submitted to the building principal. An appeal hearing will be scheduled within (5) school days of receiving the written request. The appeal board shall consist of (3) staff members, assigned by the Superintendent, who will review the case and render a decision to uphold or not uphold the intended removal.

3. The decisions of coaches and advisors, and the recommendations of the appeal board, are subject to the final decision of the school principal.

A student shall not be permitted to participate during this appeal process.

## **FACILITY USE**

Facility use must be cleared with the Principal/**Secretary** who will in turn arrange with the building principal for any activity held in a school during the evening, over weekends, and/or during vacations. Arrangements must be made for access to the school when it is expected that the group will be returning to the school at a late hour.

## **DISCIPLINE GUIDE**

The Board of Education: (1) expects the teacher-pupil relationship to be one of mutual respect; (2) recognizes the teacher as the person in authority in the classroom and building; (3) authorizes principals to use such reasonable disciplinary measures as seem necessary to insure a properly functioning school; and (4) gives full support to teachers and administrators in their efforts to maintain a good atmosphere for learning within the school.

The authority of school officials extends beyond the school day. Any misconduct on or off school property that directly relates to and adversely affects the welfare and morale of the school is within the scope of authority of school officials. The following list of student offenses and disciplinary actions has been prepared for the information of Twinsburg students and their parents. To a great extent the list is general in nature. Specific disciplinary action will depend on the severity of the offense and the violator's previous behavior. The list does not attempt to include all possible offenses or disciplinary actions, and does not imply that an offense not listed will not receive appropriate disciplinary action. Also, it is often appropriate to employ more than one disciplinary action at a time. Repeated violations will warrant increasing discipline, including possible recommendation for expulsion and referral to the Student Resource Officer.

Twinsburg Schools will employ the use of Restorative Practices in conjunction with discipline actions. The purpose of the Restorative Practices Program is the improvement of citizenship in an individual student resulting in the enhancement of the overall quality of life. It is designed to help students take responsibility for their actions, recognize that their conduct caused harm to others, make amends, and reintegrate into the community. There are four key principles of the Restorative Practices process: respect, responsibility, restoration, and reintegration. Students have the option not to participate in Restorative Practices.

## **Restorative Practices Continuum**



Moving from left to right on the continuum, as restorative practices become more formal, they involve more people, require more planning and time and are more structured and complete. Although a formal restorative process might have dramatic impact, informal practices have a cumulative impact because they are part of everyday life.

### **Some Possible Disciplinary Actions and Restorative Practices**

1. Affective statements - referred to as "I" statements tell the listener how the person feels and why it makes them feel that way. They are an effective way to teach students how to express their emotions appropriately.
2. Affective questions - Questions which elicit expressions of attitude, values, or feelings of the student.
3. Small impromptu conference - The adult acts as a facilitator who allows both parties to be heard and participate in finding a resolution to a conflict, making it less likely to occur again.
4. Group or Circle - More structured and used to develop relationships, build communities, and respond to conflicts and problems that arise. Everyone is given an equal opportunity to speak, and be heard.
5. Formal conference - a structured meeting between offenders, victims and both parties' family and friends, in which they deal with the consequences of the wrongdoing and decide how best to repair the harm.
6. Verbal reprimand.
7. Student-teacher conference.
8. Remedial assignments.
9. Notification of parents in writing or over the telephone.
10. Lunch detention.
11. Loss of privilege - such as recess, assembly, intramurals, field trips, etc.
12. Items removed, collected and/or destroyed.
13. After School Detention. Office detentions may be longer as arranged. Written notice will be sent home with the student at least one day prior to the detention. It is the parent's responsibility to provide transportation home following detention.
14. Parent-teacher conference.
15. Counseling.
16. Behavior Contract.
17. Referral to the school guidance counselor, school psychologist, or school nurse.
18. Referral to public service or medical agencies.
19. Saturday Detention may be held from 8:00-12:00 noon on Saturday mornings as assigned by the principals. Saturday detentions are provided by the Twinsburg Board of Education as an alternative step to out-of-school suspension. When a student is assigned to Saturday detention, the parent(s) will be notified. The student is to be prompt and equipped with study materials. Sleeping will not be permitted. Tardiness or failure to follow the rules of Saturday detention will lead to further disciplinary action. Parents wishing to appeal the Saturday detention(s) option, must make their appeal to the building principal. If enough supportive evidence is provided, the principal may approve "alternative B" which is one day out-of-school suspension. In most cases, however, students are to serve Saturday Detention.
20. Removal from class.
21. Notification of police, SRO, juvenile court, or other proper authorities (see BOE Policy 5540).
22. Social Privilege Removal - Students are not permitted to participate in or attend after school events, athletic events, practices, club meetings, dances, etc.
23. Denial of Participation in Extracurricular Activities.  
In accordance with the rules for the activity and/or school rules, coaches or advisors may deny participation in athletic or other extracurricular activities.
24. Emergency Removal - If a student's presence poses a continuous danger to persons or property or an ongoing threat of disrupting the academic process, then that student may be removed from the premises under emergency removal. In such circumstances the student may not participate in any school function or be on school grounds.
25. \*Bus Removal - During bus removal students are not permitted to ride any school bus.
26. Alternative Learning Environment (A.L.E.) (1-10 days) During A.L.E., students attend school, but work in an isolated area. Students are to be in the A.L.E. room throughout the entire school day and must leave the school immediately at the regular dismissal time. While serving A.L.E., students may be denied the opportunity to participate in any school activities including athletics, concerts,

dances, etc. Failure to comply with the rules of the A.L.E. class will result in additional days of A.L.E., or out-of-school suspension, or expulsion as appropriate.

27. Twinsburg Alternative Program - Suspension alternative program held at the T.A.P. building.

28. \*Out-of-school suspension - (1-10 days) During out-of-school suspension students are not to be on school property at any time during or after school or attend any or all extracurricular and school related activities. Students are expected to keep up with their school work and turn in assignments when they return. Students who fail to hand in written assignments which were sent home for them will lose credit for this work.

29. \*Expulsion - (1-80 days) Restrictions are the same as those for suspension except that work cannot be made up. The principal may recommend to the superintendent of schools that a student be expelled.

\*In all cases of suspension, bus removal, or expulsion, parents will be notified within 24 hours. Copies of this correspondence goes in the student's record. The student and/or parent has the right to request an appeal hearing before the superintendent, and the right to be represented in such a hearing. An appeal hearing must be requested in writing to the Board within seven (7) calendar days of the first day of suspension.

30. Permanent Exclusion.

Special Note: Incidents involving two or more students from the same or different buildings may result in equal punishment for all students involved.

## **Interrogation of Students**

The Board of Education is committed to protecting students from harm that may or may not be directly associated with the school environment but also recognizes its responsibility to cooperate with law enforcement and public children's services agencies.

When law enforcement or other authorities arrive at the school and wish to interview a student or investigate an alleged violation of law, they must contact the building administrator indicating the nature of their investigation and their desire to question a student or students. In order to avoid disruption of the learning environment and the student's class schedule, such interviews should take place during a student's study hall period or during recess, if at all possible. \*\*\*

## **Investigations of Violations of Law by Law Enforcement/Agencies**

Such agencies should contact a student during non-school hours and investigate alleged violations of the law off school property if at all possible. An investigation can take place immediately on school property during school hours at the request of the building administrator if the alleged violation of law took place on school property or in emergency situations.

Before the student(s) is (are) questioned as a witness to or suspect in an alleged violation of law, the building administrator shall attempt to contact the parent prior to questioning and shall remain in the room during the questioning unless compelling reasons for exclusion are provided by the agency.

## REFERENCE LIST

**NOTE: The following Board of Education Policies are available in the School Office as they are referenced in the Student/Parent Handbook. This is not an inclusive list. Please check the District website for more information about Board of Education Policies.:**

Discrimination on the Basis of Sex in Education Programs or Activities **2266**

Student Assessment and Academic Intervention **2623**

Personal Communication Devices - **5136**

FERPA Regulations: An Overview for Parents and Students, Health Services - Physical Examinations **5310**

Student Conduct **5500**

Anti-Harassment **5517**

Bullying and Other Forms of Aggressive Behavior **5517.01**

Drug Prevention **5530**

Interrogation of Students **5540**

Student Discipline **5600**

Removal Suspension expulsion and permanent exclusion **5610, 5610.01**

Suspension of Bus Riding Privileges **5610.04**

Prohibition from Extracurricular Activities **5610.05**

Due Process Rights **5611**

Positive Behavior Intervention and Supports/Seclusion - **5630.01**

Search and Seizure **5771**

Waiver of School Fees for Instructional Materials **6152.01**

Video Surveillance and Monitoring **7440.01**

Student Records **8330**

Preparedness for Toxic Hazard and Asbestos Hazard **8431**

Mask and facial coverings **8450.01**

### **R.B.C. TELEPHONE & EMAIL LISTING**

R.B. Chamberlin Middle School  
10270 Ravenna Road  
Twinsburg, Ohio 44087

School Year: 2023-2024  
Main Number 330-486-2281  
**REVISED 6-8-23**

NAME	Room Ext.	Office Ext.	Room	SUBJECT	EMAIL ADDRESS
ACHBERGER, Debra	2357		Café	Lunch Aide	DACHBERGER@twinsburgcsd.org
ANDERSON, Shelly	2321		S111	Science – 8 <sup>th</sup>	SANDERSON@twinsburgcsd.org
ANDRASSY, Jennifer	2353		E104	Physical Education	JANDRASSY@twinsburgcsd.org
BASCH, Matthew	2297			Shift Janitor	MBASCH@twinsburgcsd.org
CEFARATTI, Amanda	2313		S221	Algebra I / Geometry	ACEFARATTI@twinsburgcsd.org
CONN, Damon	2330		W137	Orchestra – 3 <sup>rd</sup> & 4 <sup>th</sup> period	DCONN@twinsburgcsd.org
COPEN, Gabrielle	2320		N205	English / LA 8 <sup>th</sup>	GCOPEN@twinsburgcsd.org
COSENO, Jodie	2294		S127	Math 8 <sup>th</sup>	JCOSENO@twinsburgcsd.org
CRAIG, Melissa	2345		S207	Social Studies 7 <sup>th</sup>	MCRAIG@twinsburgcsd.org
CRICHLLOW, Garrett			N131	Instructional Assistant	GACRICHLLOW@twinsburgcsd.org
CROCKETT, Diane	5081	2505	N118	Physical Therapist	DCROCKETT@twinsburgcsd.org
D'AGOSTINO, Debbie	2286		Office	Main Office Secretary	DDAGOSTINO@twinsburgcsd.org
DAVIS, Brian	2324		S105	Honors Social Studies 8 <sup>th</sup>	BDAVIS@twinsburgcsd.org
DIFRANCISCO, Rachel	3400	2296	W141	Art 1	RDIFRANCISCO@twinsburgcsd.org
EDWARDS, David	2318		S126	Math 8 <sup>th</sup>	DEDWARDS@twinsburgcsd.org
EISENHUTH, Tisha	2289		W151(O)	Parent Mentor	TEISENHUTH@twinsburgcsd.org
ESCOTT, David	2347		N125	Special Education Teacher	DESCOTT@twinsburgcsd.org
ESHELMAN, Karen	2340		N203	A.L.E.	KESHELMAN@twinsburgcsd.org
FANTONE, Lisa	2357		Café	Cafeteria Cook	LFANTONE@twinsburgcsd.org
FONTANA, Lisa	2335		N126	Reading / LA 7 <sup>th</sup>	LFONTANA@twinsburgcsd.org
GOSSETT, Samantha	3400	5051	W141	Gen. Music – 3 <sup>rd</sup> – 6 <sup>th</sup> period	SGOSSETT@twinsburgcsd.org
GOWEN, Alicia	2357		Café	Cafeteria Cook	AGOWEN@twinsburgcsd.org
GRANT, Alanna	2347		N125	Instructional Assistant	AGRANT@twinsburgcsd.org
GUGLIOTTA, Janet			S113	Instructional Assistant	JGUGLIOTTA@twinsburgcsd.org
HAHN, Danielle			S104	Science – 8 <sup>th</sup>	DHAHN@twinsburgcsd.org
HAMPTON, Peter	2331	2473 THS	W139	Choir Director	PHAMPTON@twinsburgcsd.org
HENDERSON, Alecia	2287		S131	Guidance Counselor	AHENDERSON@twinsburgcsd.org
HIGGINS, Dan	2297			Head Custodian	DHIGGINS@twinsburgcsd.org
HORSTMAN, Ian			S210	Intervention Specialist	IHORSTMAN@twinsburgcsd.org
HRACH, Kelly	2102		Office	School Psychologist	KHRACH@twinsburgcsd.org
JIMENEZ, Lynnette	2344		N127	Reading / LA 7 <sup>th</sup>	LJIMENEZ@twinsburgcsd.org
KELLY, Rachele	2256	2504	N207	Speech Language Pathologist	RKELLY@twinsburgcsd.org
KORDAL, Helen	2357	2298	Café	Cafeteria Manager	HKORDAL@twinsburgcsd.org
KOUTRAS, John	3400	2332	W141	Intro. To Engin. – 7 <sup>th</sup> & 8 <sup>th</sup> period	JKOUTRAS@twinsburgcsd.org
KRUPINSKI, Kristen	2274	2504	N207	Speech Language Pathologist	KKRUPINSKI@twinsburgcsd.org
LIPNOS, Ed	2322		S205	Science 7 <sup>th</sup>	ELIPNOS@twinsburgcsd.org
LONCZAK, Natalie	2338		N133	Honors Reading / LA 7 <sup>th</sup>	NLONCZAK@twinsburgcsd.org
LORETZ, Feleisha	2356		S115	Intervention Specialist	FLORETZ@twinsburgcsd.org
LUIZA, Hannah		2505	N118	Occupational Therapist	HLUIZA@twinsburgcsd.org
MARQUARD, Bob	2297			Night Shift Custodian	BMARQUARD@twinsburgcsd.org
MAURER, David	2307		S125	Title 1 / Math Teacher	DMAURER@twinsburgcsd.org
MILHOAN, Nathaniel	2381		Office	SRO	NMILHOAN@twinsburgcsd.org

MILIA, Rocco	2297			Shift Janitor	RMILIA@twinsburgcsd.org
MILLER, Rachael	2112		Gym	Adaptive Physical Education	RMILLER@twinsburgcsd.org
MONDAY, Kelly	2357		Café	Cafeteria Cook	KMONDAY@twinsburgcsd.org
MOORER, Lisa	2283		S124	Assistant Principal	LMOORER@twinsburgcsd.org
NALEPA, Tom	2310		S220	World Cultures 7 <sup>th</sup>	TNALEPA@twinsburgcsd.org
NETO, Wendy	2360		W151	Art Teacher	WNETO@twinsburgcsd.org
O'LAUGHLIN, William	2297			Night Shift Janitor	WOLAUGHLIN@twinsburgcsd.org
PATTERSON, Ja'Nay	2316		S204	Science 7 <sup>th</sup>	JPATTERSON@twinsburgcsd.org
PAUL, Leanne	2304		N202	Reading / LA 8 <sup>th</sup>	LPAUL@twinsburgcsd.org
PETERSON, Scott	2325		N204	Reading / LA 8 <sup>th</sup>	SPETERSON@twinsburgcsd.org
PIETRASZ, Jason	2336		S218	Financial Literacy 7 <sup>th</sup>	JPIETRASZ@twinsburgcsd.org
PINKNEY, Jennifer	2678		Office	District Nurse	JPINKNEY@twinsburgcsd.org
RESNICK, Tom	2293	2193(D)	W137	Band – 3 <sup>rd</sup> & 4 <sup>th</sup> period	TRESNICK@twinsburgcsd.org
RICHARDS, Marcy	2288		S212	Guidance Counselor	MRICHARDS@twinsburgcsd.org
RIES, James	2282		Office	Principal	JRIES@twinsburgcsd.org
SABO, Alexis	2346		S206	Intervention Specialist	ASABO@twinsburgcsd.org
SALUAN, Carla	2312		S108	Honors Social Studies 8 <sup>th</sup>	CSALUAN@twinsburgcsd.org
SARKA, Deana	2337		S216	Math Academic Coach	DSARKA@twinsburgcsd.org
SCHWED, Dominic	2277	2112(B)	E127	Athletic Director	DSCHWED@twinsburgcsd.org
SHAFFER, Marcie	2675	2476 THS	Media	Technology / Support	MSTONE@twinsburgcsd.org
SMALHEER, Laura	2317		S113	Intervention Specialist	LSMALHEER@twinsburgcsd.org
SMALTZ, Robert	2356		S115	Instructional ParaPro.	RSMALTZ@twinsburgcsd.org
SOLIS, Julie	2676		S211	Social Studies 7th	JSOLIS@twinsburgcsd.org
SPRINGER, Don	2299		E123	Physical Education	DSPRINGER@twinsburgcsd.org
SULZER, Marnie			S217	Intervention Specialist	MSULZER@twinsburgcsd.org
THOMAS, Randy	2486		S210	Instructional Para Pro.	RTHOMAS@twinsburgcsd.org
THOMPSON, Julie	2339		S213	Math 7 <sup>th</sup>	JTHOMPSON@twinsburgcsd.org
TUCKER, Michelle	2342		S214	Math 7 <sup>th</sup>	MTUCKER@twinsburgcsd.org
WALTERS, Kristin	2291	2355	Media	Media Center Specialist	KWALTERS@twinsburgcsd.org
WALTERS, Melissa	2306		N200	Honors Reading / LA 8 <sup>th</sup>	MWALTERS@twinsburgcsd.org
WASINSKI, Angela	2421		S118	Spanish I – 5 <sup>th</sup> – 8 <sup>th</sup> period	AWASINSKI@twinsburgcsd.org
WHITE, Joseph	2279		N128	Beechbrook Social Worker	JWHITE@twinsburgcsd.org
WILLIAMS, Rebecca	2334		S217	Intervention Specialist	RWILLIAMS@twinsburgcsd.org
WILLIS, Minyan	2284		Office	Main Office Secretary	MINYANWILLIS@twinsburgcsd.org
WILSON, Amy	2343		N132	Reading / LA 7 <sup>th</sup>	AWILSON@twinsburgcsd.org
WILSON, Todd	2319		N125	Instructional Para Pro.	TWILSON@twinsburgcsd.org
WILT, Kami	2357		Café	Lunch Aide	KWILT@twinsburgcsd.org
WOLFARTH, Lisa	2346		S206	Instructional Para Pro.	LWOLFARTH@twinsburgcsd.org
YOUNG, Andrea		2504	N207	ESL Teacher	AYOUNG@twinsburgcsd.org
<b>OFFICE – N107</b>	2327		N107	<b>HEALTH ROOM – N209</b>	2503
<b>CLINIC – Ms. Christopher</b>	2290			<b>OFFICE FILE ROOM</b>	2501
<b>OFFICE COPY ROOM</b>	2354			<b>SOUTH ELEVATOR</b>	330-405-7077
<b>OFFICE CONF. ROOM</b>	2677			<b>NORTH ELEVATOR</b>	330-963-8530
<b>STAFF LUNCHROOM</b>	2300			<b>ATTENDANCE LINE</b>	330-486-2370
<b>FITNESS ROOM</b>	2328			<b>TRANSPORTATION</b>	2348, 2352, 2382
<b>RBC KITCHEN FAX</b>				<b>CENTRAL OFFICE FAX</b>	330-425-7216
330-486-2371				<b>RBC FAX</b>	330-963-8313



# **Twinsburg City School District**

## **2023 -2024 Board of Education Members**

Mr. Rob Felber, President

Mrs. Lea Travis, Vice-President

Mrs. Rhonda Crawford, Member

Mr. Mark Curtis, Member

Mrs. Tina Davis, Member

## **Central Office Administration**

Superintendent: Mrs. Kathryn Powers – 330.486.2002

Treasurer: Mrs. Julia Rozsnyai - 330.486.2000

Business Manager: Mr. Matt Strickland - 330.486.2004

Director of Curriculum: Mrs. Jennifer Farthing – 330.486.2015

Director of Pupil Services: Mr. Ryan Bandiera – 330.486.2093

Director of Human Resources: Mrs. Belinda McKinney – 330.486.2016

## **Twinsburg Board of Education Office**

11136 Ravenna Road

Twinsburg, OH 44087

Phone: 330.486.2000

Fax: 330.425.7216

Office Hours:

School Days: 8:00 a.m. - 4:00 p.m.

Summer/Breaks: 7:00 a.m. - 3:00 p.m.

# MY CAREER PASSPORT

Student Career Exploration

NAME: \_\_\_\_\_

**1st Quarter**

**2nd Quarter:**

**3rd Quarter:**

**4th Quarter:**