

TEAYS VALLEY EAST MIDDLE SCHOOL VIKINGS

655 Viking Way
Ashville, OH 43103
740-983-5000

Mrs. Shannon Helser
Principal

Mr. Kevin Kinne
Assistant Principal

Ms. Mary Langenfeld
School Counselor

Mrs. Michelle Chafin
Nurse

Mrs. Veronica Clay
Secretary to the Principal

Mrs. Jennifer Seebauer
Librarian

BE EAST!

WEBPAGE: <https://www.tvsd.us/me/>

Facebook: <https://www.facebook.com/TVEMS>

Did you know?----Teays Valley East Middle School (TVEMS):

- Established a National Junior Honor Society in 2004-2005 to recognize and promote academic excellence.
- Inducted seventh grade students into the National Junior Honor Society.
- Raised close to \$600 dollars by sponsoring a dodgeball tournament. The funds raised were used to award two high school seniors with the Sue Oltman Memorial Scholarship.
- Eighth grade students were scheduled to go on the Washington, D.C. trip for the 39th year in a row.
- NJHS students served senior citizens at the Village Chapel Methodist Church.
- Eighth grade students participated in Real Money Real World, a financial literacy program from The Ohio State University.
- LIFE group organized a special item drive for our local Food Pantry.
- Participated in community wide Service Learning Projects.
- LIFE group assisted in distributing meals to community members through the Ashville Food Pantry.
- East held its 10th annual Book Fair; the library used the proceeds to support the library's collection.
- East sent a team of eighth graders to a central Ohio middle school Battle of the Books contest.
- Participated in community service.
- Band students were nominated to attend The Ohio State University Honor Band

Our Mission: We are committed to learning together, growing together, achieving together.

Our Motto: All In

Guiding Principles

1. We must do what is best for students.
2. The safety and welfare for our students is our priority.
3. Relationships matter.
4. We can do more together than we can alone.
5. We are all leaders.
6. Excellent teachers are the foundation of quality instruction.
7. Teachers know their students.
8. Every student can surpass their current level of learning.
9. We will be accountable.

Dear Students,

Welcome to the Teays Valley East Middle School! We believe TVEMS is a great place to learn and grow into a young adult. This year our staff has many fun and rewarding activities planned for our students. We will continue to work hard to reach all of our building goals in providing an excellent education for our students. East staff will work daily to integrate lessons, field trips, and events focused on developing a well-rounded middle school student. We will work with you, your family, and the community to provide a middle school experience that allows students to excel academically, developmentally, socially, and to contribute positively to society.

Our middle school facilities are available to support the needs of our students and the community. At East Middle School we will continue to work in teams. Students will have opportunities to participate in Band, Choir, Physical Education, Health, College and Career Connections, and Art. Students will receive daily intervention during Viking Intervention Period (VIP). Students will continue to have opportunities to participate in multiple extracurricular activities. TVEMS will provide students with a great middle school experience.

The key to academic success is working hard and accessing the resources offered to you by the school and the staff. You will find many new opportunities to use interactive technology and resources in a modern school building. You will also find our staff uses many tools in supporting student success and increasing communication between home and school. Students will continue to develop a solid work ethic, responsibility for themselves and their community, while having fun at the same time. Together, with the collaboration of staff, students, families and the community, we will continue to strive for excellence.

We look forward to working with you at Teays Valley East Middle School for the 2020-2021 school year!

Mrs. Shannon Helsler
Principal

Positive Behavioral Interventions & Supports (PBIS)

TVEMS has instituted a PBIS plan. This plan incorporates school wide expectations for all students as well as rewards and consequences for student behavior. The plan centers around our 5 Pillars: Respect, Responsibility, Honesty, Teamwork, & Motivation. At the beginning of the school year, students will be taught these expectations and they will be reviewed as needed. Students will be rewarded for positive behaviors in several ways, such as:

Viking Vouchers – students are entered into a weekly drawing for going above and beyond in one of the 5 Pillars. A postcard detailing the students' positive actions is mailed home after the drawing is held.

Student of The Interim/Quarter – Students from each grade level who meet each of the 5 pillars are recognized at the end of each interim and full grading period.

Banner Contest – Grade levels compete to have the best grades, attendance, and behavior. The winning grade level receives a reward.

School Dances – Monthly dances are held for students exhibiting positive behavior.

Students will be taught and know the expectations in each of the locations listed in the matrix below. These expectations will also be posted throughout the school. Consistent and fair consequences will be administered as well as frequent rewards. Consequences include but are not limited to: warnings, parent phone calls, lunch detentions, after school detentions, In School Restriction, Out of School Suspension, and Expulsion.

Teays Valley East Middle School Behavior Matrix

	Classroom/Library/Study Hall	Cafeteria	Hallway	Restrooms
Respect	<ul style="list-style-type: none"> - Accept differences - Speak kindly to and about others - Listen to others - Keep body and objects to self - Treat computers with respect - Use only teacher directed websites 	<ul style="list-style-type: none"> - Use appropriate voice levels - Engage in appropriate conversations 	<ul style="list-style-type: none"> - Respect posters and displays - Use appropriate voice levels - Keep hands and feet to yourself 	<ul style="list-style-type: none"> - Keep it clean - Use restroom quickly and quietly
Responsible	<ul style="list-style-type: none"> - Be prompt - Keep agenda book up to date - Accept consequences - Bring needed materials ready to class - Follow direction and procedures the first time - Remember passwords 	<ul style="list-style-type: none"> - Ask permission to leave your seat - Accept consequences 	<ul style="list-style-type: none"> - Walk instead of run - Accept consequences - Be in class on time 	<ul style="list-style-type: none"> - Flush toilet after use - Accept consequences
Honesty	<ul style="list-style-type: none"> - Do your own work - Report inappropriate behavior - Report damaged computer equipment 	<ul style="list-style-type: none"> - Report inappropriate behavior 	<ul style="list-style-type: none"> - Report inappropriate behavior 	<ul style="list-style-type: none"> - Report inappropriate behavior - Use closest restroom - Wash hands after use
Teamwork	<ul style="list-style-type: none"> - Contribute equally - Pick up after yourself and others 	<ul style="list-style-type: none"> - Pick up after yourself and others - Sit by those sitting alone 	<ul style="list-style-type: none"> - Pick up after yourself and others - Be aware of classes in progress 	<ul style="list-style-type: none"> - Pick up after yourself and others - Report shortages of paper towels, soap, or toilet paper
Motivation	<ul style="list-style-type: none"> - Do your best - Complete assignments on time - Be an active participant; ask questions and seek help - Challenge yourself - BE EAST! 	<ul style="list-style-type: none"> - BE EAST! 	<ul style="list-style-type: none"> - BE EAST! 	<ul style="list-style-type: none"> - BE EAST!

Teays Valley East Middle School Discipline/Referral Levels

Level 1 Incidental Violations (Non-Referred/Non-Recorded)	Level 2 Minor Violations (Non-Referred/Recorded)	Level 3 Major Violations (Referred/Recorded)	Level 4 Illegal Violations (Referred/Recorded)
<ul style="list-style-type: none"> ● Talking w/o permission ● Making distracting noises ● Acting against classroom rules ● Breaking cafeteria rules ● Mild horseplay ● Yelling/Loud voices in hallway ● Dress code violation (1st) ● Not having class materials (1st) ● Minor language offense 	<ul style="list-style-type: none"> ● Dress code violation (2nd) ● Inappropriate bathroom behavior ● Tardy ● Horseplay ● Minor lying ● Cell phone use (1st) ● Third Level 1 Offense ● Not having class materials (2+) ● Intermediate language offense ● Minor cheating (providing or taking answers) ● Minor plagiarism (digital or written) ● Minor forgery (signatures) ● Internet misuse (minor) 	<ul style="list-style-type: none"> ● Major language offense ● Inappropriate gestures ● Major lying ● Major cheating (providing or taking answers) ● Major plagiarism (digital or written) ● Major forgery (signatures) ● Dress code violation (3+) ● Bullying (any form) ● Skipping class or leaving school campus ● Disrespect, overt defiance or insubordination ● General property damage or vandalism ● Theft (minor) ● Internet misuse (major) ● Cell phone use (2+) ● Making reference in conversation, writing or pictures, to weapons, violence or drugs/alcohol ● Second or Third Level 2 Offense (Consider Time Frame, Frequency and Severity) 	<ul style="list-style-type: none"> ● Possession/Use of drugs ● Possession/Use of alcohol ● Possession/Use of tobacco ● Possession of weapons on school grounds ● Truancy ● Arson ● Bomb threat ● Extreme property damage or vandalism ● Possession of combustibles ● Possession of flammables ● Assault ● Fighting ● Posting/Sharing of inappropriate or obscene material (any form) ● Theft (major)

Teays Valley East Middle School Discipline Process

	Level 1 ✓ Incidental Violations	Level 2 ✓ Minor Violations	Level 3 Major Violations	Level 4 Illegal Violations
Addressing the Behavior	Teacher-Handled The teacher addresses the behavior using classroom management strategies.	Teacher-Handled The teacher addresses the behavior using logical consequences (team meeting, after school detention, etc.)	Office-Managed Send the student to the office where the principal will address the behavior.	Office-Managed Send the student to the office where the principal will address the behavior.
Forms	Green Form A green form is available to informally track behavior, or to communicate issue with other staff. Also, use of checkbook debits is optional by teacher.	Yellow Form Hold a team meeting with student and fill out a yellow form, that is signed by teacher and student. Form will be mailed home to parent. Also, use of checkbook debits is optional by teacher.	Red Form Send a red form with as much information as possible to the office with the student. The principal will finish filling out the form and send it home.	Red Form Contact office and send student to office immediately. The principal will fill out the form, contact parent and send form home.

- ✓ 6th and 7th grade teachers will use the checkbook system for monitoring Level 1 and Level 2 behaviors.
- ✓ 8th grade will use a separate system to monitor student behaviors.

MIDDLE SCHOOL BUS/TRANSPORTATION RULES 2020-2021

The board furnishes transportation in compliance with Ohio law. This fact does not relieve parents of students from the responsibility of supervision until such time as the student boards the bus and after the student leaves the bus at the end of a school day. Students on the bus are under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to authority of the driver is sufficient reason for refusing transportation service to any student. The following regulations regarding student transportation are listed so that students and parents are aware of what is expected of each student while being transported.

1. Students will be allotted one designated location for AM pickup and one designated location for PM drop off (same stop every morning, same stop every afternoon). If using an alternate location other than the nearest bus stop to home address the alternate location must be within the boundary of the school the student attends and have an already existing stop. All students must ride their assigned bus from their assigned stop to and from school. There will be NO bus passes. Students CANNOT ride another bus with friends. Riding another bus is only permitted in emergency situations.
*If there is a shared parenting agreement requiring additional pickup/drop off locations. Please see information in the Transportation section of your OneView account.
2. Parents are responsible for the safety of students while going to and from pick-up point of safety and for meeting the bus on time.
3. All students must be at their designated stop five (5) minutes prior to the scheduled arrival time
4. Students may cross only in front of the bus at approximately ten feet when necessary.
Drivers will provide direction to students when it is safe to proceed in crossing.
5. Students will be assigned a bus seat by the driver to maintain order and for evacuation purposes. Students are expected to sit in their assigned seats facing forward.
6. Noise on a bus shall be kept to a minimum at all times to assure the safety of all students and the bus driver. Electronic devices including, but not limited to cell phones will be allowed by bus drivers as long as: No sounds, games/ringer/text tones. If listening to music, must use one earbud only, the student must still be able to take instructions from the driver. No flash or distracting lights, the driver must not be distracted. Students themselves must not be distracted by these items and conduct their responsibilities of getting on and off the bus, to and from their place of safety.
7. Absolute quiet must be maintained at railroad crossings or other dangerous areas.
8. The aisle of the school bus must be kept free of objects that could obstruct an emergency evacuation. All items being transported must fit on the students lap.
9. Students will NOT be permitted to use the emergency exit door except for an actual emergency or a designated emergency drill.
10. Students are NOT permitted to eat, drink or chew gum on the bus.
11. Objects are NOT to be thrown in, around, or out of the bus. Students should keep hands, heads, books, and other objects inside the bus, never outside the windows.
12. Profanity, obscene gestures, fighting, roughhousing or harassment WILL NOT be tolerated on the school bus.

- 13. Students are prohibited from bringing any potentially hazardous items including flammable or hazardous chemicals, drugs, alcohol, tobacco, animals, insects, or weapons of any kind, including sharp or breakable items such as glass, knives and jagged metal.
- 14. Parents will be held responsible for any damage to a bus by their child.
This includes damages to bus seats.
- 15. All school buses are equipped with safety and security cameras. Video and audio recordings will be viewed (by school officials only) to investigate incidents reported by a bus driver, administrator, students or other persons. It is our hope that these cameras will help improve our students safety and security while riding the school bus.
- 16. If a student does not ride the bus six (6) consecutive days (without notice of vacation or illness) the student will be removed from the route. If you desire to resume riding you must call the transportation office @ 740-983-5000 ext: 10100. Please allow 24-48 hours for your student to be placed back on the route.

SCHOOL DAY SUPERVISION

Students are not permitted to enter the school until 7:00 am. School begins at 7:31 am and dismisses at 2:25 p.m. Any pupil coming before or remaining after school must be under supervision of the teacher or coach.

SCHOOL CALENDAR FOR 2019-2020

- August**
- 12 First Day of School For Students
- September**
- 7 No School – Labor Day
- 15 Parent/Teacher Conferences 4-7 PM
- 24 Parent/Teacher Conferences 4-7 PM
- October**
- 16 End of 1st grading period
- 19 No School – Teacher Work Day
- 20-23 No School
- November**
- 25-27 No School - Thanksgiving Break
- December**
- 18 End of 2nd grading period
- 21 No School – Winter Break
(Dec. 21 - Jan. 4)

If your parents have questions regarding your school progress, they should contact the school. Semester grades for all students will be calculated by averaging the two (2) nine-week grades. The final grade for all students will be the average of the four (4) nine-week grades.

GRADING SCALE POINT SYSTEM

GRADE	POINT VALUE	GRADE	POINT VALUE
A	4.0	C-	1.66
A-	3.66	D+	1.33
B+	3.33	D	1.0
B	3.0	D-	.66
B-	2.66	F+	.33
C+	2.33	F	0
C	2.0	I	0

GRADING SCALE

January

- 1-4 No School
- 5 Students Return To School
- 18 No School (Martin Luther King Jr. Day)

February

- 4 Parent/Teacher Conferences 4-7 PM
- 11 Early Release: Parent/Teacher Conferences 1-4 PM
- 15 No School (President’s Day)

March

- 12 End of 3rd grading period
- 29 No School – Spring Break (Mar. 29-April 5)

April

- 6 Students Return

May

- 26 Last Day for Students – End of 4th grading period
- 27 Teacher Work Day

GRADE CARDS

Parents are notified of your school performance every nine (9) weeks. In addition, parents may check grades through Schoology as needed. We encourage parents to be involved in their child’s schoolwork. Students should discuss the report card with their parents and teachers.

The following grading scale has been adopted by the Teays Valley Board of Education.

93-100	A	80-82	B-	67- 69	D+
90-92	A-	77-79	C+	63-66	D
87-89	B+	73-76	C	60-62	D-
83-86	B	70-72	C-	0-59	F

WHAT TO DO IF.....

- You are tardy to school in the morning or late to school during the day – Report to the office and obtain a pass to class.
- You know you need to be absent for an extended period of time – Have your parent’s clear needed absences with the building administrator as early as possible. Request a vacation form, complete, and return to the office before you leave on vacation.
- You become ill or need to leave the building during the school day – Report to the office; permission must be obtained from parents before leaving. When you leave the building, your parents must sign you out in the office.
- You are injured at school – Seek a staff member for assistance or report to the office. Be sure an accident report is filled out.

- You need to see the school counselor – Go to the guidance counselor and make an appointment before school, at lunch, after school, or during study hall. Should an emergency occur that necessitates you seeing the counselor immediately, report to the office and request to see the counselor.
- You lose personal property – Check first with your teachers, then our custodian in lost and found, and then report the loss to the office.
- You cannot get your locker open – Ask your teacher for help. Do not kick or abuse lockers.
- You want to invite a friend to visit school – DO NOT DO IT.
- You are detained by a teacher or administrator – Obtain a pass to admit you to your next class.
- You are suspended – You are not allowed on school property or to attend school activities.

Index

After School Detention	Page	Lockdowns	13
Attendance/Tardy Policy	7	Lockers	13
Assemblies	7	Loitering/Unauthorized Areas	13
Block Meetings	8	Long-Term Projects	13
Book Bags/Backpacks	8	Make-Up Work	13
Cafeteria	8	Medication	14
Cameras	8	Middle School Courses	14
Cell Phones	9	National Junior Honor Society	14
Child Abuse Reports	9	Non-Educational Items	14
Child Custody/Divorced Parents	9	Obscene Material	14
Chromebooks	9	Out-of-School Suspension	14
Computer/Online Services	9	Parent/Guardian Educational Neglect	14
Counseling Dept	9	Parent-Teacher Conference	14
Cyber Image policy	10	Pay to Participate Policy	14
Dances	10	Personal Responsibilities	15
Deception/With Holding Information	10	Physical Assault	15
Dress Code and Appearance	10	Physical Confrontations	15
Drugs and Alcohol	11	Physical Education	15
E-Readers	11	PBIS	15
Emergency Info Concerning School Closings	11	Promotion Policy	15
Intimidation	11	Public Display of Affection (PDA)	15
Extracurricular Activities	11	Reckless Behavior/Negligent	15
Extortion	11	Respect for Equipment and Facilities	15
False Alarms	11	Schoology	15
Fees	11	School Code of Conduct	15
Field Trips	11	Search and Seizure	15
Safety Drills	11	Selling or Buying	16
Food, Pop, and Candy	11	Sexual Harassment	16
Friday School	11	Signs/Advertising	16
Funding Raising/Selling in School	11	Sportsmanship	16
Gambling	12	Stealing	16
Hall Conduct	11	Student Eligibility	16
Harassment/Verbal Harassment	12	Study Hall Conduct	16
Hazing	12	Technology: Improper Use of	17
Honesty in Your Work	12	Telephone	17
Homework	12	Textbooks	17
Honors Classes	12	Threat/Coercion	17
Honor Roll	12	Tobacco/Fire Devices	17
Indecent/Lewd Behavior	12	Tornado Drills	17
In-School Restriction	12	Transportation	17
Insubordination/Disrespect	13	Vacations	17
Intimidation/Aggressive Behavior	13	Vending Machines	17
Leaving School During School Time	13	Visitors	17
Litter	13	Weapons	17

AFTER SCHOOL DETENTION

An individual classroom teacher or administrator may assign an after-school detention. After-school detention is held in a designated classroom from 2:30 until 3:30 p.m. Detention, as a means of disciplinary action, gives the student the opportunity to correct behavior and improve skills before other administrative intervention is necessary. The detention will be supervised by a classroom teacher. Parents receive written notification of a detention, and attendance is required for any student who is assigned. Failure to attend will result in disciplinary action under the Student Code of Conduct. Transportation is the responsibility of the parent/guardian.

ATTENDANCE/TARDY

Regular and punctual attendance is expected. The middle school student is of an age that he/she needs to understand the important concepts of attendance and punctuality. Good school attendance helps prepare the teenager for good attendance requirements in adulthood. There is a relationship between attendance, grades, citizenship and success in school. Frequent absences disrupt the learning experience and continuity needed in the instructional process. Parents, students, teachers and administrators should do everything possible to ensure good student attendance.

A. Monitoring Attendance

All students are expected to be in the building on time and be in school a full day that is reported as 6.5 hours. Student attendance is monitored on the minute and absences will be documented accordingly. The following criteria will determine how an attendance issue is documented during a day.

1. **Tardy:** Arriving to school up to 8:00 AM
2. **Hourly Absence:** After 7:31 AM a student will be considered absent for the specific minutes not in attendance based on the time entering or leaving.

All absences must have a parent note or some form of medical/court documentation with specified times and dates to excuse an absence.

Students who are involved in after school activities must be in attendance for a minimum of a half-day, or a minimum of four regular class periods. The only exception would be if a student provides medical/legal documentation that mandates an absence from school.

B. Reporting Daily Absences

1. The parent or guardian of each student should notify the attendance office between 7:00-9:00 AM for each student's absence **(740) 983-5000**.
2. Students whose parents have notified the office on the day of an absence will need to provide a written medical or legal documentation to the office upon their return.
3. Up to 32.5 hours (5 days) of absence can be excused when a parent contact is made for student absences of any reason. A student who has accumulated more than 32.5 hours of excused absences without a medical/legal written excuse will be considered unexcused even with a parent contact. Any student with more than 32.5 hours of absence will be

required to provide medical/legal documentation for the absence to be excused.

4. It is the responsibility of students, parents and school officials to be certain children are in school. **A student will be held accountable for following proper attendance and reporting procedures during the school day.**

C. Check In / Check Out Procedures

1. All students are required to report to the office if they arrive to school after the official start of the school day. Students must sign in and receive an official pass from an office employee.
2. Students must provide medical or legal documentation to excuse them from missing part of the scheduled school day. If a student reports late without legitimate documentation they are considered unexcused.
3. Checking students out of school early should be kept to a minimum and this should be limited to medical appointments or court appointments or leaving due to illness. Documentation from a medical professional or court official must accompany all students in order for any absence to be considered excused.
4. Any student with some form of early dismissal must report to the main office to sign-out before leaving the building. Failure to follow policy will result in disciplinary action.

D. Tardy to School

Each student is expected to arrive to school and to each class on time.

1. Students who arrive to school after 7:31 AM are tardy and must report to the office.
2. Students who arrive to class after the tardy bell rings are considered tardy, unless accompanied by a written pass from a teacher or administrator.
3. A student who is tardy to school and/or first period will be monitored by the office. Disciplinary measures will be taken to ensure students understand the importance of being prompt. **All tardies accumulated will be monitored on a 9-week basis**, however, the time missed will still impact daily attendance.

Violation	Disciplinary Action
3 rd tardy	Lunch Detention
6 th tardy	After School Detention
9 th or more	Friday School, loss of extra privileges, etc.

E. Absence is excused when:

1. A note from a medical or legal professional is turned into the office following an absence.
2. There is a death in the family, with documentation.

F. Absence is unexcused/truant when:

1. The administration deems it as an unexcused absence.
2. A student leaves the building without permission.

3. A student fails to supply the office with written permission of the absences **within 24 hours** of the absence.
4. A student fails to provide medical documentation after an extended absence.

G. Other Forms of Absence and Related Attendance Issues

1. **Vacation:** It is the belief of the faculty and administration that families should schedule vacations during school breaks and summer. If a vacation would occur during school, it is recommended that parents contact a building administrator to discuss the attendance and academic status of their child prior to a vacation. Parents should remember that an absence due to vacation will be counted towards the student's total number of hours absent.
2. **Suspension (OSS):** Suspended students are not permitted on school grounds or permitted to attend school related functions during the length of the suspension.
3. **Emergency Removal (ER):** The administration has the right to remove a student from the building or school grounds anytime it is believed that a student is unable to properly function in the educational setting provided.
4. **In School Restriction (ISR):** Students are considered present to school however, they will be placed in an alternate setting to be supervised for a set number of days determined by the administration.

H. Make Up Work and Privileges

It is the student's responsibility to obtain the work he/she may have missed during **an absence of any kind**.

Upon return to a class, the first priority a student must have is to follow the established procedure to obtain the work, or talk with the teacher about missing work. Failure to complete the work in the allotted time may change the grade from an "I" to an "F" If a student has **an excused absence** when an assignment is given, a new due date for the missing assignment will be equivalent to the number of days the student is excused from class or school

I. Student Attendance Letters/Attendance Intervention Plan - HB 410 Requirements

A. School attendance officer will notify a child's parent, guardian, or custodian if a child is absent *with or without* legitimate excuse for 38 or more hours in one school month, or 65 hours in one school year. This notice will be made in writing and will include a truancy intervention plan.

B. A student who is habitually truant (30 or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in a school year without legitimate excuse) will be assigned to the absence intervention team. This team will develop an intervention plan in order to reduce or eliminate

future absences. Parents are required to be a part of the attendance intervention team.

Attendance office is required to file a complaint with the juvenile court no later than 61 days after the implementation of the plan if the student fails to comply with the plan.

ASSEMBLIES

At various times during the year the school will conduct assemblies. These assemblies are special activities held during the school day to educate as well as foster student interest and involvement. They are chosen to enrich units of study or provide positive motivational messages. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled-for clapping, boisterousness, and talking during a program. Improper behavior may result in removal from current and future assemblies. Prior to a general assembly, students are to report to their classroom. Textbooks and other materials are to be left in the classroom. Purses and billfolds may be taken to the assembly.

BLOCK MEETINGS

In the first week of school, each grade level meets with the principal. Important points of the handbook and specific rules are explained to every student. We strive to make sure all students are familiar with the rules and their questions are answered.

BOOK BAGS/BACKPACKS

Book bags and backpacks are permitted in the building; however, they must be placed in the student's assigned locker until the conclusion of the day. Book bags and backpacks are not permitted in classrooms unless approval is granted by the classroom teacher or building administrator.

CAFETERIA

A lunch period is provided for you. Plate lunches may be purchased, or you may bring your lunch from home. If you bring your lunch to school, you will eat it in the cafeteria at lunchtime.

Lunch is an important time for you to relax, to talk with your friends, and of course, to eat. In order to provide a wholesome and pleasant lunch atmosphere, you are asked to limit your activities in the cafeteria to eating and talking. Students are not permitted to leave school premises for lunch. Students may leave only if accompanied by a parent.

While in the cafeteria you should:

1. Take your seat.
2. Listen to the directions given by the cafeteria supervisor.
3. When dismissed, stand in line in an orderly fashion.
4. Have your money ready for the cashier before approaching the register.
5. Eat all food and drink while seated at your table. No food or drink is to be taken out of the cafeteria without permission.
6. If you forget your lunch money and have nothing to eat, the cafeteria will provide you a sandwich and drink.
7. Our cafeteria also offers breakfast to our students. Breakfast is served from 7:15-7:29. Cost is \$1.50.

Lunch Prepay and Charge Policy

A point of sale system that tracks student lunch accounts is available at all Teays Valley buildings for all students. Students may pay cash for breakfast and/or lunch each day, or they can prepay by depositing money into their accounts. Parents may send cash or a check to school on any day in any amount to deposit into their child's account. Lunch payments may also be made using the online school payment website PayForIt.net. A link to the website is available on the homepage of all Teays Valley Schools at www.tvsd.us.

All lunch charges are discouraged – however, no child will be deprived of a lunch. Students will be permitted to charge 5 meals (breakfast and/or lunch). Payment of these charges is expected the next day. **No** charges for ala carte or extra items will be allowed. Students who have reached the charge limit will be given a peanut butter or cheese sandwich and a milk until charges are paid. Free and Reduced Price School Meals Applications are available at all schools and on the Teays Valley website for all families who might benefit from this program.

CAMERAS

Possession or use of personal cameras, camera phones, or video equipment is prohibited unless written permission is obtained from a teacher and approved by the building administration.

CELL PHONES / ELECTRONIC DEVICES

Cell phones and other electronic devices are **NOT** permitted to be used during school hours without specific permission from school personnel. Using an electronic device without permission, for **any** reason, (i.e. texting, calling, picture taking, gaming, etc.) may result in discipline and the device may be searched. Devices are to be turned off and placed in a student's locker. Headphones, airpods or other listening devices are to be kept in lockers at all times.

First offense: Device will be given to the office and returned to the child by administration at the end of the school day.

Second offense: Detention; and phone may not be returned to the student. Phone must be picked up by a parent.

Third offense: Detention; and phone may not be returned to the student. Phone must be picked up by a parent.

Fourth offense or more: Friday School, In School Restriction, or Out of School Suspension; and phone may not be returned to the student. Phone must be picked up by a parent.

CHILD ABUSE REPORTS

Teays Valley East Middle School cooperates with social agencies to help children. We have a legal obligation to report suspected child abuse. All school employees are mandatory reporters of suspected/reported child abuse.

CHILD CUSTODY/DIVORCED PARENTS

The school wants to cooperate with the parents of our students, but we must do so according to Ohio laws. Sometimes parents have disagreements and make requests of school personnel regarding releasing children during the day. If custodial arrangements, which have been court ordered, restrict access to the child or his/her records, a copy of that order must be on file in our office. This court-issued document directs the school, not necessarily the wishes of one parent or the other. The adult checking the child out must sign for the child's release. Parents have an obligation to inform the school any time the custody of a child changes. The school officials will need to see and copy court orders pertaining to a child's custody.

CHROMEBOOK INFORMATION

Please be sure to refer to the [Technology Handbook for Parents and Students](#) for detailed information about Chromebook usage and care. While Chromebooks are issued to each student, they are property of Teays Valley Schools. It is extremely important that they be treated with respect. Students will be responsible for any damage done to their Chromebook. Students are strongly encouraged to purchase the Chromebook Damage/Loss Protection Plan. This is a form of insurance which will help to minimize any necessary repairs to your Chromebook.

COMPUTER/ONLINE SERVICES (Acceptable Use and Internet Safety)

The following guidelines and procedures shall be complied with by staff, students or community members who are specifically authorized to use the District's computers or online services.

1. Use appropriate language. Do not use profanity, obscenity or other language which may be offensive to other users. Illegal activities are strictly forbidden.
2. Do not reveal your personal home address or phone number or those of other students or colleagues.
3. Note that electronic mail (e-mail) is not guaranteed to be private. Technology coordinators have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
4. Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
5. The network should not be used in such a way that it disrupts the use of the network by others.
6. All communications and information accessible via the network should be assumed to be property of the District.
7. Rules and regulations of online etiquette are subject to change by the administration.
8. Users shall keep personal account numbers and passwords private. They shall use this system only under the account numbers issued by the District. The user in whose name an online service account is issued is responsible for its proper use at all times. The system shall be used only for purposes related to education, administration, or other school-appropriate activities. Commercial or political use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and online communications for improper use.
9. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
10. Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment, intimidation, bullying or disparagement of others based on their race, color, national origin, ancestry, citizenship status, sex, sexual orientation, age, disability, religion, economic status, military status, political beliefs or any other personal or physical characteristics. Copyrighted material may not be placed on the system without the author's permission.
11. Vandalism results in the cancellation of user privileges. Vandalism include uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.
12. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
13. Users are expected to keep messages brief and use appropriate language.

14. Users shall report any security problem or misuse of the network to the teacher, his/her immediate supervisor or building administrator.

COUNSELING DEPARTMENT

Teays Valley East Middle School Counseling Department is staffed with one counselor. The school counselor is available to help make the student's years in middle school successful and gratifying. Every student needs support, guidance and opportunities. Our goal is to assist students, parents, teachers and staff members to help ensure student success, both academically and personally. Some of the services provided by the Guidance and Counseling Department include:

- Enrollment and scheduling of new students
- Confidential help with individual concerns (academic, career, personal, social)
- Group counseling
- Classroom guidance and activities that assist teachers
- Transitioning 8th graders into high school
- Consultation with parents
- Participation in parent teacher conferences
- Linkage to community resources

Students may contact the counselor through a written counselor request form or a verbal request. Parents may contact the counselor by phone or email. We look forward to working with students and we look forward to hearing from parents!

CYBER IMAGE POLICY

Any identifiable image, photo or video which implicates a student who participates in any extracurricular activities to have been in possession of or in the presence of drugs or portrays actual use, or out of character behavior or crime, shall be a confirmation of a violation of our code. Since there is no way to establish a time frame for when or location for where the image was taken, it shall be a responsibility that the student must assume. It must also be noted that there may be persons who would attempt to implicate an athlete by taking such images to place them in a situation where they might be in violation of this code. This is our rationale for asking that our student-athletes not put themselves in such environments.

DANCES

Dances are scheduled during the school year for students to socialize in a controlled school setting. These dances are used as fundraisers for school clubs and organizations. A dance is a school event that requires the cooperation of all attending. It is the school's way of showing appreciation for good student behavior and adherence to the rules, regulations and attendance policies. Students must have transportation home available promptly by 4:30pm.

Failure to comply will result in loss of dance privileges.

- Dances will generally be scheduled from 2:30-4:30 pm in the Gymnasium.
- Students are asked to leave the building at the conclusion of the school day and will then be admitted to the dance at 2:30 pm. Generally, students will stand just outside the school doors for a few minutes after school before we admit them back into the building.
- It is expected that students are picked up 15 minutes after the conclusion of the dance, or the student will lose the privilege of attending future dances.
- Cost of the dance is \$5.00.
- Dances are for TVEMS students only.

- Snacks will be served at each dance. Students are encouraged to bring extra money if they wish to purchase items such as pizza and pop.
- All student code of conduct policies are enforced during the dance.
- Students who act inappropriately will be brought to the office where parents will be called and asked to come and pick up their child.

To be eligible to attend dances, students must not receive an office discipline referral (including but not limited to...suspension, ISR, Friday school, after school detention, etc) from the date of the current dance to the next dance. Any student who misses more than 5 unexcused days of school during the current grading period will not be permitted to attend. Only current Teays Valley East Middle School students are permitted to attend middle school dances.

The Student Code of Conduct and Dress and Grooming Policies are enforced during all school-sponsored activities.

Participating in school dances is a privilege students can earn by exhibiting responsible and cooperative behavior throughout the school year. Students may be denied the privilege to attend the dances due to behavioral, academic, or attendance concerns.

DECEPTION/WITH HOLDING INFORMATION

A student shall not withhold, distort, or falsify any information to a school official relevant to an event, which falls within the jurisdiction of the school.

DRESS CODE AND APPEARANCE

All clothing and hairstyles must be neat, clean, and styled in a way that is not disruptive to the learning process. Extremism is unacceptable in regards to hair length, style, color, etc. In situations where a disagreement exists as to whether or not attire is appropriate, the principal shall make the final decision. Hairstyles must be of a nature that they do not create a safety hazard. Hair must be out of the eyes. This bears the same importance as safety glasses. When a flame is used, the hair must be confined in such a manner that there is no chance of the hair catching fire. Caps, hats, and hoods are NOT to be worn in the school building. They may be worn for P.E. classes when activities are outside, as deemed appropriate by the instructor. Clothing shall be neat and clean at all times. The emphasis is health and safety. No writing on skin or clothing will be permitted. Boy's and girl's clothing shall be made of an opaque material and must cover the body from shoulders to mid-thigh.

Guidelines for shirts/tops - Shirts with obscene slogans or wording shall not be permitted. This includes wording, which in the opinion of the principal, has a double meaning and may be interpreted as obscene. Clothing that advertises drugs, alcohol, or tobacco products are not to be worn. All tops and bottoms must cover undergarments. Boys and girls shirts must cover the shoulders with at least three (3) fingers in width **and** their back is covered. Low cut or revealing tops are not permitted.

Guidelines for shorts/skirts and pants- Both boys and girls may wear shorts. The shorts must reach to the bottom of the fingertips when the student is standing with the arms hanging to his/her side. Holes in pants must be below fingertip length. An item worn under the pants does not permit the holes to be higher. Pajama/flannel pants are not permitted in school. Spandex shorts, leggings, yoga pants or pants with a similar fit (i.e. form fitting without pockets) may not be worn unless covered by shorts, skirt or shirt that extends past the finger tips.

Pants/shorts must be worn at the waist and may not expose undergarments. This includes shorts worn underneath a pair of pants.

Guideline for other clothing/items-Shoes shall be worn at all times by all students. The style and construction of shoes shall be appropriate to the program in which the student is enrolled and the activity in which the student is engaged. Shoes with wheels are not permitted. No student on or around school property or at any school-sponsored activity shall wear, possess, use, distribute, or sell any clothing, medallions or other jewelry, insignia, emblem, badge, patch, symbol, sign, tattoo, scar or mark, hair style, or other elements which identify a gang or which are evidence of membership or affiliation in any gang or which otherwise disrupt the academic process. No students will be permitted to wear dog chokers, chains, "grills", loops, colored contacts, or spiked necklaces. **A good rule of thumb to follow is... if in doubt, do not wear it.**

DRUGS AND ALCOHOL

Students of the Teays Valley School District are prohibited to use, possess, sell, give, distribute, or be under the influence of alcohol, harmful intoxicants, controlled substances, counterfeit-controlled substances, or other mood-altering chemicals:

- A. On any property owned, leased by, or under the control of the Teays Valley Board of Education, including vehicles used for transportation of students.
- B. At any school-sponsored or sanctioned activity or event away from or within the school district.

Parents or guardians will be notified and the student will be suspended from school for ten (10) days and may face an expulsion hearing.

E-READERS

E-Readers are not required at TVEMS, however they may be used if the teacher and administration approve them. If approved, E-Readers will be used as a tool for reading and learning. If used, students must comply with the Teays Valley Local School District Technology Policy. Teays Valley Local Schools will not be responsible for lost, stolen, or damaged devices.

EMERGENCY INFORMATION CONCERNING SCHOOL CLOSINGS

In case of severe weather – snow, low temperatures, ice, fog, etc., the official announcement for school closing may be heard over the local radio stations, local television stations, channels 4, 6, and 10, and the district web-site at www.tvsd.us. A district wide phone call will also be made home to parents/guardians. Students should not call the principal, teacher, or school to request this information.

INTIMIDATION

No student shall harass or intimidate a person or group through the use of racial or religious slurs, profanity, racial, or religious remarks, obscene gestures, and other conduct of this type. Other forms of intimidation might be fighting, vandalism, or threats and would be punishable under one or more sections of the Code of Conduct.

EXTRACURRICULAR ACTIVITIES

Teays Valley East Middle School offers the following sports for seventh and eighth grade students:
Football, Cross Country, Volleyball, Basketball, Wrestling, Baseball, Softball, Track, and Cheerleading.

EXTORTION

No student will obtain or attempt to obtain money, items of value, or special favors from anyone by implied or expressed threats or intimidation and/or attempt to sell any property on school grounds.

FALSE ALARMS

No student shall initiate a fire alarm or initiate a report warning of a fire or an impending bombing or other catastrophe or emergency situation without cause.

FEES

School fees of \$25 are to be paid during the first few weeks of the school year. Families who cannot afford to pay these fees may apply for a financial waiver. Fees must be paid before students can participate in field trips.

FIELD TRIPS

Field trips are an important part of the learning experience. They provide an opportunity to extend the classroom beyond the building and give the students the freedom to investigate and observe. Since field trips offer a greater degree of independence, it is required that each student accepts responsibility for his/her behavior. Students who have a history of discipline problems or who fail to meet the behavior, attendance, and academic requirements will not be permitted to participate in field trips. Students are required to follow the established dress code on all field trips.

SAFETY DRILLS

Law requires six fire drills per year, tornado drills monthly during tornado season and three emergency drills per year. These drills must be kept serious and orderly. Please follow safety drill procedures at the first sound of the alarm. There must be no stopping for books, clothes, etc., no talking, no running or walking too rapidly and no pushing or blocking in the line. A natural walking pace will get all students to safety in the quickest fashion. For evacuation drills students are to remain at least 50 feet away from the building until the signal is given to re-enter. Our safety drills are a part of our regular school procedure and they must be carried out as such.

FOOD, POP, and CANDY

Students may only have food in class with the permission of their teacher. Students may carry a clear water bottle. All other drinks must be consumed in the cafeteria. Glass bottles are not permitted in the school building.

FRIDAY SCHOOL

Extended day detentions will be held from 2:30 p.m. to 5:00 p.m. on Fridays. Students serving a Friday School will be responsible for their own transportation. Students must bring school related materials to detention and may not sleep. Students who skip assigned Friday School will receive further disciplinary action. Attendance is mandatory. Lack of transportation or work responsibilities may not be considered for excused absence. Therefore, arrangements should be made for student attendance.

FUND RAISING AND SELLING IN THE SCHOOL

Students may participate in only school-approved fundraisers when soliciting within the school. Items are not to be brought into the school to be sold. Money and/or merchandise are not to be exchanged between students unless it is part of an approved fundraiser. Fund raising and selling may be approved for school related activities only. Fund raising, selling, or buying without principal approval is prohibited.

GAMBLING

A student shall not gamble for money or valuables, buy, sell, or trade items or exchange money with other students while under the

jurisdiction of authorized school personnel. No student, while involved in any portion of the school day and/or school activity, shall possess or use any gambling devices.

HALL CONDUCT

Students should be in the halls only at the beginning and close of school and while moving from one class to another, unless they have special permission or special duties that require them to be there. Students are asked to be courteous at all times and to keep to the right when moving in the halls. Running and shouting in the halls is never permitted. A student should have an approved hall pass in order to be permitted in the hall during class time. A staff member must initial this hall pass with the time documented. Any abuse of pass privileges during class time or lunch periods may result in the loss of pass privileges for the grading period.

You are expected to act in the following manner while in the halls:

1. Walk in a normal manner keeping to the right.
2. Open only your own locker.
3. Help keep traffic moving.
4. Keep your hands and feet to yourself.
5. Refrain from eating food or candy.
6. Keep your voice in a moderate tone.
7. Help keep the halls free of litter.

HARASSMENT/VERBAL HARASSMENT

A student shall not harass, persecute, or participate in any act that injures, degrades, or disgraces any student, staff, or school employee. A student shall not display, possess, or use words, phrases, or illustrations, which are offensive to any ethnic, racial, or religious group. Also, students shall not make reference to sexual activity, attitudes, physical attributes or characteristics, which could be considered offensive, lustful, indecent, or lewd.

HAZING

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation unto any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition in this policy.

Hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

HONESTY IN YOUR WORK

We expect you to be honest. If you have difficulty with your work, see your teacher for help. It is perfectly acceptable to need help. It is not acceptable to be dishonest or cheat. Cheating is as follows:

Judgmental Cheating—Generally this is seen or heard by the teacher. **Examples:** Peering onto someone else's paper or obviously permitting it. Verbally telling or receiving the answers to questions during tests, quizzes, or other related activities. The student will be given a "0" for the assignment, and the classroom teacher will telephone the student's parent/guardian.

Unquestionable Cheating—Generally the teacher has tangible evidence. **Examples:** Copying or giving homework assignments to be copied. The student will be given a "0" for the assignment, and the classroom teacher will telephone the student's parent/guardian. The cheating will be discussed with an administrator.

Intent to Cheat—The teacher has tangible proof. **Examples:** Possession of an answer key, an original work, and/or the questions or answers to an examination prior to the examination. The student will be given a "0" for the assignment, and the classroom teacher will telephone the student's parent/guardian. The cheating will be discussed with an administrator.

Plagiarism—Plagiarism is to use someone else's words or ideas as your own. **Examples:** Copy a book word for word; Cut and paste from a web site, and/or failure to site sources. The student will be given a "0" for the assignment, and the classroom teacher will telephone the student's parent/guardian. The cheating will be discussed with an administrator.

HOMEWORK

You are responsible for completing all assignments given as homework. What you learn from your homework is most important. Successful students do homework every night, and they strive for excellence. Write your assignments in your agenda book to help you remember homework and other events. Students who fail to complete homework assignments may be subject to the following discipline:

- Verbal Warning
- Checkbook debit
- Phone call to parents
- Teacher assigns a lunch detention for that day.
- After school detention for multiple missing assignments

Students who do not put forth effort in class may be subject to discipline under our insubordination policy for NO ACADEMIC EFFORT.

HONORS CLASSES

Requirements to take an 'honors class' include:

- Teacher recommendation
- Standardized Test scores
- Previous grades

*** Students who are misplaced will have one grading period to change classes.

HONOR ROLL

Two levels of honor roll will be recognized. Students earning a 3.0 GP-3.499 GPA will be the first category with the second being 3.5-4.0

INDECENT/LEWD BEHAVIOR

A student shall not behave by any means, including verbal, written, gesture, or dress/appearance in a manner, which could be considered immodest, lustful, indecent, or lewd while under the jurisdiction of the school.

IN-SCHOOL RESTRICTION

In-School Restriction (ISR) is used as an alternative to Out-of-School Suspension (OSS). Students will be assigned to ISR at the discretion of the administration. Students may not be allowed to participate or attend any school activities or contests, or be present at activities controlled by the school until the day following the last day of the ISR assignment.

ISR will be held under the following guidelines:

- Students assigned to ISR will report at 7:31 a.m. They will be excused at 2:25 p.m. Students assigned to ISR are not allowed on school property at any other times until they are reinstated on the first school day following the completion of the ISR assignment.
- Students are to report to ISR with all textbooks, supplies, and materials necessary to complete all assignments provided by their teachers or the ISR supervisor. Assignments completed in ISR will be graded by the teacher who provides the assignment, and students may receive credit for all work completed. Students sent to ISR for late or missing work may only receive partial credit.
- Students assigned to ISR will be given the opportunity to use the restroom one time in the morning, at lunch, and one time in the afternoon.
- Students assigned to ISR may purchase or bring a lunch. Free or reduced price lunches will also be available. Students will be allowed adequate time to consume their lunch in the ISR classroom. No soda pop is allowed and students may not return to the cafeteria for extras.
- Students assigned to ISR must work the entire time on assignments provided by their teachers or the ISR supervisor. Students are not permitted to work on materials other than those assigned by their teachers or the ISR supervisor.
- Students are not permitted to sit idle, sleep, draw, or read books or magazines unless as a requirement of the assigned work. Exceptions to the reading of books and/or magazines may be granted if, in the opinion of the ISR supervisor, the student has correctly and legibly completed all assignments.
- Students are not permitted to sit adjacent to one another or to talk to anyone other than the ISR supervisor, and then, only by permission.

Students may be required to complete assignments relative to the Ohio Achievement Assessment; discipline and behavior, for purposes of behavioral mediation to the satisfaction of the ISR monitor.

INSUBORDINATION/DISRESPECT

No student shall willfully disobey a reasonable request or be disrespectful to any employee of Teays Valley Local Schools. Also, no student shall fail to comply with discipline, punishment, or consequences issued by teachers or administrators. No academic effort is a form of insubordination.

INTIMIDATION/AGGRESSIVE BEHAVIOR/BULLYING/INDUCING PANIC

It is the policy of the Board that any form of bullying behavior, whether in the classroom, on school property, to and from school, or at school-sponsored events, is expressly forbidden. Bullying behavior is strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. Please see board policy File: JFCF and JFCF-R "Anti-Harassment and Bullying" posted on the Teays Valley Website.

<https://www.tvsd.us/info/bullying-harassment.php>

Definition: Harassment, intimidation, or bullying is defined as any intentional written, verbal, or physical act that a student has exhibited towards another particular student more than once and the behavior both causes mental or physical harm, and is sufficiently severe, persistent, or pervasive that it creates an

intimidating, threatening, or abusive educational environment for the other student.

LEAVING SCHOOL DURING SCHOOL TIME

If it becomes necessary for a student to leave the building during the school day, he/she must have a signed statement from his/her parents or guardian to notify the office of his/her reason for leaving. Students are required to sign out in the office before leaving.

LITTER

If we are to enjoy pride in our school, each of us must share in keeping it and the surrounding area clean. Wastebaskets and trash barrels have been placed in appropriate spots for us to use. Please do not be guilty of littering the school premises or those of our neighbors. This is especially true of the parking lots and areas around the school.

LOCKDOWNS

Several times per year we will conduct lockdown drills. Although we hope to never experience a real lockdown situation, we must be prepared to act if necessary. Your teachers will review instructions at the beginning of the year. Students must remember to stay very quiet and move to the designated area quickly. Your safety is our number one priority. You can ensure your safety by taking these drills seriously and being prepared.

LOCKERS

Each student will be assigned a locker. Students are not permitted to share or trade lockers. The lockers have built-in combination locks. Each student should keep his/her locker neat and clean at all times. There is to be no writing on lockers, inside or out. STUDENTS ARE NOT TO GIVE THEIR LOCKER COMBINATION TO OTHER STUDENTS, CHANGE LOCKERS, OR PRE-SET THEIR LOCKERS. If you experience trouble getting your locker open, please report the problem to your teacher, custodian, or someone in the office. Lockers are the property of the Teays Valley Board of Education.

Lockers carry no expectation of privacy for the students who occupy them. School lockers and their contents are subject to search by school administrators at any time and without warning.

LOITERING/UNAUTHORIZED AREAS

A student shall not be in any unscheduled or unauthorized area of the school building or grounds without the express permission of a member of the school staff or administration. Nor shall a student loiter (remain in an area for no obvious reason, hang around, or lag behind) in any part of the school building (i.e., restrooms, hallways, etc.) or on school grounds at any time.

LONG-TERM PROJECTS

All projects and/or long-term reports that are assigned over an extended period of time are **due on the assigned date**. The students are periodically reminded before the due date that the projects must be turned in on or before that date.

If a student is absent on the due date, the project is still to be turned in that day unless the student has an excused absence. In the case of an excused absence, the project is to be turned in the first day the student returns to school. Late projects may not be accepted. Students are encouraged to turn major projects or reports in early.

MAKE-UP WORK (PROCEDURE)

If you are absent, you are responsible for contacting the teachers of the classes you missed when you return to school. They will help you

determine the assignments you missed and what time limit you have for completing them. Any work missed while you are absent will be recorded as a zero (0) and averaged into your grade unless it is turned in by the date specified by the teacher.

If you are absent at least three (3) days, your parents may request work for you by calling the office, preferably on the second day you are absent. We cannot guarantee “same day pick-up” if requests are received after 8:30 a.m. Work may be picked up between 2:00 – 3:30 p.m. in the office.

MEDICATION

Michelle Chafin, is the nurse of Teays Valley East Middle School and will be attending to students’ medical needs. We encourage medication to be given outside of school hours, but if this is not possible – students are permitted to use prescribed medication during the school day with written permission from the parent/guardian and a physician’s verification of the necessity for the medication during school hours. All medication must be in the original container, properly identified, and marked with the student’s name, dosage, and time interval it is to be taken. All medication is to be kept in the office. Asthma inhalers may be carried by the student, but written approval by the parent and the physician must be on file at school. Over-the-counter (OTC) medication will not be given without parent permission and must be kept in the office in the original properly identified container. In the event that your child needs non-prescription medication for minor ailments, the school nurse or her designee may dispense OTC medication with parent permission and under the guidelines of the school physician. Parent permission will be sought annually. Medication forms may be downloaded from the Teays Valley website: www.tvstd.us

MIDDLE SCHOOL COURSES OF STUDY

The curriculum is designed to provide a strong core and a wide range of elective experiences of the following:

Math	Social Studies
Physical Education/Health	Science
English Language Arts	Vocal Music
Art	Instrumental Music
College & Career Connections	

NATIONAL JUNIOR HONOR SOCIETY

Membership in the NJHS is granted only to those students selected by the Faculty Council. The council consists of five members appointed by the principal. The council is responsible, with input from the faculty, for selection of new NJHS members based on an application each potential member is required to complete. The council is responsible for issuing warnings and/or dismissing members who do not maintain the standards of the NJHS. Students are given an application after the third nine weeks of their seventh grade year and are members of NJHS during their eighth grade year. Students interested in the NJHS should keep the following in mind:

**Candidates must have a cumulative scholastic average of 3.5 GPA (on a 4.0 scale). Average is based on the final grades for sixth grade and the first three nine weeks of seventh grade.

**Candidates will be evaluated on the basis of leadership, service, character, and citizenship.

**Candidates will be required to fill out the Student Activity information form completely including all the activities in which they have been involved.

NON-EDUCATIONAL ITEMS

Articles of non-educational nature are not to be brought to school. This includes, but is not limited to: Playing cards, lasers, water pistols, play guns, yo-yos, trading cards, hacky sacks, stuffed animals, radios, electronic games systems, etc. These items will be confiscated and

returned to the parents at their request. A student who is in violation of this rule may be disciplined.

OBSCENE MATERIALS

Obscene (pornographic) reading material and /or pictures will not be tolerated on school premises at any time. Materials of this nature will be confiscated and the student’s parents notified. A student who willfully and deliberately disobeys this rule will face suspension. This includes the improper use of computers, such as obtaining inappropriate material from the Internet, according to the Acceptable Use Policy.

OUT-OF-SCHOOL SUSPENSION

Students may be suspended from school for violations of the Student Code of Conduct after proper due process procedures have been followed. Students are not allowed to be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school until the day following the last day of the suspension. In addition, the student must be in the custody of his/her parent or guardian during school hours.

Parents/Students may request work that would be missed during the suspension. This work must be completed during the time of suspension and turned in the day the student returns. In the event that school is canceled during a suspension, that date will not be counted toward the required number of suspended days.

PARENT/GUARDIAN EDUCATIONAL NEGLECT

The parents/guardian of suspended, expelled, truant, or habitually absent students may be referred to a parent education program. The failure of a parent to attend such a program may involve the filing of criminal charges for “Parent Educational Neglect”.

PARENT - TEACHER CONFERENCE

The most valuable time during the teacher’s busy day is when they are face-to-face with students, so they will be unable to accept phone calls during class time. Teachers should be given at least one (1) days’ notice of a parent-teacher conference. A conference may be arranged by calling the school office. Each teacher has 50 minutes during the school day for the purpose of meeting parents and class preparation. Regularly scheduled parent teachers conference dates are listed in the school calendar on page 3.

PAY TO PARTICIPATE POLICY TEAYS VALLEY LOCAL SCHOOL DISTRICT ATHLETIC PARTICIPATION FEE GUIDELINES

The intent of this plan is to help defray the costs to the Board of Education to offer our athletic programs. Each sport team may have additional costs that are required of the student. The fee for students in grades 7-12 choosing to participate in our athletic program is determined annually by the Board. Families who are eligible for free and reduced lunches may have their fees waived provided appropriate documentation is on file in the required school office. Free and reduced lunch forms may be obtained in the respective school offices or board of education office.

The participation fee must be paid prior to the start of the team’s competitive season. (Competitive season is defined as the first scheduled contest that counts in a won/loss record.) All fees will be paid through the Athletic Director’s office. Coaches are not to be involved in the collection process.

If you are applying for a fee waiver through Free and Reduced Lunches, the application must be turned in prior to the start of the season. Applications for Free and Reduced lunches are available in each school’s office. Once the application is completed it is to be returned to the building principal. Should the family’s request be denied, fees must be paid within one week of notification.

Paying the participation fee does not:

- A. guarantee playing time at any level;
- B. result in control over any of the conditions of the team or activity;
- C. alter policies of the Teays Valley Board of Education, Mid-State League or Ohio High School Athletic Association;
- D. alter or effect the athletic code and/or individual team rules as enforced by the coach.

The fee is non-refundable except in cases where the student becomes physically unfit to perform as designated by a physician before the competition season starts. There is no refund if the student quits the team, is removed from the team or becomes ineligible to participate as a result of an athletic code violation.

PERSONAL RESPONSIBILITIES

You are responsible for your own school supplies, textbooks, notebooks, pencils, art supplies, etc. You are also responsible for your personal belongings, such as watches, calculators, money, clothing, etc. Please do not bring large sums of money to school. Also, if you collect stamps, coins, baseball cards, etc., as a hobby, you will want to check with the principal before bringing your collection to school.

PHYSICAL ASSAULT

A student shall not cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably be anticipated to cause physical injury to a fellow student, school employee, or any other person.

PHYSICAL CONFRONTATIONS

Any student who engages in fighting, inappropriate language, physical confrontation, or acts of violence may be suspended from school.

PHYSICAL EDUCATION

Physical Education is considered a class. As with any class, a student must come prepared to work. In phys ed, we require a student to dress and participate. Students who repeatedly do not dress or participate will be disciplined and their PE grade will be lowered. A student must have a doctor's excuse to be excused from phys ed classes.

POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS (PBIS)

TVEMS has instituted a PBIS plan. This plan incorporates school wide expectation for all students as well as rewards and consequences for student behavior. Please see pages 3-4 for more details.

PROMOTION POLICY

In order to be promoted from one grade level to the next, each middle school student must successfully pass all of the subjects but one (1). All students must earn a minimum of three (3) points in each required subject.

A = 4 B = 3 C = 2 D = 1 F = 0

One (1) of the three (3) points must be earned in the second semester. Any student who does not earn the required number of points in a course will fail that course for the school year. If a student does not earn the required one (1) point in the second semester of a yearlong course, he/she will fail the course regardless of the number of points earned in the first semester.

Those students enrolled in Unified Arts receive a ¼ credit for passing each of the classes. In order to get a full credit students must pass three (3) of the four (4) classes, earning at least one (1) point in each class. All nine-week classes will be letter graded (A-F). Grades from these classes will also count for eligibility purposes.

PUBLIC DISPLAY OF AFFECTION (PDA)

No public display of affection is permitted on school grounds. Public display of affection is defined as follows: holding hands, kissing, and /or touching one another affectionately is inappropriate and will not be tolerated. These are not behaviors conducive to the learning process. Consequences for such behavior will be at the discretion of school personnel.

RECKLESS BEHAVIOR/NEGLIGENT INJURY OR DAMAGE

A student shall not behave in a reckless or negligent manner, which could reasonably be anticipated to result in injury to himself or herself, another person, or property.

RESPECT FOR EQUIPMENT AND FACILITIES

You are expected to assume responsibility for the care of all school property. Malicious damage to school property is considered a very serious matter and will result in disciplinary action along with repairing or replacing the damage at the expense of the student at fault.

SCHOOLGY

All TVEMS teachers utilize Schoology for grades. Schoology allows an online grade book that can be accessed via the Internet. At the beginning of the year teachers will send home instructions on how you and your parents can access your grades in each class. Teachers can also send important messages to parents through an email feature on Schoology. We encourage both you and your parents to take advantage of this tool to monitor student progress. Schoology provides an app students and parents can download onto their phones/devices. This app allows students and parents to regularly monitor their child's progress as well as view assignments.

SCHOOL CODE OF CONDUCT

At Teays Valley East Middle School our objective is to educate children. In order for each child to meet the challenges that he or she will face in our society, the development of self-discipline and individual responsibility is essential. Teays Valley East Middle School follows an assertive school wide discipline plan that supports the right of each student to an education in a calm, safe, and secure environment. It is important that parents, school staff and students work together to maintain a positive educational atmosphere. The rules and discipline procedures at Teays Valley East Middle School have been established for the protection of students. Students are expected to respect these rules as well as the staff and administration responsible for enforcing these rules. The staff needs the support of parents in promoting acceptable behavior. Our goal is for each student to learn to be responsible for his or her own actions. Serious violations will result in immediate office referral and disciplinary action, which may include suspension or expulsion. Serious violations can include but are not limited to the following:

- Physical assaults (fighting, punching and kicking)
- Possession of, sale of, or under the influence of tobacco, alcohol, or drugs
- Possession of weapons
- Defying or disrespecting authority
- Threats
- Destruction of school property
- Profane or obscene language
- Continued classroom disturbances

SEARCH AND SEIZURE

The administration of Teays Valley East Middle School reserves the right to search the locker, desk, person, and personal property of a student on school grounds (including but not limited to phone), in school vehicles, or at any school activity when it is reasonably necessary for the maintenance of order, discipline, and safety in the

supervision and education of students. At the beginning of the school year, students will be informed that their lockers, desk, persons, and personal belongings: included but not limited to purse, athletic bags, book bags, and articles of clothing in the locker are subject to search for items prohibited by Code of Conduct or Dress and Grooming Code, contraband, harmful, or dangerous substances.

SELLING OR BUYING

Selling or buying without principal approval is prohibited. Authorized items for selling and/or buying shall include but are not limited to lunch items sold in school cafeteria; school supply machines provided by the office; approved fundraisers; activity concessions.

SEXUAL HARASSMENT

Students who engage in sexual harassment on school premises or off school premises at a school-sponsored activity will be subject to appropriate discipline including suspension. Students may not harass teachers or other school employees while off school premises. Sexual harassment is an activity of a sexual nature that is unwanted or unwelcome including, but not limited to, unwanted touching, patting, verbal comments of a sexual nature, sexual name calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact.

SIGNS/ADVERTISING

All signs that are to be placed on the outside or inside of school property must be approved by the building administration.

SPORTSMANSHIP

Extracurricular activities are privileges as well as part of the total educational process and the same level of responsibility and behavior is expected at practices and competitions as is expected in the classroom. Should an individual student act in a manner detrimental to the school and student body at any extra/co-curricular activity, either as a contestant or a fan, he/she will have lost the right to attend contests and events involving other students and schools and may be subject to further disciplinary action. In addition, all Teays Valley East Middle School students are to sit on the home team side of the stadium or gymnasium. Students who leave the gymnasium and school building will NOT be permitted to re-enter.

STEALING

We consider stealing a serious offense, and when necessary, such cases may be referred to the authorities and result in suspension. In no case should a purse or billfold with money or other valuables ever be left unattended. Identification should be on all articles. This applies to all P.E. clothing and shoes for all students.

STUDENT ELIGIBILITY POLICY

GRADES 7 AND 8: You must be currently enrolled in school and have received passing grades in the immediately preceding grading period in 5 of the subjects in which enrolled. In order for a student to be eligible to participate in any school-sponsored extracurricular activity, he/she must meet the following standards of academic proficiency:

1. Student academic performance will be monitored and assessed on a 9 week basis corresponding with grade reports. Students must maintain a grade point average of 1.5. All rules and regulations governing the academic eligibility of athletes as dictated by the Ohio High School Athletic Association shall also apply.
2. Students must have a GPA at or above a 1.5 and no more than one (1) grade of "F" to be eligible to participate in extracurricular activities. Any student receiving two (2) grades of "F" will be ineligible regardless of GPA. An ineligible student will not be allowed to participate in any context or performance while under academic suspension, but he/she will be allowed to practice provided the student attends a

staff-monitored study table each day. (One (1) study table for one (1) practice.)

3. The period of ineligibility will begin on the fifth school day after the end of the interim/nine weeks and will continue until the fifth day after the next nine weeks period. Students are considered ineligible until notified by the administration. Academic ineligibility will carry over from one sport or activity to another during the transition from season to season. Student athletes will be able to participate in team try-outs without academic penalties. Immediately following the final "cuts", or if "cuts" are not made, following the submission of official eligibility sheets, academic requirements will be strictly enforced.
4. Participation in non-OHSAA sponsored teams during your school-team's season may result in losing your eligibility. Check with your Athletic Director.
5. This policy pertains to all student activities, which meet on a regular basis and are recognized by the Teays Valley Board of Education. These activities include all voluntary, ungraded, regularly scheduled events that occur before or after the normal school hours.
6. Students who are eligible under the Ohio High School Athletic Association rules at the conclusion of the school year are eligible to participate in the following interim period of the new academic year.
7. A student must attend a full day of school following an athletic contest that occurs during the week or that student will be unable to participate in the next event. Extenuating circumstances must be discussed with an administrator.
8. Each student will be granted **one** eligibility waiver to be used at any point during their Middle School career. To use the eligibility waiver, students must meet the following requirements:
 1. Student must still be passing 5 credits (OHSAA Bylaw 4-4-1)
 2. Waiver request must be signed by a parent, the athlete, and the coach and submitted to the Athletic Director before eligibility can be restored.
 - a. Any student who is permitted to participate on a waiver is responsible for attending study tables.
 - b. Any student who is permitted to participate on a waiver must forfeit any early dismissal or late arrival privileges.

STUDY HALL CONDUCT

1. Study halls are a part of the educational day. They are for learning. Most students want quiet and order and need the time for study. Those who violate this study time are not showing proper respect for others.
2. It is the responsibility of each student to use his/her time in study hall wisely. Planning for the proper study hall use should be made before the student enters the room. If a student has absolutely no lesson to prepare, he/she should bring a library book or magazine.
3. Each student will have an assigned seat, and attendance will be taken at the beginning of the period.
4. No student will leave the room until attendance is completed.
5. Students are not to leave seats without permission of the teacher in charge.
6. **NO TALKING.** Study halls are to be **quiet**.
7. Students may not go to see another teacher without a pass from that teacher.
8. Only one (1) student at a time will be given permission to leave the room. One exception – Emergency.

9. Students may not have radios, playing cards, CD's/CD players, MP3 Players, Gameboys, PSP's, DS's, cell phones, trading cards, etc.
10. Only a percentage of students will be permitted to sign out for the library each day.
Failure to comply with these rules will result in the following:
 - Warning
 - Student will be moved
 - Student will be asked to stand without leaning.
 - Study hall monitor will contact parents
 - After parental contact an office referral will be written.

TECHNOLOGY, IMPROPER USE OF

Violations of the "Acceptable Use Policy" are defined as improper use of computer technology, which includes equipment, and its use. The school has the right to review material stored in files to which all users have access, and will edit or remove material, which is considered unlawful, abusive, or otherwise objectionable. The school has the right to revoke a student's privilege to use the Internet and electronic mail (e-mail) for abusive conduct by the student. Such conduct includes, but is not limited to, sending, receiving, or storing illegal, obscene, abusive, or otherwise objectionable programs, text, graphics, video, or audio files on the school network system. Students should not share or let any other student use their assigned password.

TELEPHONE

Student use of the school phone is allowed only after approval by the secretary or principal and will be kept to a minimum. The school reserves the right to refuse the use of its telephone for unnecessary calls. Students may not use their cell phone during school hours. Please see section under cell phones on page 8 for more information.

TEXTBOOKS

All textbooks are owned by the school district. If a book is lost or damaged, the student is required to pay for the loss or damage. All textbooks are issued by the subject teacher; the number and condition of the book are recorded. The student is responsible for the book issued to him/her. A teacher may request that textbooks be covered with book covers to protect the book.

THREAT/COERCION

A student shall not by threat or violence, force, intimidation, or fear attempt to influence the behavior or attitude of a fellow student, school employee, or any other person

TOBACCO/FIRE DEVICES

Possession of tobacco, in any form and smoking are prohibited while on school property. Lighters and matches are also prohibited. This includes riding the school bus and after-school activities that are school-directed functions. The following procedures are adopted for those students who violate this policy:

- A. First Offense: notify parent, completion of a tobacco education program and 3 day in school restriction assignment
- B. Second Offense: notify parent, 5 day in school restriction assignment, law enforcement may be contacted
- C. Third Offense: notify parent, student may serve an out of school suspension with a recommendation for expulsion.

Students involved in extracurricular activities and found to be in violation of this policy will also be subject to penalties relating to extracurricular activities and policy. Students violating the

extracurricular policies will also be subject to penalties within the scope of this policy.

TORNADO DRILLS

Severe weather drills are held from time to time. You should remember that these drills are a necessary precaution and you must listen to your teacher's directions. Although it is hoped that we never experience a real tornado, a prepared student body will fare much better if a tornado is actually experienced. During these drills: No talking, no pushing and walk at a natural pace which will get you to a safe spot in the building. Your safety and health are dependent upon your following the rules of tornado safety.

TRANSPORTATION

Riding the school bus is a privilege. Improper conduct on the buses will result in the privilege being denied. Bus students are to go immediately to buses as soon as they are dismissed from school in the afternoon. Only regularly scheduled bus students are to ride the school bus.

- **Any student not riding the bus for 6 or more consecutive days will need to contact the transportation department at 983-5000 ext. 10100 to re-establish their busing.**
- **Students will be permitted only one AM and PM location for pick up and drop off. Families with shared parenting needing more than one location will need to provide court documentation to the office.**
- **There will be no bus passes for students to ride a bus other than their assigned bus.**

VACATIONS

Vacations are defined as an extended absence from school with the immediate family. Students will not be excused to vacation with a friend's family. Excused vacations will be restricted to a maximum total five (5) days in a school year. If a vacation is planned during the school year, students must have permission to be out of school no later than 24 hours prior to leaving (when the absence exceeds one (1) day) if their absence is to be excused. These absences will be counted as a part of the allowable 5 absences which are excused without medical documentation. (Attendance Policy, P.6)

Vacation request forms must be obtained in the office. These forms must be completed and returned to the office at least 24 hours prior to the scheduled vacation. Current attendance and progress in the student's classes will be taken into consideration when considering approval of absences being excused for vacation.

VENDING MACHINES

Vending machines are not to be used during school hours.

VISITORS

Adult Visitors – All adult visitors must first report to the principal's office when visiting school. Please inform your parents of this rule. Student Visitors – We do not permit visitation of other students during school hours. The reason is that there are too many things that can happen over which we have no control, such as injury to the visiting student, the student becoming ill while at school, and added teacher responsibility for the student when he/she is brought to class. With these thoughts in mind, we are asking that you not bring your friends to school.

WEAPONS

Students in the TVSD cannot possess, handle, or transmit to school any weapon as defined in the Board Policy. Weapons of such type are not permitted on the school grounds, at any school activity, or in a vehicle belonging to the Teays Valley School District. This policy includes any

item which could be considered to be or used as a weapon. Any student not complying will face disciplinary actions up to and including expulsion into the school year following the school year in which the incident takes place. Any students with information of weapons in the school are expected to come forward and report findings to the school administration. Remember, your safety and the safety of others is your personal responsibility.

WITHDRAWALS

If you plan to withdraw from Teays Valley East Middle School, your parents should contact the office giving them as much advance notice as possible. On the day of withdrawal, you will see the school secretary for a withdrawal form, which you will carry to all of your classes for your teachers to sign and record your grades. When the withdrawal card has been properly signed and your record is clear, you will return the signed form to your counselor.