

2023-2024
Student Handbook
Taylor Middle School



Vision Statement

Taylor Middle School students and staff will work together to help students become responsible, respectful, and motivated individuals with the skills to become successful young adults.

Mission Statement

The mission of Taylor Middle School is to inspire and empower students to excel academically and socially while preparing them to be productive citizens and future leaders.

Welcome to Taylor Middle School.

It is our goal to provide you with the best possible educational experience. Remember, you make your own record; the school only keeps it.

It is your responsibility to know the information contained in this handbook. If you have a question, never use the excuse, "I didn't know," when called upon by a teacher or administrator concerning a school guideline or rule.

The faculty and staff of TMS challenge you to utilize your ability to the greatest potential. Become involved. Make this the best school year of your education so far. Have a great year!

**3802 East Co. Rd. 300 S.
Kokomo, IN 46902**

**765-455-5186
Fax: 765-455-5157**

www.taylor.k12.in.us

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NON-DISCRIMINATION POLICY

Students, their parents, and employees of Taylor Community School Corporation are hereby notified that this school does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex or handicap in employment, educational programs, vocational programs, or activities as set forth in Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Act. Written findings of fact will be issued to both informal and formal complainants within sixty days. Any inquiries may be directed to the Superintendent:

Taylor Community School Corporation
3750 East 300 South
Kokomo, IN 46902
(765) 453-3035

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. 1232, accomplishes three things concerning student's right to privacy in the area of their school records:

1. It provides parents access to their children's records.
2. It provides for a hearing in which parents may challenge the contents of such records.
3. It spells out who may have access to records without parent permission and when parent permission is required.

A parent of a student (a) who is under the age of 18 years of age, and (b) who is currently enrolled, or (c) whose records are otherwise maintained by the school system, has a right to inspect and review such student's records or any part thereof.

Each student cumulative record folder and each student record maintained separately from the folder shall contain a written form upon which any person examining such records shall indicate the following:

1. The identity of such person
2. The specific record examined
3. Purpose of examination
4. In the case of a person whose job within the school system requires repeated examinations, the period of time over which such examinations were made.

DISPLACED/HOMELESS STUDENTS

Displaced/Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the corporation. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in high ability programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack or proof of residency.

Academic Expectations for Students

Students may be considered for retention at their current grade level if they do not demonstrate sufficient competency of grade-level standards and learning objectives as indicated by standardized assessments (ILEARN & iReady), quarterly and semester grades, and attendance (See existing NEOLA Policy 5410). The principal, in conjunction with teachers and counselors,

will review the following academic and attendance indicators prior to the principal making the final determination to promote each student to the next grade level. Students who do not meet a substantial part of the following criteria must successfully complete summer school. Students who do not meet the grade-level academic expectations listed below will be strongly considered by the principal for retention. Grade level retention for those students who have special learning needs (based on their 504, IEP, ELL, or some other valid reason deemed relevant by the principal) will be determined by the appropriate committees who review the special education plans for each student:

- **Passing the Math ILEARN Exam (Or showing high growth)**
- **Passing the ELA ILEARN Exam (Or showing high growth)**
- **Demonstrating grade level proficiency on the Math iReady (Or showing high growth)**
- **Demonstrating grade level proficiency on the Reading iReady (Or showing high growth)**
- **Successfully completing grade-level courses by earning passing grades.**
- **Meeting the “Model Attendee” standard by achieving a 90% attendance rate.**

If students do not meet the grade level academic and attendance criteria, the committee will review all of the academic and attendance data, assign appropriate remediation interventions (including required summer school), and may retain the student to retake the current grade level.

The principal or designee will communicate with families of students who are not meeting academic expectations periodically throughout the first semester outlining this guideline and requesting a meeting to clearly explain the student will likely be retained if he/she does not begin meeting the academic and attendance requirements needed to earn promotion to the next grade level.

While teachers, counselors, and parents will be consulted in the process for consideration of retention, existing district policy and administrative guidelines clearly indicate. The principal has the final responsibility for determining the promotion, placement, or retention of each student by the end of the school year.

VISITORS TO OUR BUILDING

The Taylor Community School Corporation defines a "Visitor" as someone who would be given permission to leave the confines of the main office upon entry from the security vestibule. Patrons dropping off items or receiving items for students are considered guests and not visitors. In order for a patron to be issued a visitor badge from the Same Visitor kiosk located in the school's safety vestibule, the following steps are required:

1. Visitor's state issued driver's license/identification with barcode (back) must be scanned into the kiosk.
2. Visitors will enter the name of the person visiting and reason for visit at the kiosk.
3. Visitors will be photographed at the kiosk.
4. If approved, visitors will obtain their visitor credential at the kiosk and will immediately report into the main office.
5. Upon arrival in the main office, visitors will present their state issued driver's license/identification to the secretary for verification with instructions for checking out after the visit provided to the visitor by the secretary.

*The background information obtained on visitors through the Safe Visitor kiosk is not shared with any agency outside of the Taylor Community School Corporation. Patrons wishing to obtain a visitor credential who do not possess a state issued driver's license/identification must be approved as a visitor by a building level principal after completing a School Visitor No ID Form and presenting alternative forms of identification. This will be allowed one time only and the required state issued license/identification will be required for subsequent visits.

GENERAL INFORMATION

Bell Schedule

Our building opens at 7:30AM. Students are not to be dropped off or enter the building before this time.

Grades 6-8

Regular Schedule:

Period 1	7:50-8:34
Period 2	8:38-9:22
Period 3	9:26-9:56
Period 4	10:00-10:44
Lunch/HR	10:48-11:33
Period 6	11:37-12:22
Period 7	12:26-1:10
Period 8	1:14-1:58
Period 9	2:02-2:46

Wednesday Schedule:

Period 1	8:15-8:55
Period 2	8:59-9:39
Period 3	9:43-9:58
Period 4	10:02-10:42
Lunch/HR	10:48-11:31
Period 6	11:35-12:20
Period 7	12:24-1:04
Period 8	1:08-1:48
Period 9	1:52-2:32

2-Hour Delay Schedule:

Period 1	9:50-10:21
Period 2	10:25-10:56
Period 4	11:00-11:31
Lunch	11:35-12:15
Period 6	12:19-12:59
Period 7	1:03-1:35
Period 8	1:39-2:10
Period 9	2:14-2:46

Grade 5

Regular Schedule:

Rotation	7:50-8:34
Math	8:37-9:57
Intervention	10:00-10:27
Lunch	10:27-11:00
Reading	11:05-12:25
Writing	12:25-12:55
Recess	1:00-1:30
SS/Sci	1:30-1:58
Elective	2:02-2:46

Wednesday Schedule:

Rotation	8:15-8:55
Math	8:59-9:57
Intervention	10:00-10:27
Lunch	10:27-10:57
Reading	11:02-12:24
Writing	12:25-12:57
Recess	1:00-1:30
SS/Sci	1:35-1:52
Elective	1:52-2:32

2-Hour Delay Schedule:

Rotation	9:50-10:21
Math	10:25-11:15
Lunch	11:15-11:45
Reading	11:50-1:05
ELA/Writing	1:16-1:41
Recess	1:45-2:10
Elective	2:14-2:46

Student Fees and Rentals

Textbooks: All textbooks will be rented from the school bookstore. The rental charges are based on a six-year life expectancy of the book.

1-to-1 Device: Please see the Taylor Community Schools Acceptable Use Policy on the TMS website for fees regarding the 1-to-1 Device.

Fees:

Fees: Student fees and book rental are to be paid upon the beginning of the school year or by the last student school day in September. Any fees not paid by October 1 will be assessed a late fee of \$10, unless a payment plan has been arranged with the Middle School Office. If fees have not been paid in full by the first student school day in December of the same school year, the fees will be turned over to Tax Refund Exchange and Compliance System (TRECS) or to small claims court and the parent/guardian will be responsible for all court fees.

Students are responsible for the care of the textbooks issued to them. Excepting normal wear, fines may be levied for loss or damage to textbooks and other education materials and equipment.

Procedure for Student Lunch/Meal Accounts

The National School Lunch Program (NSLP) requires school f(replacing collections agency with TRECS name and updating due date)

Fees: Student fees and book rental are to be paid upon the beginning of the school year or by the last student school day in September. Any fees not paid by October 1 will be assessed a late fee of \$10, unless a payment plan has been arranged with the Middle School Office. If fees have not been paid in full by the first student school day in April December of the same school year, the fees will be turned over to Statewide Credit Association Tax Refund Exchange and Compliance System (TRECS) or to small claims court and the parent/guardian will be responsible for all court fees. Contact food authorities to establish written administrative guidelines and procedures for meal charges. Taylor Community School Corporation will adhere to the following meal charge procedure.

- All cafeteria purchases are to be prepaid before meal service begins. Payments may be made in the cafeteria office or on myschoolbucks.com.
- If you feel that your family would qualify for free or reduced price school meals, the application can be found on the school website at www.taylor.k12.in.us under the food service tab. Or you may come to the cafeteria office for a paper form. If you have any questions please feel free to contact Paula Bolin at 765-453-1101 Ext. 501.
- A student may charge up to 5 meals maximum as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A staff member may charge up to \$10.00 as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A student who has charged a meal may not charge or purchase "a la carte" items, including extra main entrees or make purchases in the snack line.
- The school may deny a class A lunch to a student who pays reduced or full price and who does not provide the required payment for that meal. However if the student has enough money in hand for a meal that day, they will be served a class A lunch.
- The school will provide an alternate meal of a peanut butter sandwich, vegetable, fruit and a milk for the cost of \$.75 for paid students and \$.40 for reduced students who have already charged the allotted 5 meals. Those with a documented peanut allergy will be served a lunch meat sandwich, vegetable, fruit and a milk.

- The food service manager or other school personnel will coordinate communications with the parent/guardian to resolve the matter of unpaid charges.
- If the food service staff suspects that a student may be abusing this policy, written notice will be provided to the parent/guardian that he/she continues to abuse this policy, the privilege of charging meals may be refused.
- The automated call system will notify the parent every day of any outstanding negative balance in the student's lunch account. The food service director will send home letters each week to parents of students who carry a negative balance of \$15.00 and above.
- All accounts must be settled by the last day of school. Letters will be sent home approximately 30 days before the last day of school to students who have any negative balances. Negative balances of \$15.00 and above not paid in full 30 days after school ends will force the Corporation to take action to collect unpaid funds by means of Tax Refund Exchange and Compliance System (TRECS), collection agencies, small claims court or any other legal method deemed necessary by the Corporation.
- Students who graduate or withdraw from the corporation and have \$5.00 or more left in their lunch account will be notified by mail by the food service office and given the option to transfer the funds to another student or to receive a refund. If no response is received within 60 days the student lunch account will close and the funds will no longer be available.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

mail : U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
fax: (202) 690-7442; or
email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Food / Beverages

Sack lunches may be brought from home and kept in students' lockers until lunch, but no food or beverage is to be kept in lockers overnight. Food/beverages are not allowed in the classrooms (except with special teacher permission). If a student consumes food or beverage in the hallways, the items may be confiscated and thrown out. Students may not purchase any food or beverage from the school's vending machines during the school day. Students who are participating in after school activities may purchase items once school has dismissed for the day.

Parents/guardians who bring "fast food" items or other outside items (not including a sack lunch) to their student must deliver it when the student's lunch begins. The office staff will not be responsible for these items

and will not call a student out of class to pick up these items. Additionally, as per our wellness policy, the administration of TMS asks that you limit the incidents of “fast food” lunches with your student. Due to guidelines set forth by the Indiana Department of Education, if “fast food” is brought to school, it must be delivered in an unmarked container.

Each student will be issued a 4-digit PIN to be used to purchase breakfast/lunch at Taylor Middle School. You may send a check or bring cash to the cafeteria office to deposit money in the account. The price of a student breakfast is \$1.60. The price of a student lunch is \$2.85. Extra items may be purchased in addition to the regular menu, causing the price of lunch to vary. Applications for free or reduced lunch may be obtained from the Superintendent’s office or the bookstore. For more information regarding the TCSC Meal Payment Policy, please visit the TCSC website.

*Taylor Community Schools has received a waiver that allows for all student breakfasts and lunches to be free.

Health Clinic / Medication Policy

The school nurse is on duty daily to assist students who are injured or become ill during the school day. **A student must have a pass from their teacher before reporting to the clinic unless an emergency exists.** Students who become ill or injured when the nurse is not on duty should report to the office. If necessary, parents may be contacted by school personnel and requested to pick up his or her child. **Under no circumstances are students to call their parents from a classroom or cell phone to pick them up without seeing the nurse or coming to the office.** Students are also not allowed to leave the building because of illness without authorization. Any student who leaves the building for illness without authorization from the school nurse will be considered absent and/or truant from all classes missed.

Medications will be dispensed through the nurse’s office. **All** medications (prescription or over the counter) **MUST** be brought to the office by a parent or legal guardian. A request for an Administration of Medication card must be completed and signed by a parent or legal custodian with the number of pills in the container stated on the card. Medications must be in the original container labeled with the student’s name. All permission for long-term medication must be renewed annually. Changes in medication must be documented by written authorization from the physician.

Students can, with a parent signature, have over the counter medication such as Ibuprophen or acetaminophen in the nurse’s office for minor discomfort. However, these medications will be dispensed only if, based on the school nurse’s professional discretion, it is in the student’s best interest. Please read the dosage labels carefully. A medication that is age specific will only be given as indicated. For example, a medication that says, “not to be given to children under 12 without a physician’s authorization” will NOT be dispensed to an 11-year-old child. WITHOUT EXCEPTION, MEDICATION WILL BE GIVEN ACCORDING TO PRODUCT SPECIFIC DIRECTIONS ONLY.

According to Senate Bill 376, students in grades K-8 may not take any medications home from school. Students will not be allowed to transport medications to or from school for any reason as per Indiana Law and TMS guidelines. Exceptions to this rule, as outlined in Senate Bill 376, include medications for life threatening conditions such as asthma and diabetes. The prescription must require that the student carry these medications during school. Parents may authorize in writing that someone 18 years or older may pick up the medications.

Policy and Procedure for Ill Students

Parents are often faced with making a decision regarding their child’s health and whether or not they should attend school. A sick student will not only have a less than productive day but will also expose other students to illness. The following guidelines should be followed when faced with an attendance decision.

- Fever: A student with a temperature of 100 degrees or more should remain home. If he/she has had a temperature during the night, they should remain home. Typically, a temperature during the night or a low grade temperature in the early morning will be the first signs of illness and will be higher later in the day. A student must be fever free for 24 hours without the aid of medication to return to school. Likewise, a student with a temperature of 100 degrees, or more, at school will be required to go home. There may be times the school nurse will require the student to go home with a lower temperature based upon other presenting symptoms.
- Vomiting and Diarrhea: KEEP THEM HOME! Vomiting and diarrhea are not considered “normal”. Children often will feel better after vomiting but will become ill again. They should remain home until they are symptom free for at least 24 hours.
- Antibiotic Treatment: A student taking an antibiotic for a communicable disease such as strep throat or pink eye should remain home until they have been on antibiotics for 24 hours.
- Chicken Pox: Students with chicken pox cannot return to school until all pox are scabbed over. The general course for chicken pox is approximately 7 days. Students who have received the Varicella (chicken pox) vaccine may still contract chicken pox but typically a milder case.
- Conjunctivitis (Pink Eye): Students who present with redness of the white portion of their eye, complain of “itchiness”, or dried discharge around the eyes will be excluded from attending school until they have been seen by a physician to rule out pink eye. Conjunctivitis can be difficult to diagnose but can be highly contagious. Therefore, a physician’s consultation will be required. A student who does in fact have pink eye may return to school 24 hours after receiving medication.
- Head Lice: Taylor School Corporation has a “no lice” policy. Students with alive and active head lice will be sent home. Students with Nits or nit casings will also be sent home if they have not had a proven effective method of treatment prior to being found. Continued exclusion from attending school with nits or nit casings will be at the discretion of the school nurse. Upon completion of treatment, the student is to be brought to the nurse by a parent for inspection before returning to class. They are not to ride the bus or attend school until cleared by the nurse. It is expected that students with head lice be treated and returned to school the following day.
- **NOTE: The American Association of Pediatrics and other organizations advocate that “no nit” policies should be discontinued because misdiagnosis is common, the burden outweighs the harm to the student and nits are cemented to hair shafts and are very unlikely to be transferred successfully to other people.**

Frequently, additional illnesses with varying signs and symptoms will circulate among our school corporation. Our school nurses, based upon their medical knowledge and experience, may need to exclude your child from attending school until their symptoms subside or a medical doctor has given written permission for the student to return to school. In this event, your cooperation in picking your child up from the school in a timely manner, no longer than 30 to 45 minutes, is appreciated.

Pest Control

Taylor Community School Corporation adheres to a monthly pest control program in its respective buildings. Parents of students with particular allergies or respiratory ailments are encouraged to call the corporation office at 453-3035 x 512 to be notified in advance of pest control treatments.

Lockers

All lockers are the property of TMS. Students using lockers (hallway, physical education, athletic, etc.) should have no expectations of privacy in that locker or regarding its contents. The school reserves the right to search student lockers.

Lockers are to be locked when not in use. **Students are not to share combinations or lockers with others.** The student will accept responsibility for all contents stored in the locker. Stickers and spray-on adhesives as well as items used to jam the lockers are prohibited. Open food and/drinks are not allowed in lockers. The cost of a broken lock or damage to a locker will be assessed to the student. Students with locker problems should report the problem to the office.

Weather and/or Emergency Closings

In the event school must be closed, an announcement will be made via the local radio stations, television, and/or Skylert call. E-Learning will be announced at that time.

Emergency Drills

All emergency drills (fire, tornado, earthquake, lock-down) are to be **silent** (no talking) drills. It is imperative that students follow the directions of the adults in the building. Procedures for drills are posted in each classroom.

Extracurricular Options

Athletics

• Girls Cheerleading (Tryouts at end of previous year)	Grades 6-8	• Girls Basketball	Grades 5-8
• Elementary Cheer	Grade 5	• Boys Basketball	Grades 5-8
• Girls Volleyball	Grades 5-8	• Boys Wrestling	Grades 5-8
• Boys Football	Grades 7-8	• Girls Track	Grades 5-8
• Pigskin Football	Grades 5-6	• Boys Track	Grades 5-8
• Coed Cross Country	Grades 5-8	• Coed Soccer	Grades 6-8
		• Coed Golf	Grades 5-8

E-Hallpass

Taylor Middle School has adopted a new pass system. Students will use this system to check in and out of the classroom during the class time for the purpose of needing the restroom, locker visits, office visits, etc. (Students may still do all of these things during passing periods.) This is to ensure the safety and security of all students. Students have a limited number of passes because it is important for students to be in class.

ACADEMICS

Grade Card Distribution

Grade cards will be posted to Skyward one week after the end of each 9-week grading period. A Skylert call will be made to alert parents.

Honor Roll

Students who receive all A grades on their 9-week or semester report cards will be given the title of "Distinguished Honor Student". Students who receive all A and B grades on their 9-week or semester report cards will be given the title of "Honor Student".*

*Students must have grades in 5 classes to be considered for the above honor rolls.

Titan Tutoring

ICU is an after-school program designed to provide students added support. Students may voluntarily stay after for extra help on assignments or to make up work. ICU will run for approximately one hour on the designated days. TMS does provide transportation home in most cases (some out of district stops are not used on the late route).

Grading Scale.

A+ = 98-100	B+ = 88-89	C+ = 78-79	D+ = 68-69	F = 59 & Under
A = 92-97	B = 82-87	C = 72-77	D = 62-67	
A- = 90-91	B- = 80-81	C- = 70-71	D- = 60-61	

Accessing Student Information via Skyward

Students and parents are now able to view student grades, discipline and class homework and assignments via Skyward. Skyward access is available at the TMS website by clicking on "Skyward Parent Access" or "Skyward Homework Instructions" located in the left hand column. Please call the office at 455-5186 if you need assistance in accessing your student's information.

Skylert

Taylor Community School notifies parents regarding important school information such as school delays and cancellations, student absences, and more using the phone system Skylert. If you are not getting Skylert calls or if your contact information changes, please call the middle school office at 455-5186.

E-Learning

E-learning days may be the result of pre-scheduled events or weather related closure. E-learning assignments are due by class time on the day students return to school. Teachers will be available via email during regular school hours. **In the event that internet resources are not available, the school must be contacted** so that teachers can make allowances for those assignments to get completed.

Media Center

The media center's main function is to be a place for study and research. A quiet and controlled environment is most conducive to this function. Every student who uses the media center at Taylor Middle/High School must understand that its use is a "privilege"-and not a "right". Student ID's are used to check out materials.

Computing Resources

Student users of computing resources are expected to accept and follow certain guidelines in return for the privilege of using the computers, Chromebooks, programs, and associated equipment and information. Students are to use only programs and equipment as specified by their teachers. Students should not share their individual passwords with others. In addition, it is the student's responsibility to have his/her Chromebook in class and fully charged every day. Not complying with this expectation, may result in disciplinary action.

Students are responsible for monitoring use of their account. A student should never allow another student to use his or her account or personal electronic device and will be held responsible for any activity occurring on his or her account.

Any student found tampering with the computer system of Taylor Community School Corporation will be disciplined as outlined in the infraction chart. Tampering includes using another student's or teacher's password to enter the system, being in an unassigned area of the system, attempting to disable corporation security, including jailbreaking, or causing any other damage to the device, network, the system software, or hardware.

Any inappropriate use of the computer or computer networks will result in the loss of the privilege to use this educational tool and possible disciplinary action.

All students must sign the TMS Internet Policy and Acceptable Use Policy before using any device in the building as part of the registration process. The Acceptable Use Policy can be found under the "Student" tab at www.taylor.k12.in.us.

Athletics Eligibility

Eligibility checkpoints will be on the first school day of every week. Grades will be checked by the administration and the Athletic Director. If a student-athlete has been expelled, the student's grades at the time of the expulsion will be used to determine eligibility when he or she returns to school.

Rules for athletic eligibility

- Student-athletes must maintain a level of behavior both on and off school property that is deemed appropriate by the school administration and which is spelled out in the Taylor Middle School Rules for Athletic Participation. Any behavior that is deemed to be in violation will be disciplined accordingly. It is the responsibility of the student and parent/guardian to read the policy at the beginning of each season.

- If a student-athlete receives a referral for a major offense, he/she will be suspended at least one game. (This does not overrule the policy that a student cannot participate in an afterschool activity on the same day that he/she is serving a suspension from school.) This suspension will occur at the next available game once administration has addressed the referral. If the student is absent from school on the day of a suspended game, the suspension will be served at the next game.
 - Eligible student-athletes may have no more than one (1) F. If a student-athlete has more than one (1) F, he/she will be placed on probation until the next eligibility checkpoint.
- *Major offense: any referral resulting in OSR or OSS

Rules for probation

- Probation lasts until the next checkpoint. At that time eligibility will be reassessed.
- Students are not allowed to participate in games/contests while on probation.
- Students must attend all after school interventions and team practices during this probationary period.
 - Absences from school and/or scheduled verified appointments do not count against the student.
 - In the event of a schedule conflict, this priority list should be followed:
 - After school detention □ After school Intervention □ Team Practice
- Any student who violates probation will be dismissed from the team for the remainder of the season.

ATTENDANCE RULES

Absence Call-in Procedure

On the day a student is absent, the school requests a parent to call the school to report the absence (455-5186). A representative from the office or Skylert may call parents at home or work to verify absences. If no call is received, a note from a parent or doctor verifying the absence is required. Upon returning to school, documentation should be brought to the middle school office before his/her first period class.

Tardy Procedure

Any student arriving between 7:55 and 8:05 a.m. will be counted tardy to first period. Students arriving after 8:05 a.m. must sign in at the office and will be considered absent for that period.

During the school day, students are expected to be on time to every class. A tardy is defined as a student not sitting in his/her assigned seat when the bell rings.

Each teacher will keep track of student tardiness for his/her own classroom for each grading period. At the beginning of each new grading period, students will reset to zero tardies.

Guidelines for Tardies (per class)	
1 - 2	Warning
3	Office Referral / Parent Notified
4	Limited Passes
5	Parent Conference
6	No Passes / ASD / Escorted to Bathroom
7	No Passes / ASD / Escorted to Bathroom
8+	OSR and Project

Sign Out Procedure

Appointments (i.e. doctor, dentist, orthodontist, counselor) should be made outside of the school day. If a student must leave during the school day, the following procedure must be followed:

1. The student must present a written notice of the appointment from a parent or guardian in the morning in order to receive a dismissal pass from the office.
2. At the specified time, the student will show their dismissal pass to their classroom teacher and report to the office.
3. The parent or guardian must come to the office to pick up the student.
4. Each parent or guardian will be asked to sign the student sign-out sheet. Office personnel may ask to see a picture ID before releasing the student.
5. Students will only be released to parents or guardians, unless authorization by school administration has been granted.

Attendance Procedure

In order for a student to maximize his/her educational potential, the attendance policy at TMS is based on the philosophy that the student must attend school every day. According to the Student Accountability Plan a **maximum of nine (9) absences** is allowed regardless of the absence being excused or unexcused.

Classification of Absences:

- Excused: An absence is considered "Excused" if a parent calls the school or sends in a parent or doctor note. Please see the Outline of Attendance Procedure for more detail.
- Unexcused: An absence is considered "Unexcused" if the school is not notified by the parent for the reason for the absence. Please see the Outline of Attendance Procedure for more detail.
- Truant: Truancy is an absence without the parent's approval or knowledge or when a student's location cannot be accounted for during the school day. School personnel will investigate the incident. If truancy is confirmed, the appropriate action as noted in the Student Action/Infraction Chart on page 22 will be taken.

In addition, if a parent/guardian comes to the school to sign out their student early after an intervention, phone call, or message was left, the parent/guardian will be required to sign a document stating that the school administration is not requesting your child be removed for behavioral concerns.

Guidelines

Parents will receive notification from the school in regards to the number of days that have been missed. The following information includes steps that the school administration may take if it is felt that a student becomes a habitual offender of the attendance policy.

Outline of Attendance Procedure:

Absence #	Action
4 unexcused	Letter of notification sent home reminding parents of TMS attendance procedure and that nine (9) absences <u>in total</u> is the maximum allowed in the Student Accountability Plan.
5 unexcused	Student will be placed on an attendance contract. Parent will be notified and asked to attend a conference. Administrator will create an entry in the Quest tracking program used by Howard County Juvenile Probation.
7-9 unexcused	Each occurrence will result in an after school detention.
9 unexcused	Letter of notification sent to the parent providing notification that the student is at the maximum number of allowed absences and that the next unexcused absence will result in a referral to Kinsey Youth Center and an entry into the Quest tracking system used by Juvenile Probation. Notification that all absences above nine (9) require a

	doctor's note. Any absence above nine (9) without a doctor's note is considered UNEXCUSED .
10 unexcused	Letter sent home notifying parents that the student has violated the Student Accountability Plan. A referral in the form of a Truancy Affidavit will be made to Kinsey Youth Center, Four County Agency, and the Prosecutor's office.
11-14 unexcused	Administrators will update Kinsey Youth Center and Juvenile Probation of each absence and make home visits.
14 unexcused	Letter of notification sent home that the next unexcused absence will result in referrals to Juvenile Probation and an expulsion waiver contract.
15 unexcused	A referral in the form of a Truancy Affidavit will be made to Kinsey Youth Center, Four County Agency, and the Prosecutor's office. An expulsion waiver will be filed.
16-19 unexcused	Administrators will update Kinsey Youth Center and Juvenile Probation of each absence and make home visits.
20 unexcused	Recommendation for Expulsion and/or brought before Juvenile Prosecutor in court.

*In situations of habitual truancy an Attendance Contract may continue into the next school year.

Extenuating/Questionable Circumstances Resulting in Violation of Attendance Procedure

School administration will review any extenuating circumstances that may result in violation of the attendance policy. It is the responsibility of the parent and/or student to request that the administration review each unique situation. The decision of the school administration regarding these matters is considered final. In a case where the classification of an absence is in question, the final determination will be made by administration.

Pre-Arranged Absences

Administration encourages parents not to remove students for reasons other than illness or family emergency. Parents may request a pre-arranged absence for their student but should note that any pre-arranged absence days will count toward the Student Accountability Plan and the TMS attendance rules. If a child must be absent from school it is the responsibility of the parent/guardian to contact the principal prior to the absence. The pre-arranged absence form, signed by the principal and the parent, must be shown to each teacher to receive assignments prior to the absence. All assignments must be turned in on the day the student returns to school.

Make-up Work for Absences not Pre-Arranged

Students are responsible for all work missed while absent from school and assuring each absence is classified correctly. It is a student's responsibility to make arrangements with each individual teacher to complete any missed work or tests. Students have the number of days to make up work equal to the number of days they were absent. **Weekends count toward the number of days to make-up work.** Parents may request to pick up their student's homework for extended absences of 2 days or more.

Student Athlete Attendance

Daily attendance to school and practice is expected of all student athletes. Athletes must be in attendance for a minimum of four class periods in order to be eligible to participate in a contest or practice on that day or on the following day (Saturday). Attendance at school the day following an evening event is also expected.

Exceptions would be absences that have been excused by the school administration for such activities as field trips, attendance at funerals, etc.

Withdrawals

If it is necessary for a student to withdraw or transfer from TMS, the parent must notify the TMS office. Various records must be completed when a student leaves school. It is the student/parent's responsibility to turn in all materials, pay all fees and fines, and return all library books to the media center.

STUDENT BEHAVIOR

Positive Behavior Interventions and Supports (PBIS)

PBIS is an evidence-based framework designed to establish a foundation of regular, proactive support while discouraging unwanted behavior. The staff believes that students should be rewarded for expected school behavior, as well as "good deeds," throughout the school year. Students may be rewarded for academic achievement, good attendance, promptness to class, and good behavior. Incentive Plans will be posted to the school website.

Discipline Procedures

TMS rules are based on respect, responsibility, and readiness to learn. If students choose to disobey these rules, they will face consequences for their behavior. These rules apply to students while waiting to board the bus, riding the bus, attending school, and attending/participating in or all school-sponsored activities.

Temporary removal from the classroom may be used as an intermediate step for students whose minor behavior problem suggests that a time away from the current classroom may help that student calm down or refocus. This gives the student an opportunity to complete the assignment and then return to class rather than being referred to the office or assigned detention.

Social Probation may be used when student behavior and/or academic performance indicates students may benefit from having their "free time" restricted. Social Probation may include loss of locker privilege and use of a milk crate to carry belongings, loss of ability to attend after school events/activities, loss of passing periods, and/or loss of gym time before school and/or during lunch.

The Crate: Students who are repeatedly unprepared and/or tardy to class will use a milk crate to carry all of their things and lose access to their lockers.

Lunch detention (LD): Students will be offered a Class A lunch which will be brought to the detention room or they may bring a sack lunch. Students in lunch detention will be expected to work quietly on schoolwork. Any student who does not have adequate work to do during lunch detention will be expected to complete the materials provided by the lunch detention supervisor.

After School Detention (ASD): Students who are scheduled for ASD will stay after school for one hour. Students are to bring homework. If a student misbehaves while attending ASD, the student will have to make up the detention at a later date or serve a different consequence. Students not picked up by 4 p.m. may be referred to Child Protective Services (CPS).

Out of School Restriction (OSR): Students whose actions warrant suspension from school will still be involved in meaningful and educational activities at the Titan Annex Building during the time of suspension. Students must be signed in and out of the Suspension School by his/her parent/guardian each day. Students will be expected to complete all of their provided assignments. Completed assignments will receive full credit upon the completion of the suspension. A student may not be allowed to attend OSR depending upon the seriousness of the offense and administrator discretion. For more information, rules, and procedures, please see the OSR School Rules on the Taylor Middle School website.

Bus Conduct

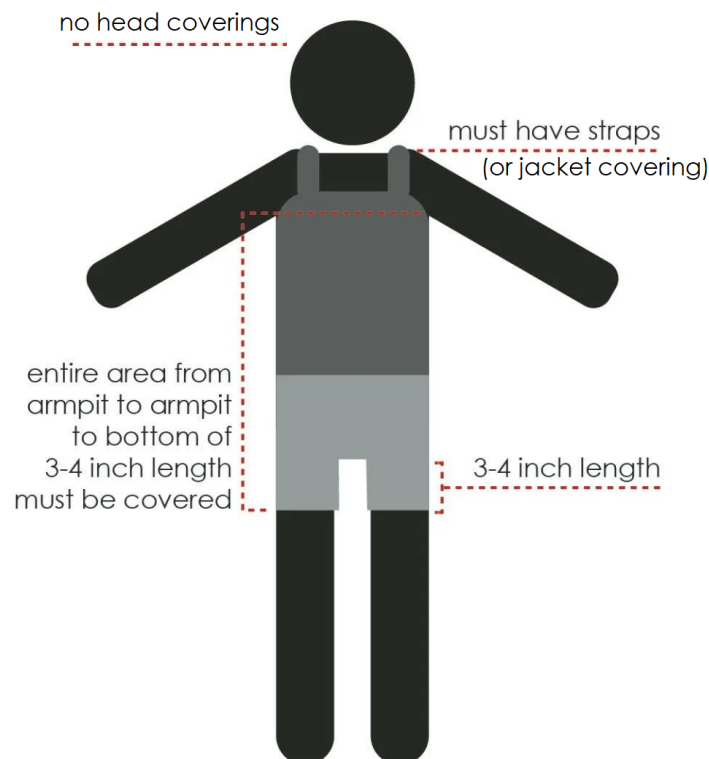
All students, while being transported on a school bus, are under the supervision of the school bus driver and are subject to the discipline of the bus driver and principals. All school rules and consequences are in effect while the student is on the bus. Riding the bus is a privilege and not a right. Failure to follow these rules may result in immediate loss of bus riding privileges. All students must obey the following rules:

1. Be courteous at all times.
2. No profanity or obscene gestures.
3. No smoking or use of any tobacco or drug products on bus or bus stops.
4. No food or drinks on the bus except in closed lunch boxes.
5. Respect all property. Do not mark, tear, or destroy in any manner the inside of the bus or anyone's personal property.
6. Stay seated until the bus comes to a complete stop.
7. Keep hands, head, and feet inside the bus.
8. No fighting or rowdy behavior on the bus and at bus stops.
9. Do not move toward the bus to load until the bus comes to a complete stop.
10. Do not litter or throw anything out of bus windows.

Students will not be discharged from the bus except at the school in which they are enrolled, at designated exchange points, or at their home. Requests for exceptions must be in writing from the parents to the bus driver and administration. **To ride home with another student, both students must bring notes from their parents to the office for administrative approval.** Once signed, the notes must be given to the bus driver.

STUDENT DRESS CODE

The manner in which a person dresses often reflects that person's self-perception. We feel that high levels of self-esteem are important to the educational process; therefore, we encourage students to dress in a clean and neat manner. While the school recognizes that fads come and go, and styles of dress are ever-changing, certain standards of reasonable dress are expected. This is not to police students' bodies, but to create a professional environment. Some guidelines (but not limited to) are as follows:



1. All students are expected to follow the dress code depicted in the above image. All students are expected to be covered in solid (non-see-through) clothing from armpit to armpit to the bottom of a 3-4 inch length covering for legs. Wearing pants, showing undergarments (sagging pants) is not permitted. Wearing shirts that allow the midriff to show, will not be permitted. Students must have straps, sleeves, or jacket coverings.
2. No head coverings, hoods, or sunglasses are allowed.
3. Backpacks, bags, purses, etc. may not be worn in the hall/class- must be immediately taken to and stowed in the locker.
4. Clothing that states, implies, or displays anything inappropriate is prohibited. This includes, but is not limited to, references to drugs, alcohol, related paraphernalia, sexual references, and inappropriate language.
5. Any clothing items and/or accessories that could be used as weapons, or any other jewelry that could endanger students and may be considered a safety risk to the individual wearing them and others, is prohibited. School authorities will confiscate these items.
6. Blankets, stuffed animals are not permitted in the school.
7. No coats are allowed to be worn in the building.

Any student not dressed properly in the opinion of the principal or assistant principal may be given a clean t-shirt to wear or be detained in the office until such time that proper clothing can be delivered to the school by that student's parent or guardian or sent home. Repeated violations could result in disciplinary action, including suspension, of the student.

Electronic Device Policy

WARNING: Students who bring electronic devices to school do so at their own risk. The school will take NO responsibility for any lost, stolen, or damaged items.

Students may have access to their personal electronic devices in the hallway and during lunch to listen to music. Video chatting (example: FaceTime) is prohibited. Any phone calls must still be made from the office.

Electronic devices such as cell phones, devices that play music, headphones, and gaming systems are not allowed to be used in the classroom. Students who violate a teacher's classroom rules regarding electronics can have their devices confiscated and kept in the office until a parent picks it up. Repeat offenders may face further disciplinary actions.

Classroom expectations for cell phones: Students should place their cell phones in the designated location in the classroom at the start of class. The cell phone can be picked up at the end of the period and taken with the student.

- 1st Offense - Warning
- 2nd Offense - 5 Days - Phone Probation
- 3rd Offense - 10 Days - Phone Probation
- 4th Offense - 1 Day OSR
- 5th Offense - 3 Days OSR
- 6th Offense - 3 Days OSS
- 7th Offense - 5 Days OSS
- 8th Offense - 10 Days OSS/ Pending Expulsion

Using these devices to take pictures, video, or any other kind of recordings is strictly prohibited and may result in OSR up to and including expulsion depending on the severity of the misuse.

Electronic Devices in the Locker Room

All forms of electronics are strictly prohibited in or around the locker rooms during the school day. During, before, or after school activities, electronic devices must be secured in a backpack or locker. Under no circumstances shall pictures or video be recorded in or around the locker room. Please see the Child Abuse/Neglect, Child Exploitation, Child Pornography, & Electronic Devices/Computers Policy.

Chromebook Policy

To increase academic participation by having Chromebooks charged and at school on a consistent basis, we will have charging carts available in each classroom. This will ensure Chromebooks are charged nightly to be prepared for use for the following day.

If work needs to be completed at home, students will have paper copies available to continue their work. The Chromebook is not required to complete additional work outside of school hours. Chromebooks will remain at school.

For anticipated weather, Chromebooks will be sent home to ensure access for e-learning.

Child Abuse/Neglect, Child Exploitation, Child Pornography, & Electronic Devices/Computers

Because of the number of students with electronic devices, it is important for parents and students to be aware of the legal consequences and potential risk of having inappropriate material on these devices within the school setting.

The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.

It is “child exploitation,” a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” as defined by I.C. 35-42-4-4(a), by a child under the age of 18.

It is “child pornography,” a Class D felony under I.C. 35-42-4-4(c), for any person/student to *possess* a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.

Indiana Code 20-33-8-0.2: Bullying

“Bullying” means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

1. places the targeted student in reasonable fear of harm to the targeted student's person or property;
2. has a substantially detrimental effect on the targeted student's physical or mental health;
3. has the effect of substantially interfering with the targeted student's academic performance; or
4. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

The term may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:

1. Participating in a religious event.
2. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.

3. Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
4. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults.
5. Participating in an activity undertaken at the prior written direction of the student's parent.
6. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

Harassment Policy

Harassment of an individual by another individual is contrary to the School Board's commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of Federal or State law. The school will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, including sexual harassment.

Sexual harassment does not refer to occasional complaints of a socially unacceptable nature. It refers to behavior that is not welcome, that is personally offensive, that debilitates morale, and that, therefore, interferes with the learning environment. Harassment includes, but is not limited to, sexually explicit and/or suggestive comments and images, departing or attempting to depart an individual, and any physical contact that intentionally touches an individual's personal anatomy.

If an individual believes he or she has been the victim of any type of harassment or if an individual has questions or concerns about this issue, the individual should seek the help of an adult whom he or she can trust, such as a teacher, counselor, parent or guardian, or one of the building administrators. He or she may also leave an anonymous message on the Taylor Community School Bullying & Tip Line at 455-8111. As soon as a written report of the alleged harassment has been filed with the principal, an investigation will be conducted. Filing a complaint will not adversely affect an individual's grade, nor will the individual be discriminated against because of the complaint.

The right of confidentiality, both of the accuser and of the accused, will be respected, consistent with the school corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. Individuals who have a need to know the identity of an individual complaining of sexual harassment may include, but are not limited to, the investigator, the accuser, the harasser(s), retaliators(s), or any witnesses.

This policy applies when an individual is on school grounds before, during, or after school hours, or at any other time when the school is being used by a school group; when traveling to or from school or a school activity, function, or event; when using property or equipment provided by the school; or when using data or computer software that is accessed through a device, computer system, or computer network of the school corporation.

Anyone found to be in violation of this code of conduct shall be subject to disciplinary action up to and including suspension or expulsion from the Corporation. For the full School Board Anti-Harassment Policy (#5517), please visit the Taylor Community School Corporation webpage.

Use of Seclusion and Restraint with Students

It is the policy of the Board that all students are to be treated with dignity and respect and to be free from abuse. The Board supports the promotion and training of appropriate student behavior as part of the Corporation's curriculum. It is the policy of the Board to use prevention, positive behavior intervention and support, and conflict de-escalation to eliminate or minimize the need for the use of seclusion or restraint with students. This policy applies to all students, regardless of the existence of a disability.

Threats

Any student who has made a threat to another student or a staff member will be required to undergo a threat assessment by qualified personnel, the result of which may determine the student's placement in school. The student may also be subject to suspension or expulsion.

Fighting

Fighting will not be tolerated at Taylor Middle School.

- The 1st offense may result in a 3-5 days of out-of-school suspension, depending on the infraction, re-entry meeting, plus a restorative project.
- The 2nd offense per school year will result in a 10 day out-of-school suspension, and may be subject to expulsion.
- Offenders may be subject to expulsion and/or arrest depending on the severity of the offense, even on the first offense.
- Any student who engages in fighting will be required to undergo a threat assessment by qualified personnel.

Tobacco, Nicotine & Other Substances Policy

State law (Indiana Code 35-4-7-1) prohibits persons under the age of 21 to buy, sell, use or have in possession tobacco in any form, including paraphernalia (i.e. hookah pens, vapes, e-cigarettes and Juuls). Therefore, the use or possession (which includes locker, book-bag, coat, etc.) is expressly forbidden on school property at any time, at any school-related function, and while the student is under the supervision of school personnel while away from school property. If the item involves marijuana, hashish oil, or related substances, the student MAY be arrested and taken to the Kinsey Center.

- 1st Offense for Tobacco, Nicotine, & Vape Devices
 - The student will serve 3 days in OSR and the student will need to complete a restorative project.
- 2nd Offense Tobacco, Nicotine, & Vape Devices; 1st Offense for Marijuana & Related Substances
 - The student will serve 5 days in OSR and the student will need to complete a restorative project.
- 3rd Offense Tobacco, Nicotine, & Vape Devices
 - The student will serve 3 days in OSS, a parent re-entry meeting will need to be held before the student returns, and the student will need to complete a restorative project.
- 4th Offense Tobacco, Nicotine, & Vape Devices & 2nd Offense for Marijuana & Related Substances
 - The student will serve 10 days of OSS and/or expulsion.

Damage to School Property

Damage to school property, whether intentional or unintentional, will result in restitution paid to the school district for the purpose of covering parts and labor involved to repair the damage.

Indiana Code 20-8.1 – 5.1-8, 9, 10: Grounds for Expulsion or Suspension

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following include examples of student misconduct or substantial disobedience but are not limited to:

1. Behavior that injures or presents a risk of injury to the student or another person.
2. Damaging or stealing school property or the property of another person or organization.
3. Disrupting a class or other school activity.
4. Harassing, threatening or intimidating another person. "Harassing behavior" is a behavior directed toward another person without a legitimate purpose after that person has clearly stated or shown that the behavior is unwelcome.

5. Possessing a knife, firearm, dangerous device or something that appears to be a dangerous device. "Dangerous device" includes fireworks, a handgun, rifle, shotgun, stun gun, knife, mace, pepper gas, and all other weapons and personal protection devices capable of causing injury or discomfort to a person.
6. Consuming, possessing, offering, providing, or being under the influence of alcoholic beverage, an illegal drug, a prescription drug except as authorized in a prescription by a licensed healthcare provider, an over-the-counter medication containing a stimulant such as preparations containing caffeine, ephedrine, pseudoephedrine, or phenylpropanolamine as an ingredient except as authorized in a prescription by a licensed healthcare provider, or any substance represented to be or thought by the intended recipient to be an illegal or prescription drug except as authorized above.
7. Possessing alcohol or drug consumption paraphernalia such as rolling papers, clips, or displaying materials that promote or encourage alcohol or drug use.
8. Possessing cigarettes, smokeless tobacco, snuff, or other tobacco product or a device such as a lighter designed primarily for use in consuming tobacco products.
9. Engaging in consensual sexual behavior such as kissing.
10. Wearing clothing, jewelry or a hairstyle that is dangerous to the student, indecent, vulgar, and/or profane, presents a message that is inconsistent with the educational mission of the school district, or results in disruption of an educational function.
11. Possessing a pager or cellular phone during the school day without prior approval of the principal, provided that possession of a pager or cellular phone at a school activity after the normal school day shall not violate this rule.
12. Refusing or failing to follow a directive from a school employee, including a directive to respond truthfully and completely when questioned about a school-related matter. (i.e. insubordination)
13. Violating a building level student conduct rule
14. Violating Indiana or Federal law.
15. Not having legal settlement in the school district.
16. Attempting to commit an act that is grounds for suspension or expulsion.
17. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
18. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
19. Gang activities that may include the wearing of colors, hand signs, graffiti on folders, backpacks, jackets, gang tattoos, etc.

The grounds for suspension or expulsion listed above apply when a student is

- on school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group
- off school grounds at a school activity, function, or event
- traveling to or from school or a school activity, function or event.
- at the bus stop

In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if (1) the unlawful activity may reasonably be considered to be an interference with the school purposes or an educational function, or (2) the student's removal is necessary to restore order or protect persons on school property, including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.