

Talawanda Middle School

2019-2020 Information

First Day of School is August 14, 2019

This is an early release Wednesday. Students will be dismissed at 1:55pm.

Welcome to Talawanda Middle School

I would like to welcome you to the start of the 2019-2020 school year at Talawanda Middle School. I am thrilled to get the school year started. Below is some basic information about Talawanda Middle School. You can find more information at www.talawanda.org, including a calendar of events. If you have any questions, please contact the main office at (513) 273-3300.

- **Information about TMS comes home through our e-news. If you would like to receive the TMS e-news, please be sure you have your email address listed in your Final Forms account.**
- Information about TMS will also be shared through social media. Please follow us at:
 - Facebook - [Talawanda Middle School](#)
 - Twitter - [@Talawanda_MS](#)
- Contact Information:
 - Principal: Mike Malone malonem@talawanda.org
 - Assistant Principal: Stephanie Aerni aernis@talawanda.org
 - School Fees: Carmel Heatherton heathertonc@talawanda.org
 - Attendance: Ruth Michael michaelr@talawanda.org
 - If you are going to be absent from school, please call (513) 273-3660 before 9:10 am.
 - Counselor (last names A-K): Steven Hricko hricko@talawanda.org
 - Counselor (last names L-Z): Samantha Koontz koontzs@talawanda.org
- TMS Website
 - <https://www.talawanda.org/talawanda-middle-school/>
- Please review the TMS Handbook:

- It can be found at:
<https://www.talawanda.org/media/middleschool/2019-2020%20TMS%20Student%20Handbook.pdf>

Arrival and Dismissal

Upon arrival on the bus in the morning, students should enter the school and move into the cafeteria. If students are dropped off by a parent, they should arrive between 7:10 and 7:25 a.m. Parents should drop students off at the south commons' doors to avoid interference with bus arrivals. Students will be dismissed to their first-period class from the cafeteria. No students are to be in the hallways until dismissed from the cafeteria.

Students dismissed from their classrooms at the end of the day are expected to leave the building unless they are staying for a supervised activity. Buses park in front of the school in designated areas, and parents are to use the building's south commons' entrance when picking students up in the afternoon. If a student needs to leave before the end of the day, they must have a parent meet them in the office to sign out.

Schedule Changes

- Will happen in the first week of school. Please see your counselor to make changes
- Forms will be available to fill out during orientation if you want to request a change
- Students requesting to withdraw from a course (complete a schedule change form) should do so within **the first ten days of the trimester**. Beyond that time, a meeting between the student, parent(s), teacher and counselor should be scheduled.
- The student will earn a grade of "Withdraw/ Fail" (WF) for any course in which they are removed after the first ten days of the trimester. Exceptions will only be made for medical reasons as requested by a physician or for poor course placement made by a school counselor/ teacher/ administrator.

Technology

Every student in grades 6-8 will receive a Chromebook. Students will use these devices every day in class for collaboration, research, and homework. The devices will also help the district meet the new online state assessments mandate, by providing enough devices in the district to test many students at once. All students and parents will be asked to thoroughly read, understand, and sign a district Acceptable Use Policy (*this is completed through [Final Forms, online](#)*). Students are required to use their devices safely and responsibly and to properly maintain the device. **If school administration determines that a student caused damage to a device, the student will be charged for the repair or replacement of the device.** The devices will be remotely managed and monitored by the district. Middle school students will be able to take the devices home and are required to pay a \$40 insurance charge. This charge may be paid in installments. Please note that school fees have been lowered in order to accommodate the additional device insurance charge.

Cell Phones

- Students will be permitted to bring cell phones to school, *but the phones will need to be locked in the students' lockers or stay out of sight.*
- Cell phones will not be allowed out during lunch or hallways.
- If a student needs to make a phone call, they may come to the office and use the office phone.

Safety and Security

1. To enter the building, use the door buzzer near the handicap door at the main entrance.
2. When entering the building, check in the office. You will receive a visitor's badge and you will be asked to turn in your driver's license or car keys during your visit.
3. We ask that you not make other stops in the building so that we can keep an accurate record of where visitors are in the building and to limit disruptions to the classrooms. If you need to speak with a staff member, please call and arrange for a time to meet.
4. If you are picking up a child during the school day, or if you need to speak to your child, please check in at the office and we will call your child to the office. If you need to drop something off to your child, please bring the items to the office and we will deliver it the classroom.

Medication Policy

- In order to administer medication at school, prescription and non-prescription, we must have a [Student Medication Permit](#) signed by the physician and parent. This form and the medication in the original bottle, properly labeled, should be brought by the parent to the school office. For all over the counter medication, you must have a Student Medication Permit completed and turned into the nurse. Students may not carry any type of medication without the nurses consent.

Discipline

The [TMS Student Code of Conduct](#) is designed for such reasons, and students are expected to adhere to it. Each student will have an opportunity to read, review, and ask questions relating to the TMS Code of Conduct at the beginning of the year. Through cooperation and shared responsibility, the student, school and parents can ensure that good behavior habits are developed and rewarded.

- The program has two major components, Brave Bucks – which are rewards and incentives for good attendance, academic achievement, and behavior, and Accumulation of Behavior Points, with subsequent consequences for violation of school rules and policies. This year this will be tracked online through Live School. You will be able to monitor your accumulation of points that will add up to rewards that will be offered throughout the year. When you pick up your schedule, you will receive information about how to create your Live School account.

Brave Bucks Positive Points

A student will earn 2 positive points daily for attendance. A student can earn an additional 2 positive points each week for having perfect attendance that week.

At the end of each trimester, students can earn 10 positive points for a 3.5 GPA or higher and 10 positive points for perfect attendance.

Extra positive points can be awarded to students by staff members at any time. Students who exhibit behaviors that are accountable, respectful, and responsible can earn extra positive points. Also, students who have shown improvement in a behavior area can earn extra positive points.

Positive points will accumulate throughout the school year, like a bank account. Students are able to use their positive points toward a variety of rewards, and the points will be deducted from their account.

Consequences/Deducted Points

If a student receives consequence points for an inappropriate behavior, those points will be deducted from their total accumulated points. These consequence points can also lead to consequences.

- When 5 points are deducted - **Letter Mailed Home**
- When 10 points are deducted - **Detention (each additional 10 points that are deducted will result in a detention)**
- If a student is assigned to a day in BIC by an administrator, the student's account will be deducted 10 points.
- If a student receives a suspension by an administrator the student's account will be deducted 20 points.

Students who are placed in BIC or suspended still have the opportunity to use their positive points towards rewards. And may earn back some points through completion of a behavior intervention course.

Dress Code

Dress and grooming should be neat, clean, and appropriate. It should not constitute a safety or health hazard or be such that it might hamper the educational process.

- Students' clothing shall thoroughly conceal all undergarments.
- Clothing must cover the torso, including the back (both upper and lower), midriff, sides, and chest.
- Sleeveless shirts shall be permitted, but the fabric between neck and shoulder must be at least as wide as a dollar bill and the armholes must be small enough that the wearer's sides are covered.
- The upper leg must be fully covered as well, at least to the length of the wearer's thumbs when standing erect with arms straight down at the sides.
- Students' heads must be uncovered and eyes unconcealed.
- Any clothing or jewelry deemed disruptive, unsafe, or items/clothing with drugs, alcohol, profanity or sexually related, or otherwise disruptive symbols are not permitted.

The student will be asked to rectify the dress code violation immediately, by calling a

parent/guardian to bring a new article of clothing (if possible) or the student will be provided clothing from the office.

Additional Important Information

- All back to school forms will be completed online:
 - Registration
 - Go to <http://talawanda.finalforms.com>
 - Use the same login information as last year.
- Chromebooks will be handed out the first three days of school.
 - **Students will ONLY receive a Chromebook if they have:**
 - Completed the Acceptable Use Policy part of the online forms.
 - Paid the \$40.00 insurance fee.
- School Fees
 - Will not be collected until schedule changes have been finalized. This allows us to send home accurate fees.
 - **We will send information when we are ready for fees.**
 - If you have questions about school fees, please contact Carmel Heatherton:
heathertonc@talawanda.org