

STUDENT HANDBOOK



TAWAS AREA
MIDDLE SCHOOL
2021-2022

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GREETINGS FROM THE SCHOOL PRINCIPAL

WELCOME TO TAWAS AREA MIDDLE SCHOOL

Tawas Area Middle School welcomes you to the **2021-2022** school year. This handbook serves to provide our families and students with important information about our school. Please review the contents with your student, sign the parent signature page, then keep the handbook accessible for future reference. If you have questions, please feel free to call the school office for clarification at 989-984-2300.

With active parent participation, we work to make each day a positive experience for your middle school student at Tawas Area Middle School.

We are glad you and your student(s) are members of the Tawas Area Middle School community and look forward to a wonderful year.

Sincerely,

Toby Suttle, Principal, Tawas Area Middle/High School (5-12)
Christine Bolen, Assistant Principal, Tawas Area Middle School (5-8)

TAWAS AREA MIDDLE SCHOOL MISSION STATEMENT

Tawas Area Middle School will provide a safe, inspiring, and rigorous learning environment by creating positive relationships and encouraging respectful and responsible behaviors for each student.

ADMINISTRATION AND OFFICE PERSONNEL

Superintendent.....	John Klingler	984-2250
Tawas Middle School Principal	Toby Suttle	984-2100
Tawas Middle School Asst. Principal	Christine Bolen	984-2300
Secretary	Denise Spaid	984-2302
School Social Worker	Amanda Lizotte.....	984-2305



2021-2022 School Year Calendar

August 11-12	Orientation
August 25	Open House 5–7:00 pm
August 31	Student's First Day
September 3-6	No School-Labor Day
September 7-24	NWEA Fall Assessment
October 6	Fall Count Day
October 1	½ Day – Teacher Inservice
October 13-14	Parent/Teacher Conference 4-7:00 pm
October 29	End of 1 st Marking Period
November 1	No School - Teacher Inservice
November 15	No School - Hunter Safety
November 24-26	No School - Thanksgiving Break
November 26	End of 1st Trimester
December 23-January 3	No School – Christmas Break
January 12-13	½ days – H.S. Semester Exams
January 14	End of 2 nd Marking Period
January 14	No School – Records Day
February 9	Spring Count Day
March 4	½ Day – Teacher Inservice
March 4	End of 2nd Trimester
March 7-18	NWEA Spring Assessment
March 18	End of 3rd Marking Period
March 21-25	No School – Spring Break
April 15	No School – Good Friday
April 11-May 6	State Testing Window(Grades 5 & 8)
April 25-May 20	State Testing Window(Grades 6 & 7)
May 30	No School – Memorial Day
June 7-8	½ days – H.S. Semester Exams
June 8	End of 4 th Marking Period
		End of 3rd Trimester
		Last Day of School



RIGHTS AND RESPONSIBILITIES

As a student and a citizen, you have certain rights and responsibilities. Your teachers, classmates and others in your building also have rights and responsibilities.

Some of the more important rights you have at school are:

- A. A RIGHT TO AN EDUCATION
- B. A RIGHT TO BE TREATED FAIRLY
- C. A RIGHT TO BE RESPECTED AND TREATED WITH KINDNESS
- D. A RIGHT TO BE SAFE AT SCHOOL

PARENTS' RIGHT-TO-KNOW NOTIFICATION

This notification is a requirement of Title One, Part A, of the Federal Legislation called the *No Child Left Behind Act* (NCLB) if your child attends a school that receives funds from the Title I, Part A program.) Title I, Part A is a federal supplemental program designed to help children reach high academic standards. In receiving funds from this program the district has a requirement to inform you, as parents of children attending a Title I school, of information available to you regarding the professional qualifications of your child's classroom teacher(s). Information will be provided to you upon request and in a timely manner of the following:

- Whether your child's teacher has met Michigan qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your child's teacher is teaching under emergency or other provisional status through which Michigan qualification or licensing criteria have been waived.
- The baccalaureate degree major of your child's teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

You may request additional information on the level of achievement of your child in each of Michigan's assessments. Michigan uses the Michigan Student Test of Educational Progress (MSTEP) to determine levels of achievement (grades 3-8) as well as the PSAT (grade 8 only).

You will also receive timely notice if your child is, for whatever reason, assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified. A highly qualified teacher would be defined as a teacher that meets Michigan's qualification and licensing criteria for the grade level or subject area in which the teacher is providing instruction.

DISCRIMINATION: The Tawas Area School District does not discriminate on the basis of race, color, national origin, sex, religion, age, height, weight, marital status, arrest record, or disability in employment or in the provision of programs and services.



PROCEDURAL SAFEGUARDS MANUAL (for Special Education Services)

The Individuals with Disabilities Education Act (IDEA), the Federal law concerning the education of students with disabilities, requires schools to provide parents of a child with a disability with a notice containing a full explanation of the procedural safeguards available under the IDEA and U.S. Department of Education regulations. A copy of this notice must be given to parents only one time a school year, except that a copy must be given to the parents: (1) upon initial referral or parent request for evaluation; (2) upon receipt of the first State complaint under 34 CFR §§300.151 through 300.153 and upon receipt of the first due process complaint under §300.507 in a school year; (3) when a decision is made to take a disciplinary action that constitutes a change of placement; and (4) upon parent request. [34 CFR §300.504(a)]

This procedural safeguards notice must include a full explanation of all of the procedural safeguards available under §300.148 (unilateral placement at private school at public expense), §§300.151 through 300.153 (State complaint procedures), §300.300 (consent), §§300.502 through 300.503, §300.505 through 300.518, and §§300.530 through 300.536 (procedural safeguards in Subpart E of the Part B regulations), and §§300.610 through 300.625 (confidentiality of information provisions in Subpart F) (*Michigan Department of Education, Office of Special Education, page 3*).

To obtain a complete copy of this Procedural Safeguards Manual:

1. Go to www.tawas.net; select “Department” tab; select “Special Education” tab; select “Procedural Safeguards Manual” file
2. Or, please contact the Special Education Director at 984-2166 or the Special Education Secretary at 984-2197

GENERAL INFORMATION

RELEASE OF STUDENT INFORMATION AND PHOTO RELEASE PERMISSION

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. Parents and eligible students have a right to opt out of the inclusion of information about the student photo/image and student work. If parents do not wish this information to be released, a request must be made in writing to the building principal.

DIRECTORY INFORMATION

Tawas Area Schools does not release directory information regarding its students.

EXTRA-CURRICULAR ACTIVITIES

Tawas Area Schools offer many extra-curricular activities to their students. Participation is a privilege. If you misbehave while in an activity or while in school, you may lose this privilege.

EXTRA SERVICES

Tawas Area Schools and The Iosco Regional Education Service Agency have a large number of staff and services available to aid in the educational process. Included are school counselors, social workers, and school psychologists. Additional services are provided for speech, hearing, visually impaired, special education, and physically disabled students. Our school counselor is available to work with students and their parents who are experiencing academic, personal, or discipline problems.



FIRE, TORNADO, AND LOCKDOWN DRILLS

Fire drills, tornado drills, shelter-in-place and lockdown drills will be held in accordance with the State Department of Education guidelines and requirements. Students are to follow the instructions given by the classroom teacher and the map instructions posted in the classroom. No misbehavior will be tolerated during a drill.

INSURANCE

Tawas Area Schools do not provide accident insurance for students while at school and are not required by law to do so. When students are injured while at school, on school premises, or at school functions, the cost of medical attention will be borne by the parent or guardian. The school district recognizes no responsibility in this regard.

LOCKERS

Lockers will be issued to all students. Students are to keep the locker they are issued for the entire school year. No personal locks may be used on lockers. It is the student's responsibility to maintain the locker and keep it clean. Students should not leave any items of value (purses, money, calculators, jewelry, etc.) in the locker at any time. The school district will not assume responsibility for any items lost or stolen. Lockers must be cleaned out before the last day of school. Lockers are the property of the school. Students should not expect their assigned lockers or any locker to be private. Lockers are subject to search at any time without reason. Desks and gym lockers are also school property and subject to search at any time.

LOCKERS AND DESKS

Lockers and desks are the property of the Tawas Area Schools and the district retains the right of control of lockers and desks. This includes the inspection of lockers and desks. Students and parents should assume no privacy right in respect to the use of the school lockers and desks.

LOST AND FOUND

Even the most responsible of children lose things. You may help by reminding them of their responsibilities and by marking their belongings. We do make every attempt to unite students with their lost items. Lost and found is located in or near the office.

PARENT INFORMATION

Periodic messages are sent home. These will, hopefully, keep you up to date on school activities, upcoming events, and items of general interest. Because information doesn't always make it home with your child; we have daily announcements read to the students during the day, as well as posted on the office window and the District website, www.tawas.net. If you feel you are missing information or have questions, please contact the Middle School office at 989-984-2300.

RELEASING OF STUDENTS

A note or a phone call is required if a student is to be released to a friend or a relative. A student will not be released without proper authorization.



SCHOOL CLOSINGS

Due to poor weather, it may be necessary for school to be closed for the day. Please do not call the school and tie up phone lines. School closing information will be broadcast over the following stations: RADIO – WIOS 1480 AM, WKJC 104.7 FM, TV - WNEM - CH. 5 and WBKB - CH. 11, and through Tawas Area Instant Messenger program.

STUDENT PROGRESS

The Staff holds parent teacher conferences each fall. An open house is also held to meet parents early in the school year. All parents are encouraged to attend both events. Progress reports are also available upon request. Report cards are issued four times a year.

STUDENT RECORDS

Tawas Area Schools have a permanent record of each student called a CA 60. This file contains grade reports, immunizations, attendance, discipline notices and other information relating to the student's school performance. All records are kept under the student's legal name.

VISITORS

To help provide a safe environment visitors entering our school must report immediately to the office. Students are not permitted to bring visitors onto school grounds during the school day. Incidents of unauthorized persons on school grounds will be reported to the police and may result in charges being filed.

VOLUNTEERS

Our schools could not be as effective without the many parents and others who give so much of their time. Merchants, professionals, parents, and others are called upon to provide additional experiences for the students that the district alone could not provide.

HOMELESS STUDENTS

Upon enrollment of a homeless child or in the event a child's status changes to homeless during the school year, an appointed Liaison will coordinate with appropriate administrative staff to assure that the school last attended by a homeless child is immediately contacted to provide relevant academic or other relevant records. If upon enrollment, the homeless child is found to be in need of any immunization requirements for enrollment by State law or any other medical records, the Liaison will assist the family or student in obtaining the immunizations or necessary medical records. The Liaison will also contact the Director of Transportation to assure transportation of the homeless student is provided in accordance with the Board's Transportation Policy.

Any disputes regarding the enrollment or assignment of a homeless student will be referred to the Liaison for expeditious resolution. The Liaison should attempt to resolve disputes within five (5) school days. Any dispute which cannot be resolved by the Liaison should be reported to the State Coordinator for the Education of Homeless Children and Youth at the Michigan Department of Education. According to State guidelines, the State Coordinator has an additional five (5) school days from the time of notification to bring about resolution. Individuals dissatisfied with the State Coordinator's proposed resolution can appeal such decision to the State Superintendent of Public Instruction within five (5) school days for final resolution of the dispute.

As part of his/her assigned duties, the Liaison will coordinate and collaborate with the State Coordinator for Homeless Children and other community and school personnel responsible for providing education



and related services to homeless children. Such coordination should be designed to facilitate homeless children having access and reasonable proximity to available education and related support services and raise the awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness.

If you have any questions on eligibility and services under the McKinney-Vento Act, please contact our Homeless Liaison, Joy Garrison at 989-984-2241

HEALTH AND SAFETY

EMERGENCY CONTACT FORMS

Emergency contact forms are to be filled out for each child. It is important that the school can reach the parents, or a responsible person designated by the parents, for emergencies or illness. For this reason, it is extremely important that any change in phone number be reported immediately to the school, either the student's home number or the emergency number. Unlisted numbers are likewise requested, with the assurance that the school releases no phone numbers unless otherwise permitted by the parent/guardian. We do not have the physical facilities for keeping a sick child at school. We request that he/she not be sent to school if you know your child is sick in the morning.

EXTENDED ILLNESS

When you know your child will be absent for an extended period of time, please notify the school as soon as possible **and fill out a trip request form** so that work may be prepared for sending home.

HEAD LICE

No student with untreated head lice or nits will be allowed to attend school. After one treatment, the student may return to school. Students will be checked upon returning.

MEDICATIONS

1. All medications, both prescription and non-prescription, including such medications as Tylenol and Inhalers must be brought and kept in the school office where they will be dispensed.
2. No medications will be accepted by the school unless the parent/guardian brings the medication to the school office, along with specific written directions from the physician, and signs the "Authorization for Administration of Medication" form. Forms for this purpose are available at the school office and on the school website.
3. Medication must be brought to school in a pharmaceutically filled container labeled with the name of the student, medication, dosage and time medication is to be given at school. The refill of the prescription shall be the responsibility of the parent upon notification by the school.
4. Parents are to notify the school when the medication is no longer required and should pick up any remaining medication. Otherwise, the medication will be discarded.
5. In the event the physician orders change in a student's medication, the school must receive written orders from the attending physician to inform the staff directly involved with the student of the changes.
6. Phone requests for the administration of any medications, including aspirin or its substitutes, will NOT be honored by any staff person.



IMMUNIZATION

The Board of Education requires that all students be properly immunized pursuant to provisions of the State Health Department regulations. Students who do not meet the immunization requirements will be refused attendance according to State Law.

COMMUNICABLE DISEASES (BLOODBORNE PATHOGENS)

We recently have been notified by the Federal government that the District is subject to new regulations from the Occupational Safety and Health Administration (OSHA) to restrict the spread of hepatitis B virus (HBV) and human immune-deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the Federally-mandated procedures include a requirement that the District request the person who was bleeding to consent to be tested for HBV or HIV. This information would then be provided both to the exposed employee and the treating physician to determine proper medical treatment.

The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

If you have any questions or concerns, please contact your student's principal.

REPRODUCTIVE HEALTH EDUCATION

The Tawas Area Board of Education has established a program of instruction in 5th, 6th, 7th and 8th grades for reproductive health. The program is presented by certified teachers in reproductive health education. In addition, local health care providers may be enlisted to present and or to assist with the presentation of the approved reproductive health education program.

According to the State School Aid Act for FY 94, parents have the right to review the materials and curriculum content to be used in the classroom prior to class presentation. The local board of education, in compliance with the state, has made materials and curriculum guides available for your review. If you wish to review the material or curriculum content, please contact the school. This statute allows you to excuse your child, without penalty, from participation in the reproductive health classes, if you choose. All reproductive health and HIV/AIDS education is abstinence based.

CONCUSSION AWARENESS

WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping



and starting of the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven’t been knocked out.

You can’t see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a healthcare professional says they are okay to return to play.

ATTENDANCE

Regular attendance is both required by law and necessary for scholarship. In the event of absence, parents are asked to call the middle school office at 989-984-2300 before 9:30 a.m. Students with an unverified absence will receive a phone call from the school, requesting parent verification of the absence. Records are kept to watch attendance patterns of excused and unexcused absences. Continuous absences will be appropriately dealt with. If extended absence is anticipated, please notify the School so that assistance may be provided in helping your child keep up with his/her class work. The School utilizes 10 days of absence per year as a standard for allowable absence. The Superintendent, or administrative designee, shall require, from the parent of each student or from an adult student who has been absent for any reason, a written statement and/or confirmation of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each absence. Examples of what will be considered include, but are not limited to the following:

- Past attendance history
- Current attendance
- Doctor’s statement of illness

The Board or its designee shall report to the Intermediate School District infractions of the law regarding the attendance of students below the age of eighteen (18). Repeated infractions of Board policy requiring the attendance of enrolled students may result in the suspension or expulsion of the student from the District program.

EXCUSED ABSENCES

To excuse an absence parents/guardians must call the attendance office. There are no exceptions to this rule. The school phone/attendance office phone records messages 24 hours per day, 7 days a week.

An absence will be considered an “excused absence” if a parent/guardian contacts the school, and provides a reason for the absence, as well as the reason for the absence. The absence, as well as the reason for the absence, will then be documented in our attendance system. Excused absences may include, but are not limited to, the following:

- Personal injury or illness
- Family emergency
- Medical/dental/legal appointment
- Death in immediate family/funeral
- Verifiable chronic illness – statement signed by a physician
- Pre-arranged absences with proper notification



- A short term family trip or vacation with prior notification of the absence being provided to the school administrator
- College visits
- Suspension from school

Please note that long-term absenteeism, including excused absences, may lead to the failure of a course, the necessity to repeat a course, the possibility of retention, and/or the filing of a truancy petition with the intermediate school district truancy officer and Iosco County.

EXEMPT ABSENCES

Exempt absences are absences which are not considered when counting excessive absences.

- School activities
- Legally documented court subpoena
- Homebound
- Religious holidays
- Medically verified long-term or chronic illness

UNEXCUSED ABSENCES

Unexcused absences are defined as an absence for any other reason other than those listed excused or exempt. They include but are not limited to:

- Skipping school (truancy)
- Leaving the school or a designated area within the school without permission

If a student fails to attend class (es), and a parent/guardian has not called the office, the absence(s) will be recorded as unexcused.

Administrators or school personnel will make reasonable attempts to notify a parent/guardian of unexcused absences, by phone.

IOSCO COUNTY POLICY FOR EXCUSED AND UNEXCUSED ABSENCES FOR OSCODA, TAWAS, WHITTEMORE-PRESCOTT AND HALE SCHOOL DISTRICTS-- IN COOPERATION WITH THE IOSCO R.E.S.A. MICHIGAN GENERAL SCHOOL LAWS

Section 731 ... every parent, guardian or other person in the State of Michigan, having control and charge of any child between the ages 6 and 18 years, shall be required to send such child, equipped with proper textbooks necessary to pursue his or her school work, to the public schools during the school year, and such attendance shall be continuous and consecutive for the school year fixed by the district in which the child is enrolled provided, that in School Districts which maintain school during the entire year and in which the school year is divided into quarters, no child shall be compelled to attend the public schools more than three quarters in any one year; but the absence of no child shall be permitted for any two consecutive quarters.



Section 739... It shall be the duty of the attendance officer of the district, whenever notified by the teacher, superintendent, or other persons of violations of this act, and the county attendance officer, when notified by the county superintendent of schools, to investigate all cases of non-attendance at school, and if the children complained of are not exempt from the provisions of this chapter under the conditions named in section 732, then he shall immediately proceed as provided herein-after in this chapter. When a child has been repeatedly absent from school without valid excuse or is failing in schoolwork or gives evidence of behavior problems, and after attempts to confer with the parent or other person in parental relationship to such child have failed, the county superintendent of schools may request the attendance officer to notify such parent or other person in parental relationship by registered mail to come to the school or to a place designated by him at a time specified to discuss the child's absence or failing work or behavior problems with the proper school authorities.

ACUTE ATTENDANCE PROBLEMS

Students of compulsory school age who develop acute attendance problems will be referred to the Iosco R.E.S.A. Attendance Officer, and/or the Juvenile Division of the Family Court, for appropriate action.

ATTORNEY GENERAL'S STATEMENT: Opinion 05414 ISSUED 12-20-78

"The compulsory attendance law recognizes an educational value in regular attendance at school. Presence in a classroom aids in instilling concepts of self-discipline and exposes a student to group interactions with teachers and fellow students. Such presence also enables a student to hear and participate in class instructions, discussion and other related learning experiences. These and similar considerations are proper educational values which will not necessarily be fully reflected in test results.

School authorities may determine that attendance, class participation and similar factors are proper educational values bearing on a student's academic achievement. It is, therefore, my opinion that a school district by its agents and employees, may consider attendance in determining a student's grade in a course."

ATTENDANCE POLICIES

Students will be expected to attend classes regularly and be on time in order to benefit completely from the instructional program. From this they will have the opportunity to develop the habit of punctuality, self-discipline and responsibility. All attendance policies will be applied with equity and consistency, keeping in mind that students are individuals, with individual needs.

POSITIVE BEHAVIOR PROGRAM

Positive Behavior Interventions and Supports (PBIS) is a program that our school uses to improve school safety and promote positive behavior at the middle school.

STUDENT RESPONSIBILITIES

BE ON TIME FOR SCHOOL AND CLASSES

If you are late, you miss things you need to know. The teacher may have to stop what the class is doing to help you get started. This keeps the teacher from helping all of the students.



BE PREPARED FOR CLASS

Homework is meant to be completed. When you return to class, you should bring with you completed assignments and the textbooks that prepare you for the next lesson. Notebooks, pencils, and paper should be provided by your parents or guardians so that you are prepared to do class work. It is your responsibility to come prepared.

DO NOT KEEP OTHERS FROM LEARNING

Parents or guardians send their children to school to learn. If you keep others from learning by bothering them, you have taken something from them which is important.

OBEY SCHOOL RULES

You must learn the rules at school and obey them. All school rules are made to help everyone grow, learn, and remain safe.

RESPECT OTHERS

In order to be respected you must show respect for your teacher, classmates, and others. Good manners and being polite and courteous are ways of showing respect. By doing this you will help make school a better place.

TAKE CARE OF SCHOOL PROPERTY

You are expected to take care of the things the school lets you use, such as textbooks, desks, chairs, lockers, restrooms, etc. If you damage, destroy or lose school property, you will be expected to pay for the damage.

HOMEWORK PRACTICES AND PROCEDURES

It is important for our children to develop good study habits and a positive attitude toward school. Parents can help by setting aside a specific time block each night for a review of school lessons or homework. Ask about schoolwork. Set up a regular place for doing homework. Praise your child's effort and results, emphasizing how important education is. You will be rewarded by having a happy and successful child.

The following guidelines have been established to assist parents with an understanding of the practices and procedures that are followed at various grade levels. By following these specific guidelines, good study habits are developed.

VACATION HOMEWORK POLICY

Tawas Area Schools do not encourage family vacations during the school year while classes are in session. However, the schools understand that sometimes it is unavoidable.

1. Teachers **WILL NOT** be expected to provide advance lesson plans for the student.
2. Due to the high cost of textbooks, it is in the best interest of our district for the students to refrain from taking school books on vacation.
3. Upon returning from vacation, students will be given time to complete make-up work.

GRADES 5, 6, 7 & 8

Assignments are made daily. Class time is given to work on them. Any assignments not completed in school become homework. Projects and reports will be assigned with ample time to complete them.



STUDENT CONDUCT

The School staff strives to maintain an orderly environment for all students. Each year the classroom teacher will review the basic rules with the students. Consequences for not following the rules will also be reviewed. The following is an outline of the rules and consequences of misbehavior.

NOTE - The rules of conduct have been reviewed in each classroom during the first week of school and this constitutes the first warning. Rules are also posted throughout the school. Disciplinary action may be taken without further warning.

GENERAL GUIDELINES FOR BEHAVIOR

Each classroom may have posted rules which, in part, will be developed by the teacher and students. However, the following general guidelines for behavior will be for all rooms:

1. Bring all needed materials into the classroom after you arrive at school (this includes homework, assignments, pencils, books, paper, lunch money, or any other necessary supplies).
2. Upon arriving in class, take your seat and quietly converse with classmates or do other quiet activities until school begins.
3. Always walk in the room.
4. Be nice to one another.
 - a. Show respect
 - b. Observe rules
 - c. Listen to others
 - d. Act responsibly
 - e. Do not do anything that may physically hurt another person
 - f. No public display of affection, including but not limited to hugging, kissing, or hand holding.
5. Raise your hand and speak when called upon.
6. Follow directions.

GENERAL SCHOOL RULES

Listed below are some very important rules everyone needs to know. It is important to know what happens if these rules are broken. Your teacher and principal will discuss with you the building rules and other areas of concern at the beginning of the school year. **YOU ARE REMINDED THAT THESE ARE NOT ALL THE RULES THAT WILL BE ENFORCED.** Disciplinary measures will be taken if you break school rules.

CLASS COURTESY

You are expected to behave in a manner that will not disturb others in the classroom.

DO NOT BRING NON-EDUCATION ITEMS TO SCHOOL WITHOUT WRITTEN PERMISSION FROM BUILDING ADMINISTRATOR

Any type of glass container, radio, tape recorder, electronic game or toy, personal communication devices, animal toy, laser pens, pointers, unsafe items, valuable items, or large amounts of money are not allowed on school property unless specific permission has been granted. The school is not responsible for damage and/or theft of personal property. In addition, students are not permitted to buy, sell or trade any items at school.



GENERAL LUNCHROOM RULES

1. Practice good table manners.
2. Stand quietly while in the lunch line.
3. Keep hands to yourself.
4. Be courteous to lunchroom workers and your classmates.
5. Talk quietly and remain in seats until dismissed.
6. Make sure your area is clean before you leave.
7. Throwing food or other items is prohibited.
8. Trash is to be taken care of in an appropriate manner.
9. Please keep in mind that a student's account is not a "charge" account. Students will be allowed to charge up to five lunches only, and then the student account must be paid in full. If the student account has a negative balance and is over the said limit, the student will call home and will receive a substitute lunch that will be determined by the food service staff.
10. If a student's family is having financial difficulty, please contact the food service department to make other arrangements.
11. In order to get lunch and/or breakfast, each student must present his/her own ID card. Students with ID card will be first in line.

GENERAL PLAYGROUND/RECESS RULES

1. Listen to and obey all playground supervisors.
2. Walk in and out of the building quietly.
3. All students are to go outside for the entire recess unless given special permission.
4. Students are to be dressed properly for weather conditions when going outdoors. Forgotten articles of clothing will not be accepted as an excuse for returning inside the building.
5. Stay in designated areas within view of the playground supervisor.
6. When recess bell rings, line up immediately.
7. No one may leave the school grounds at any time without permission.
8. Students may not disrupt others from playing games.
9. Profane or disrespectful language, gestures, and name calling are prohibited.
10. There will be no throwing of snowballs, stones, sand, wood chips, or sliding on ice.
11. No fighting, real or play, or rough play will be tolerated.
12. No hardball or tackle games are allowed.
13. Soccer, kickball, and touch football may be played only in designated areas.
14. Playground equipment is to be used in a safe and proper manner.
15. No food may be taken outside.
16. It is the responsibility of all students to keep the playground neat and clean.

Indoor recess may be held in cases of inclement weather. Chill-factor, wind, and condition of the playground are always considered before students go outdoors for recess.

HORSEPLAY AND ROUGH HOUSING

Horseplay and rough housing is not allowed at any time.

DRESS & GROOMING

The District believes decorum in student dress and appearance is the responsibility of the parent



and student. It is assumed, therefore, the way a student appears in school has the sanction and approval of the parent. The following minimum standards are established: Some types of clothing are not acceptable for school and are not to be worn at any time. Some examples are, but not limited to: yoga pants, tights/leggings as pants, pajamas, slippers, tank tops, open midriff shirts or tops, hats, clothing promoting alcohol, tobacco, and/or drugs, clothing with words, letters, pictures or symbols which are obscene or lewd, or reasonably likely to be perceived in a sexual context or which is reasonably likely to provoke fighting, or other violent reactions, and/or which is reasonably likely to cause a distraction to other students or otherwise interfere with the establishment of an environment conducive to the educational process. Hats, hoods, bandanas, "dew rags", headscarves, etc. are not to be worn in the building during school hours. These items are to be taken off as soon as the student enters the building.

- Personal dress and grooming practices shall not create a disruption of the learning process.
- Jackets and/or coats are not to be worn in the classrooms during school hours.
- Students wearing these types of clothes will be told to change clothes and may be sent home to change.
- No IPODS, MP3 players, personal gaming devices, personal stereos, or the like, or headphones are to be used at any time during regular school hours unless designated by administration.
- All students must wear shoes in the building.
- The following items including, but not limited to, shorts, skirts, dresses, skorts, may be worn provided they are not shorter than 3 inches above the center of the knee.
- Students shall not wear clothing or hair styles that can be hazardous to school property, themselves, or other students in school activities such as lab work, physical education, art, etc.
- Sleeveless shirts may be worn providing that the top of the shoulder strap is at least 4 inches wide with regular arm cut, not the full (lower) cut, no gaps & no cut-outs/off of sleeves, no bare shoulders.
- Undergarments must be worn at all times and be covered up. No sagging.
- Yoga Pants, tights and leggings may not be worn as pants; they may be worn under a skirt, dress, or shorts.
- Jeans with holes: These are not permitted if there is exposed skin more than 3 inches above the knee. (If jeans have holes more than 3 inches, solid fabric MUST cover the skin; paper or duct tape can not be used as a replacement.)
- Not Acceptable: These include but are not limited to; tank or tube tops, open midriff, any clothing promoting alcohol, drugs, sexual innuendos, or other inappropriate subjects. Chains or other apparel that may be harmful to others are not permitted.
- Safety/good taste rule will prevail in the final decision by the administration.

BUS SERVICE

All students will be picked up and dropped off at the same location. The only exception to this procedure is in a situation where there is a permanent babysitter; permanent meaning, for a minimum of one (1) semester. This would also include the student who goes to the sitter consistently, i.e., everyday or the same day each week goes to the sitter, and on other days is dropped off at home.



This does eliminate all non-school related occasional babysitters, birthday parties, going to a friend's house, bowling alley, etc. We do realize that emergencies happen. In an emergency, the parents or guardian need to call the Transportation Department or school secretary **before 1:30 p.m.** to notify us of the emergency and where the child will be dropped off for that day.

Students will still be able to use the buses to go to other school buildings for school-related functions such as Science Olympics, band practice, athletic practices, class meetings, etc. Students will also be able to use bus transportation for girl scouts, boy scouts and church-related meetings if on a regular basis and seating is available. Arrangements must be made through the Transportation Department.

To summarize, children will be dropped off where they are picked up unless there is a permanent babysitter. It is expected that parents will be there for the younger children. If they cannot be there, arrangements should be made for someone to be at home or at the bus stop for them. The only exception to this would be during the kindergarten drop-off. If that bus is early, then the driver will wait or try contacting the parents to notify them of the change.

POLICY FOR PUPILS RIDING BUSES

All students who live more than 1 1/2 miles from the school they attend shall be transported to and from the Tawas Area Schools. Students in grades K-4 who live less than 1 1/2 miles from the school they attend may be transported if they live on hazardous roads as determined by the superintendent of schools and the board of education. Consideration of hazardous areas may be secured by written requests to the board of education and the superintendent.

Transportation provided by the state and local school district is a privilege for those who wish to ride according to the prescribed rules. Failing to comply with these rules will result in withdrawal of the privilege.

BASIC BUS RULES

The driver is in full charge of the bus and has the right to demand order and good discipline. Pupils are to follow the driver's directions. The school district has the right to assign seats.

Responsibility of Students

1. Be Courteous to others and safety-conscious at all times...line up in an orderly manner and wait no closer to the street than the city sidewalk or the country mailboxes. Wait until the bus stops before attempting to get on/off.
2. Walk to the bus stop facing traffic arriving 5 minutes before the bus arrives.
3. Always cross at least (10) feet in front of the bus.
4. Do not fight or bully other students at the bus stop or on the bus.
5. Sit on the seat. Keep your hands, body and head inside of your seat and to yourself.
6. Do not engage in shouting, loud talking, whistling, etc.
7. No use of profane or vulgar language or obscene signs or gestures.
8. Damage to the bus or others' personal property must be paid for by the person causing the damage.
9. Smoking/possession of tobacco or any forms of illegal activities are prohibited.

Responsibility of Parents/Guardians

1. To ensure that their children arrive at the bus stop on time. (At least 5 minutes before scheduled time).



2. To provide necessary protection for their children when going to and from the bus stop and while they are at the bus stop.
3. To read and discuss bus policy with their children and insure their understanding of basic bus rules.
4. To accept responsibility in cooperation with the school for ensuring proper conduct of their children.
5. To cooperate with bus drivers for students' transportation in maintaining and carrying out discipline procedures.

Responsibility of Bus Driver

1. To maintain discipline and order on the bus at all times
2. To warn and/or separate any pupil from the bus who does not obey the transportation rules.
3. To take all necessary precautions for the safety and welfare of the passengers while they are on the bus.
4. To show respect to the students, and they in turn show respect to the driver.

TRANSPORTATION RULES & RESPONSIBILITIES

It is the policy of the Tawas Area School District to provide safe, courteous and regular transportation services to eligible students. The first and foremost consideration is the safety and care of all students. To ensure their safety, we must foster an environment on the bus that would allow the driver freedom to concentrate on driving. The bus is an extension of the school/classroom. In addition to a bus ticket for the violation, consequences according to the handbook can also be applied. It is our goal to provide a safe and pleasant bus ride to and from school. Therefore, the following disciplinary procedures have been developed.



PROCEDURES FOR INFRACTION OF THE BUS RULES

Anyone found in violation will be issued a bus ticket in accordance with the bus rules. (Sample bus ticket attached)

TAWAS AREA SCHOOLS
TRANSPORTATION DEPARTMENT
984-2160

Date Occurred _____ at AM / PM
Bus Driver _____ Bus # _____

BUS VIOLATION

Student _____ School _____ Grade _____

Has been cited for an infraction of the rules marked below:

____ Persistent Disobedience ____ Failure to remain seated ____ Pushing, tripping ____ BULLYING
____ Using profanity or inappropriate language ____ Possession/use of tobacco ____ Rude or distracting conduct
____ Putting hands on others or their property ____ Destruction on School Bus ____ Failure to cross in **front** of bus
____ Throwing anything in bus **or** out of the bus ____ Fighting on the bus ____ Fire of any source
____ Opening of emergency doors or windows ____ Spitting or Littering

Driver Comments: _____

**Parents: please note the importance of communication with your child's bus driver*

DISCIPLINE ACTION TAKEN: _____ **WARNING** _____ **PARENT/GUARDIAN CONFERENCE**

_____ **1-3 DAY BUS SUSPENSION** _____ **5-7 DAY BUS SUSPENSION** _____ **10 DAY BUS SUSPENSION**
(including Parent conference with Admin.)

_____ # DAYS Suspension (date) _____ Reinstated (date) _____

____ The parent/guardian must sign below before the student will be allowed to resume or continue riding the bus. The signature also indicates the parent is aware of the warning and understands that a further violation could result in loss of bus service for the student named.

____ You have previously been warned about your conduct while riding the bus. Since you have not responded favorably, you are **temporarily separated** from being a regular passenger. In addition parent must sign the form below indicating they are aware of the incident and suspension.

____ Since this is a repeated/serious offense, before you may once again become a regular passenger, you and your parent(s) must make an appointment to meet with the principal of the school you attend.

Principal Comments: _____

Principal Signature _____ Date _____
Parents/Guardian's Signature _____ Date _____
Phone _____

Note: If a student loses bus services because of a discipline problem, it is the parents' responsibility to transport a student to and from school

Failure to do so during withdrawal of the service could be considered an unexcused absence. The intention is not to punish or to deny anyone transportation service. The intention is to provide the safest and most pleasant student transportation service possible.



WALKER AND BUS LINE BEHAVIOR

Our primary goal before and after school, is to insure the safety of each student. Therefore, it is imperative that students behave in an appropriate manner when arriving and leaving school.

1. The building will be open at 7:30 a.m.
2. Students who walk should leave the school premises immediately upon dismissal from school. Anyone remaining without reason will be placed in a specific area until all buses have left.
3. Students must stay in their own bus line.
4. Students should behave in an orderly manner. Fighting, using inappropriate language or gestures, or refusing to follow the direction of adult supervision will not be tolerated.
5. Any student being picked up after school will remain in the area designated for such use.

SUSPENSION AND EXPULSION

1. **ARSON:** The willful and malicious burning of or attempt to burn any building, part of any building, or structure.
2. **BULLYING:** A person willfully and repeatedly exercising power and control over another with hostile or malicious intent. Bullying can be physical, verbal, or psychological and includes cyber bullying (i.e., any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:
 - A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
 - B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or causing substantial emotional distress;
 - C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
 - D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.
3. **EXTORTION:** To borrow or attempt to borrow any money or articles of value from a student unless both parties enter into the agreement freely and without the presence of either implied or expressed threat.
4. **FIGHTING:** The act of quarreling involving bodily contact in or on school property, including bus stops, and any activity under school sponsorship (i.e., Dance or athletic events).
5. **FORGERY:** The act of fraudulently using, in writing, the name of another person, or falsifying times, dates, grades, addresses or other data on school forms.



6. **GROSS MISBEHAVIOR:** Anything deemed inappropriate by the school administration, including but not limited to the act of deliberate or willful conduct detrimental to normal functions of the program or activity under school sponsorship.
7. **THREAT:** Communicating in any way the intention to cause physical harm to school personnel or students through force or violence regardless of actual intent. Any threatening activity of this nature may result in legal consequences.
8. **HARASSMENT:** It is a violation of law and of school rules for any student to harass, intimidate, and/or bully (refer to “bully” as previously defined) another student or staff member. If a student is the victim of any unwanted sexual actions or comments or of derogatory statements or actions concerning his/her gender, religion, race, ethnic group, or disability, the student should report such behavior to the office. All reports shall be kept confidential and shall be investigated as soon as possible. Disciplinary action will commence if investigation proves that harassment did occur.
9. **ILLEGAL SUBSTANCES, LOOK-ALIKE DRUGS, TOBACCO AND ALCOHOL:** Possession or use of controlled drugs without prescription or transfer of controlled drugs, look-alike drugs, tobacco (including, but not limited to electronic cigarettes and vaporizers), alcoholic beverages or any other substances. You are not allowed to possess, use, sell or deliver any non-controlled substance or look-alike drug which is represented to be either (1) a controlled substance prohibited by school policy, or (2) of a nature, appearance, or effect which will allow the recipient to display, sell, distribute, and/or use the substance as a controlled substance or as if it was a controlled substance.
10. **INDECENCY, OBSCENITY, AND PROFANITY:** The act of offending against commonly recognized standards of propriety or good taste. The act of using obscene language by students in verbal or written form or in pictures or caricatures in or on any school property. Previously listed as two entries: **OBSCENITY:** The act of using obscene language by students in verbal or written form or in pictures or caricatures in or on any school property. **INDECENCY:** The act of offending against commonly recognized standards of propriety or good taste, including the use of vulgar language. **PROFANITY:** Swearing or cursing is not to be used at any time at school.
11. **INSUBORDINATION:** The failure to respond or to carry out a reasonable request by a staff member or the act of verbal or physical opposition to a member of the school staff.
12. **MISUSE OF COMPUTERS:** Messages and information sent and received containing profanity, obscene comments, sexually explicit materials, expressions of bigotry, racism or hate. Also messages containing personal information that students would not want any stranger to have, such as: A student's name, address, or phone number. Intentionally seeking information or obtaining copies of files, modifying files and/or other data that misrepresent users on the Internet.
13. **PERSISTENT MISBEHAVIOR:** Repeated misbehavior, disobedience, or failure to follow established rules.
14. **POSSESSING OR USING WEAPONS:** The act of possessing, using, or threatening to use any weapons or look alikes, explosives, or instruments capable of inflicting bodily injury.



15. **STEALING:** The act of acquiring the property of another without approval, by theft, coercion, or fraud.
16. **TRUANCY:** The act of unexcused absence from school for any period of time. Chronic tardiness can be considered truancy.
17. **VANDALISM:** The act of willful destruction of school property or the property of others.
18. **VIOLATION OR NONCOMPLIANCE WITH RULES:** Disobedience of an announced school, class, bus, or activity rule.
19. **OTHER:** Other behavior which is either illegal, or disruptive to the school environment such as, but not limited to, false fire alarms, bomb threats, gambling, trespassing in unauthorized areas, and intimidation or interference with school authorities.

DISCIPLINARY MEASURES

The Board of Education acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions.

The Board shall require each student of this District to adhere to the Code of Conduct declared by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

1. conform to reasonable standards of socially-acceptable behavior;
2. respect the person and property of others;
3. preserve the degree of order necessary to the educational program in which they are engaged;
4. respect the rights of others;
5. obey constituted authority and respond to those who hold that authority.

The Superintendent shall declare administrative guidelines for student conduct which carry out the purposes of this policy and;

1. are not arbitrary but bear a reasonable relationship to the need to maintain a school environment
2. conducive to learning;
3. do not discriminate among students;
4. do not demean students;
5. do not violate any individual right constitutionally guaranteed to students.

Under certain conditions, it may be in the best interests of a student or the other students of the school for a student to be denied the privilege of attending school through either suspension or a recommendation to the Board of Education for expulsion. Suspension can range from the remainder of a school day to 10 consecutive school days. This suspension may be repeated as needed. Expulsion can only occur as a result of action taken by the Board of Education. Some of the reasons for suspension or a recommendation for expulsion are listed below.



If a student's behavior interferes with the educational opportunities or safety of yourself or others, the following

disciplinary actions may take place, NOT NECESSARILY IN THIS ORDER:

1. A teacher or other staff member will talk to the student about the problem.
2. A parent or Guardian will be notified by telephone, note, or letter.
3. Lunch detention will be assigned.
4. After school detention will be assigned.
5. The student will be removed from class and placed in a supervised setting such as the school office until the student demonstrates a willingness to rejoin the class in a constructive manner.
6. ISS (In-School Suspension)
7. Suspension from School.
8. Recommendation for expulsion to the Tawas Area Board of Education.

CONFISCATED MATERIALS Any items collected during an investigation will be returned to the parent or guardian of a student when the investigation has been completed. Exception: any "contraband" material(s) such as vaporizers, vape juice, electronic cigarettes, alcohol, marijuana, etc. will be turned over to law enforcement or will be destroyed after 10 school days' notice.

STUDENT SET CONSEQUENCES

***Tardies:**

Students need to be held accountable for getting to class on time. Therefore, it is essential to have consequences for students who are unable to do this. Tardies will get reset with the start of each new

Semester.

3rd tardy: teacher contacts parent

4th tardy: referral, lunch detention

5th tardy: referral, principal contacts the parent, after school detention

6th tardy: referral, principal contacts the parent, ISS

***Cell Phones:**

Student cell phones should be turned off and kept in their locker. Students are not to be using their cell phone at school during the school day. Here is the cell phone policy:

1st offense: teacher takes the cell phone; student can get it back at the end of the school day

2nd offense: teacher takes the cell phone, principal calls home, parent must retrieve the cell phone.

3rd offense: teacher takes the cell phone and gives it to the principal, principal calls home and a parent must retrieve the cell phone, referral, student gets ISS.

***Chromebook Consequences:**

Students will be held accountable for appropriate school usage on their chromebooks. Chrome books should be utilized for school work only and other usage could result in a consequence. Here are the consequences:

1st time: teacher conversation with student, phone call home

2nd time: referral, teacher calls home, lunch detention

3rd time: referral, principal calls home, after school detention

4th time: referral, principal calls home, removal of chrome book for at least 1 week



5th time: referral, necessary action as deemed by our user agreement policy and administration.
*Other consequences may be given by the administration based on the severity of the inappropriate usage.

IN-SCHOOL SUSPENSION (ENHANCED LEARNING CENTER)
PHILOSOPHY

The program is designed to administer discipline within the school program and at the same time offer educational opportunities to students who violate the Student Handbook. In-School Suspension (ISS) will not replace out of school suspensions for serious violations of the Student Handbook.

PROCEDURES:

1. In-School Suspension is assigned by principals only.
2. Students will not be marked absent and will not be given zeros.
3. The student and parent will be informed in advance of the intent to place the student in ISS.
4. The student's teachers will be contacted and asked to supply class work to be completed in ISS.
5. The student will be given supervised breaks.
6. The student will be supervised at all times other than in the restroom.
7. Students who violate ISS rules will be considered for automatic out of school suspension.

CLASSROOM RULES:

1. Students will report promptly with all books, notebooks, paper, pencil, and Chromebook. No other items will be allowed.
2. Students will complete all work assigned by his or her teachers. The student will be responsible to return all completed work the following day to their teachers. Additional work will be supplied by the ISS instructor as necessary.
3. The student will remain seated with feet on the floor and work quietly. The student will not put his or her head down or sleep.
4. The student must stay in the assigned seat. There is no free movement within the ISS classroom.
5. The student will not leave the room without supervision of authorized personnel.
6. There will be no talking or any form of interaction between students while in ISS.

NONDISCRIMINATION GRIEVANCE PROCEDURES

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964
TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972
TITLE II OF THE AMERICAN WITH DISABILITIES ACT OF 1990
SECTION 504 OF THE REHABILITATION ACT OF 1973
AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967

Section I – Right to Invoke Grievance Procedures: Any person who believes that they have been discriminated against or denied equal opportunity or that the Tawas Area School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Age Discrimination in Employment Act of 1967, and (5) Title II of the Americans with Disabilities Act of 1990 may bring forward a complaint, which shall be referred to as a grievance to:



Civil Rights Coordinator - Amanda Lizotte (989)984-2305
Title IX Building Coordinator - Amanda Lizotte - (989)984-2305
Title IX District Coordinator - Sarah Danek - (989)984-2201

Section II – Civil Rights Coordinator: The district’s civil rights coordinator is responsible for overseeing legal requirements of the laws identified in Section I and provides for proper administration of this grievance procedure. The civil rights coordinator may also be contacted through the district’s administration offices: c/o John Klinger, Superintendent, 245 West M-55, Tawas City, MI 48763.

Section III – Notice of Policy: Notice of the existence of this procedure will be provided on a regular basis to students, parents of students, employees, visitors and applicants for employment by placement of the procedures in student handbooks, on the district’s online website, in conspicuous locations in each building and distribution of the procedure to all staff and applicants.

Section IV – Reporting and Investigative Requirements: All responsible employees of the district must report all allegations of discrimination on the basis of sex, including sexual harassment, to the civil rights coordinator even if the allegations may also raise criminal or other disciplinary concerns. The district will conduct an impartial investigation of any allegations that fall within the purview of Title IX and/or that assert that sexual harassment has occurred, regardless of any criminal investigation related to the same or similar grievance or complaint. An impartial investigation may include interviewing all witnesses reasonably likely to have relevant information and provide the parties with the opportunity to present witnesses, other evidence and review relevant records. Criminal investigations may not eliminate the need for an independent investigation of Title IX violations.

Section V – Remediation: The district will make reasonable efforts and take reasonable interim measures to 1) prevent the occurrence or reoccurrence of any harassment, 2) provide a safe and nondiscriminatory environment for students, parents, employees, visitors, and applicants for employment and 3) to the extent provided by law without impeding the investigation, protect the confidentiality of complainants, the accused and witnesses. To the extent reasonably practicable, the district will take reasonable, timely, age appropriate and effective action designed to remediate the effects of any sexual harassment confirmed by the district’s investigation on any complainant or others, to eliminate to the extent reasonably possible, any hostile environment that has been created, and to prevent the recurrence of any harassment.

Section VI – Protection Against Retaliation: This policy and the laws in Section I prohibit retaliation against any individual who files a complaint or participates in an investigation pursuant to this procedure.

Section VII – Grievance Procedure: Any person who believes a valid basis for a grievance exists may discuss the grievance informally and on a verbal basis with the civil rights coordinator who shall, in turn, investigate the complaint and reply with an answer to the complainant within five (5) business days. This complaint procedure applies to complaints by employees, other students, and third parties.

Any complainant may initiate formal procedures at any time before, during, or after the informal process has been initiated according to the following steps:

Step 1



A written statement of the grievance signed by the complainant shall be submitted to the local civil rights coordinator. The coordinator shall investigate the matters of grievance and reply in writing to the complainant within five (5) business days. If the investigation takes longer than five (5) business days, the coordinator shall notify the complainant in writing within five (5) days, and shall furnish the complainant with the reason for the delay and an estimation of when the investigation will be completed.

Step 2

If the complainant wishes to appeal the decision of the local civil rights coordinator, s/he may submit a signed statement of appeal to the superintendent of schools within five (5) business days of receipt of the coordinator's response. The superintendent shall meet, when appropriate, with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) days. The district recognizes that, in certain circumstances, it may be inappropriate to require an alleged victim to confront the alleged discriminator/harasser. In these circumstances, the superintendent will meet with the parties separately.

Step 3

If the complainant remains unsatisfied, s/he may appeal through a signed, written statement to the board of education within five (5) business days of receiving the superintendent's response in Step 2. In an attempt to resolve the grievance, the board of education shall meet, when appropriate, with the concerned parties, and their representative within forty (40) days of the receipt of such an appeal. The district recognizes that, in certain circumstances, it may be inappropriate to require an alleged victim to confront the alleged discriminator/harasser. In these circumstances, the board will meet with the parties separately. A copy of the board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.

Section VIII – US Department of Education Contacts: A complaint may pursue the formal procedures (Steps 1-3) at any time before, during or after any informal process has been initiated.

Anyone at any time may contact the U.S. Department of Education Office for Civil Rights for information and/or assistance at 216-522-4970.

The local coordinator, on request, will provide the complainant with a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the civil rights coordinator's office.

ACCEPTABLE USE POLICY FOR TAWAS AREA SCHOOL DISTRICT COMPUTER NETWORK

The Tawas Area Schools recognize that computers are used to support learning and to enhance instruction. Computer interaction networks allow people to interact with many other computers and networks. It is a general policy that all computers are to be used in a responsible, efficient, ethical and legal manner. This applies both at home and at school.

All students using the Tawas Area Schools' local area network (LAN), Internet, E-mail and stand-alone computers and/or Chromebooks and/or Kindles including all school-issued technology devices, herein referred to as computer/s, is governed by the following rules:



1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper or diskettes. I will not alter a computer's system settings or files in any way. I will not delete any files on a computer that were not created by me. I will not attempt to damage any equipment that is part of the Tawas Area Schools' computer network physically or electronically. When using a computer, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink while using a computer.
2. I recognize that copyright laws protect software; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell software copies to others. I understand that I will not be allowed to bring software applications, games, CD-ROM disks, or other software media to the school to be used on school equipment without the prior written permission of the Technology Department.
3. I recognize that the work of all users is valuable. Therefore, I will protect the privacy of others by not trying to learn another user's passwords or attempt to access another user's account by any means. I will not copy, change, read, or use files from another user without the prior permission from that user. I will not use computer systems to disturb other computer users or use inappropriate language in my communications.
4. I will honor the school district's procedures for the storage of information. I understand that I am expected to save files that I want to keep within the confines of my assigned server space. I realize that, after prior notice has been given, files may be deleted from the system to protect the integrity of the network or because of space limitations on the server's hard drive. I will also undertake the appropriate procedures to stop the spread of computer viruses.
5. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. I will not attempt to download any music, games executable files, instant messengers, zip (compressed) files, or any other files not required by an assignment. I will not attempt to access email unless it is supplied to me by Tawas Area Schools.
6. As a user of a network, I will not use bulletin boards or chat software/rooms for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of others.
7. I will not transmit any material in violation of any US regulations. I understand that this includes, but is not limited to copyrighted, threatening and/or obscene material. I understand the use of school computers and networking resources for commercial activities is not permitted.
8. I understand that the computer network utilizes software and/or hardware to monitor activity of students to restrict access to pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. I understand that this software may not protect me from seeing some material that I, my parents, or other users of the network may find inappropriate. I understand that I am responsible for not pursuing material that could be considered offensive to me, my parents, or those around me. Further, I will not attempt to disable, remove or change the filtering software in any way and agree to report to the teacher if this software appears to be non-functional.



9. I understand that the use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of my privileges. I understand that vandalism will result in the cancellation of privileges and/or school disciplinary action. I understand that the school reserves the right to seek financial restitution for any damages caused by me directly or indirectly. The system administrators will deem what is inappropriate use, and their decision is final. The Technology Department may close my account at any time. The school may request the Technology Department to deny, revoke, or suspend specific user privileges. I understand that breaking these rules will be dealt with seriously and that I will be subject to loss of computer privileges.
10. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them in accordance with the Student Handbook. Users of the Board's Education Technology are personally liable, both civilly and criminally, for users of the Education Technology not authorized by this Board policy and its accompanying guidelines.
11. Even though this acceptable use policy includes many rules and regulations, it is by no means to be considered all-inclusive, but rather a policy in progress
12. Students Kindergarten – 8th Grade will be assigned a school email account that they are required to utilize for all school-related electronic communications with limited access to staff members and students inside the district with whom they are communicating for school-related projects and assignments. Students grades 9 - 12th, as directed and authorized by their teachers, shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

EXTRA-CURRICULAR PARTICIPATION CODE

It is the express intent of the Tawas Area Board of Education that participation in any Extra-Curricular activity sponsored by the District be considered a privilege and as such that students desiring to represent the District be held to a strict code of eligibility as regards in both academics and behavior. Students failing to meet these requirements will be deemed to be ineligible to participate in any extracurricular activity.

1. Prior Semester Eligibility: In order to be eligible for extra-curricular activities, students must receive credit in all of their classes. Current Semester Eligibility: Students' progress will be monitored every 3 weeks. Students will maintain eligibility if they are not failing any courses.
2. Students must be in attendance the entire school day in order to participate in practices, meetings, competitions, or performances scheduled for that day, unless the Principal, Assistant Principal or Athletic Director/Activities Director grants approval prior to participation.
3. Be willing to meet additional rules and regulations as set forth by the Academic Council, Faculty Advisor, or Coach.



4. Follow/Adhere to the eligibility/training code. This eligibility/training code is in effect all calendar year, whether or not school is in session.
 - a. No use or possession of tobacco/nicotine/vaporizer juice (or similar substances) in any form.
 - b. No use or possession of alcoholic beverages.
 - c. No use of possession of any illegal drugs or substances.
 - d. No use or possession of performance enhancing substances regardless of source.
5. Positive proof of a violation of the eligibility/training code will result in the student being immediately suspended from sports and/or extra-curricular activities for 1/3 of the current season. Any student who has been reprimanded with any of the above violations may not join any sport or activity part way through the season as a means of satisfying the suspension. The student being reprimanded must also complete the season(s) in which the suspension is being served in order to fulfill their obligation. Reinstatement will follow if that student conforms to the code during their suspension. A second offense will result in a period of suspension from athletics and/or extra-curricular activities for a period of not less than one year. Third offense will result in immediate suspension with a recommendation to the school board for suspension of athletics and/or extra-curricular activities for the remainder of career. Violations of the eligibility/training code are considered cumulative throughout the career of a student. Violation of the eligibility/training code will result in the student being immediately suspended from the extra-curricular activity.
6. Any student traveling to an event or competition on school owned vehicles should return to the home school in the same vehicle after the contest is over. In extenuating circumstances, an exception may be made if a parent or guardian submits a written request to the Athletic Director and receives approval in advance (before departure) to take the student home from the contest. Students will only be released to their parents or guardians. For safety purposes, no student participants, regardless of age, are allowed to drive to or from an away school event.
7. If a student is involved in more than one (1) extra-curricular activity at a time (after school, Saturday, Sunday, holidays, etc.), it shall be the decision of the student and the parents as to which event is attended. The student must inform the coach, director, or sponsor at least two (2) weeks in advance which event will be attended. This is in effect only when there is more than one extra-curricular event at a time in which the student is a participant, not a spectator. Students in band, choir, etc. know in advance when their performances or concerts occur. Since students receive a grade or credit for these classes, it is expected that the student will be in attendance at all such activities.
8. It is a violation of the Extra-Curricular Participation code to engage in any type of hazing activity. Any students engaging in hazing shall be subject to team/club and/or school discipline procedures as outlined in the student discipline policies.



9. A student deemed ineligible for any reason may practice, but not compete at the discretion of the administration, faculty advisor, or coach.
10. Any student convicted of a felony may be deemed ineligible to participate in any extra-curricular activity for the entire tenure of a student.
11. Sportsmanship/Behavior: Student athletes are expected to behave in a manner that favorably represents Tawas Area Schools. The coach or athletic director will address all sportsmanship breaches and inappropriate behavior and appropriate punishment measures will be taken. Anyone who is ejected from a contest by an official shall be deemed ineligible for the remainder of the game and will be suspended from future games per the rules governing ejections for that specific sport. Repeat offenses will be dealt with more severely than first time offenses.

Every student who wishes to represent Tawas Area Schools in sports competition must abide by the following rules as established by the Michigan High School Athletic Association and Tawas Area Schools:

1. Participation Fees - Tawas Area Schools have instituted a "Participation Fee" for athletic participation. Athletes will be given the appropriate forms prior to the start of each season.
2. Physical Examinations - You must have passed a current year physical examination by a registered physician. Physical must be after April 15th. Records must be on file in the school office.
3. Awards - You must not have accepted any award or merchandise exceeding \$24.99 in value for athletic participation. Athletes accepting memberships, privileges, services, negotiable certificates or money are in violation.
4. Amateur Practices - You must not have accepted money, merchandise, memberships, privileges, services, or other valuable consideration for participating in any form of athletic, sports, or games, or for officiating interscholastic athletic contests, or have signed a professional baseball contract. (Reinstatement will not be considered for one (1) year).
5. Limited Team Membership - You must not have participated in any outside competition in a sport during the season after the athlete has represented their school in that sport except individual participation in a maximum of 2 individual sports meets or contests; not have participated in a so-called all-star, charity or exhibition football, basketball, or ice hockey game during the school year.
6. Extra-Curricular Activities - If a student is involved in more than one (1) extra-curricular activity at a time (after school, Saturday, Sunday, holidays, etc.), it shall be the decision of the student and the parents as to which event is attended. The student must inform the coach, director, or sponsor at least two (2) weeks in advance which event will be attended. This is in effect only when there is more than one extra-curricular event at a time in which the student is a participant, not a spectator. Students in band, choir, etc. know in advance when their performances or concerts are. Since students receive a grade or credit for these classes, it is expected that the student will be in attendance at all such activities.



2019-2020 Middle School

Student Handbook & Technology User Agreement Signature Form

Student Information: (PLEASE PRINT)

Last Name: _____ First Name : _____

Student ID Number: _____ Student Grade: _____

Parent/Guardian Information: (PLEASE PRINT)

Last Name: _____ First Name : _____

Primary Contact Number: _____

To review the following handbooks please visit: www.tawas.net, under the parent resources heading.

Parent-Student Handbook

By signing below, you verify you have reviewed the Tawas Area Middle School Parent-Student Handbook. The Tawas Area Board of Education has approved the rules and regulations contained herein as the official policies which students must follow while in attendance at Tawas Area Middle School. This includes participation in athletics and extracurricular activities.

Technology User Agreement

By signing below, you verify you have reviewed the TAS 1:1 Student Device Handbook. As a parent, I will make every effort to ensure that I, my child, or ward will also comply with the terms and conditions stated in the handbook.

I understand that it is impossible for the District to control and restrict access to all controversial or inappropriate materials that may be accessible through the District's student devices. I agree to hold the district and its officers, agents, and employees harmless in the event my child obtains access to controversial or inappropriate materials while using the District's technology and or student device. In consideration for the privilege of my child or ward using the TAS student device, I hereby release and hold harmless the Tawas Area School District, its officers, board members, employees and agents, and any entity affiliated with the District, from and against any and all liability, loss, expense, or claim for injury or damages that I or my child or ward may incur arising out of the use of the District's student device.

Student Signature: _____ Date: _____



Parent Signature: _____ Date: _____

Tawas Area Schools is required to provide parents a choice as to how you wish to receive information from our School Messenger “All-Call” system. Please **read** the following:

- I have placed a check in the box to indicate that I **DO NOT** wish to receive phone calls or emails from the Tawas Area School automated system. I understand that I will receive **ONLY** emergency-type information, which includes school closings and early dismissal.

