

# **Tawas Area High School**



**2025-2026**

# **Student Handbook**

(Revised August 25)

## **DISTRICT MISSION STATEMENT**

**The mission of Tawas Area Schools is to provide an effective learning environment in our rapidly changing society.**

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November 17.....	Safety Day (No School)
November 26-28.....	Thanksgiving Break (No School)
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January 14 & 15.....	Semester Exams (1/2 Day of School)

January 16 .....End of 2<sup>nd</sup> MP and 1<sup>st</sup> Semester (No School)  
 January 27 .....Senior Composite Pictures  
 January 31.....Snowcoming Dance  
 February 5.....Student Count Day  
 February 9.....Teacher In-Service (No School)  
 March 6 .....Teacher In-Service (1/2 Day of School)  
 March 20.....End of 3<sup>rd</sup> MP  
 March 23-27.....Spring Break (No School)  
 April 3 .....Good Friday (No School)  
 May 2 .....Junior-Senior Prom  
 May 6 .....NHS Senior Awards  
 May 12 .....Fine Arts Festival, HS Gym  
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 May 29 .....Grad. Practice/Cap & Gown Delivery, 8:30 AM  
 May 30.....Project Graduation  
 May 31 .....Senior Commencement Ceremony, 2:00 PM  
 June 4 & 5 .....Final Exams (1/2 Days of School)  
 June 5 .....Last Day for Students

**CALENDAR IS SUBJECT TO CHANGE DUE TO UNFORESEEN CIRCUMSTANCES**

## **ADMINISTRATION AND OFFICE PERSONNEL**

Superintendent/Board of Education.....	Sarah Danek.....	984-2252
Principal.....	Douglas Livingston.....	984-2103
Secretary to Principal/Enrollment .....	Penny Whitford.....	984-2101
Assistant Principal.....	Aaron Hazen.....	984-2102
Athletic Director.....	Jonathan Mejeur.....	984-2105
Secretary to Assistant Principal/Athletics.....	Emily Loew.....	984-2104
Social Worker.....	Amanda Lizotte.....	984-2235
Counselor.....	Kristina Warner.....	984-2157
Secretary to Counselor/Enrollment.....	Sam Papas.....	984-2156
Special Education Supervisor.....	Nicole Timo.....	984-2166
Secretary to Special Education.....	Tina Nelkie .....	984-2197

## **TEACHING STAFF DIRECTORY**

### **TEACHER**

### **VOICE MAIL**

### **EMAIL**

Baker, J	984-2168	jbaker@tawas.net
Challenger, E	984-2135	echallenger@tawas.net
Carson, D	984-2133	dcarson@tawas.net
Dalman, A	984-2123	adalman@tawas.net
Dodridge, M	984-2131	mdodridge@tawas.net
Falls, D	984-2130	dfalls@tawas.net
Fox, E	984-2140	efox@tawas.net
Gorman, J	984-2136	ygorman@tawas.net
Grover, A	984-2155	agrover@tawas.net
Hilton, E	984-2155	ehilton@tawas.net
Laird, L	984-2119	llaird@tawas.net
Lerczak, C	984-2137	clerczak@tawas.net
Mejeur, G	984-2138	gmejeur@tawas.net
Mounts, C	984-2147	cmounts@tawas.net
Nelson, B	984-2134	bgriffiths@tawas.net
Schick, Maur	984-2175	machick@tawas.net
Sigulinsky, A	984-2124	asigulinsky@tawas.net
Stratz, K	984-2148	kstratz@tawas.net
Thoryk, C	984-2189	cthoryk@tawas.net
Woelke, J	984-2126	jwoelke@tawas.net
Open Special Education		
Open Math		

## **DAILY CLASS SCHEDULE**

1 <sup>ST</sup> Period.....	7:50 – 8:42
2 <sup>nd</sup> Period.....	8:47 – 9:39
3 <sup>rd</sup> Period.....	9:44 – 10:36
<b>A Lunch.....</b>	<b>10:36 – 11:06</b>
4 <sup>th</sup> Period (A Lunch).....	11:06 – 11:58
4 <sup>th</sup> Period (B Lunch).....	10:41 – 11:33
<b>B Lunch.....</b>	<b>11:33 – 12:03</b>
5 <sup>th</sup> Period.....	12:03 – 12:55
6 <sup>th</sup> Period.....	1:00 – 1:52
7 <sup>th</sup> Period.....	1:57 – 2:49

### **CLUBS AND ORGANIZATIONS**

Band.....	Emma Hilton
Choir.....	Alexis Grover
Senior Class.....	Jenae Baker
Junior Class.....	Amanda Lossing
Sophomore Class.....	Erin Challenger
Freshman Class.....	Genecia Mejeur
Drama.....	OPEN
Earth Crew.....	Cassie Thoryk
ESports.....	Keith del Rio
Knowledge Bowl.....	OPEN
Math Counts.....	Jordan Hazen
National Honor Society...Genecia Mejeur/Cady Mounts	
Science Olympics.....	Dodridge
Spanish Club.....	Anna Dalman
Student Senate.....	Mandy Sigulinsky
YAC.....	Anna Dalman
Yearbook.....	Cady Mounts

### **ATHLETIC TEAMS AND HEAD COACHES**

Baseball (Boys).....	Shane Plank
Basketball (Boys).....	Reuben Edwards
Basketball (Girls).....	Jason Woelke
Bowling (Boys).....	Allen Miller
Bowling (Girls).....	Kim Miller
Cheerleading.....	Mellissa Kendall
Cross Country.....	Brianna Griffiths
Football.....	Will Luzar
Golf.....	Paul Vanier

Hockey.....	Mel Retell
Soccer (Boys).....	Ken Cook
Soccer (Girls).....	Adrienne Dittenbir
Softball.....	Marcus Doan
Track.....	Boys Erin Challenger/ Girls Brianna Griffiths
Volleyball.....	Carol Elowsky
Wrestling.....	Andrew Challenger

### **TAWAS AREA BRAVES FIGHT SONG**

We will fight and win, Braves  
 We'll give a cheer  
 Rah, Rah, Tawas High  
 The red and white is marching onward  
 We'll raise our banners to the sky  
 Loyal are our hearts, team  
 We'll lead you on to victory  
 Oh, where the Braves are massed together  
 We'll ever sing this melody  
 RED, WHITE - FIGHT, FIGHT!!  
 RED, WHITE - FIGHT, FIGHT!!  
 WHO FIGHT? WE FIGHT!!  
 RED, WHITE - FIGHT, FIGHT!!

~All terms in this handbook **bold and underlined** are new and/or changed~

### **ACADEMIC INFORMATION**

1. Twenty-six (26) credits are required for graduation while maintaining a full schedule each year.
2. Students entering high school, including transfer students, shall have no established grade point average (GPA) or class rank (**8<sup>th</sup> Grade Spanish I and Algebra I class grades will become RC/NC on the high school transcript**).
3. Students are classified into "class distinction" when transferring into Tawas Area High School. Transcripts for transfer students will be evaluated and "class distinction" will be assigned based upon a student's transcript. "Class Distinction" will be assigned according to the following:
  - a. Freshmen – earned at least 6 credits
  - b. Sophomores – earned at least 6.5 — 12.5 credits
  - c. Juniors – earned at least 13 — 19.5 credits
  - d. Seniors – earned at least 20 or more credits
4. Students who have failed a required course must repeat and pass the entire course for credit.

5. The district extends the State's mandated option for "Dual Enrollment" with regards to taking college course work as a high school student.
6. A "drive time" class period may be granted for a class hour, but it is contingent on the time just before or after a dual enrollment or co-op class.

## **DIPLOMA GRADUATION REQUIREMENTS**

In order to graduate, a student must include the following Tawas Area High School credits:

1. Four (4) credits in English with online State requirements articulated through the course.
2. Four (4) credits in mathematics to include:
  - A. Algebra I, Geometry, Algebra II
  - B. ~or~ Fundamental Geometry & Fundamental Algebra II
  - C. ~and~ Mathematics during the 12<sup>th</sup> grade year
3. Three (3) credits in science to include:
  - A. Biology in the 9<sup>th</sup> grade-one (1) credit
  - B. General Physics in the 10<sup>th</sup> grade-one (1) credit
  - C. Third year elective in science
4. Three (3) credits in social studies to include:
  - A. U.S. History in 9<sup>th</sup> grade – one (1) credit
  - B. World History in 10<sup>th</sup> grade – one (1) credit
  - C. U.S. Government/Economics in 11<sup>th</sup> grade – one (1) credit
5. One-half (1/2) credit in physical education and one-half (1/2) credit in health
6. One-half (1/2) credit of Personal Finance (Beginning with class of 2028)
7. One (1) credit in visual, performing or applied arts.
8. Two (2) credits of world language; OR one (1) world language credit and one (1) department approved formal career & technical education program or additional advanced level visual, performing or applied arts credit.
9. Must have taken all portions of the State of Michigan's "Michigan Merit Exam," including the SAT, ACT WorkKeys, and M-STEP (Michigan Student Test of Education Progress), or equivalent.
10. Graduation and graduation exercises: Before a diploma will be presented, the student must meet the Tawas Area Schools Board of Education's graduation requirements (EXCEPTION: Early Middle College students in good standing).
11. For a student to qualify to participate in the commencement exercises he/she must be enrolled in the high school for at least one (1) full semester. A full semester shall count only if the student is enrolled on or before the official State Count Day.
12. Inclusion of the student in graduation honors such as Valedictorian shall occur if the student has been enrolled at least five (5) consecutive semesters at Tawas Area High School, has taken the entire State core curriculum, and has completed the MME. (EXCEPTION: Early Middle College students in good standing).

## **CERTIFICATE OF COMPLETION REQUIREMENTS**

In order to graduate with a certificate, a student must include the following Tawas Area High School credits:

1. Four (4) credits in English or related to:
  - A. English I
  - B. English II
  - C. English III
  - D. English IV\*\*with online State requirement articulated through the course
2. Four (4) credits in mathematics or related course (mathematics, articulated course with the Tech Center, and must have related course during the 12<sup>th</sup> grade year).
3. Two (2) credits in science or related course:
  - A. Biology
  - B. One (1) elective science course or articulated course with the Tech Center.
4. Three (3) credits in social studies or related course:
  - A. U.S. History
  - B. World History or articulated/related course
  - C. U.S. Government/Economics
5. One-half (1/2) credit in physical education and one-half (1/2) credit in health.
6. One-half (1/2) credit of Personal Finance (Beginning with class of 2028)
7. One (1) credit in visual, performing, applied arts, or related course.
8. Two (2) credits of department approved formal career & technical education program or additional advanced level visual, performing or applied arts credit.
9. Must have taken all portions of the State of Michigan's Michigan Merit Exam, including the SAT, ACT WorkKeys, and M-STEP (Michigan Student Test of Education Progress), or equivalent.
10. Graduation and graduation exercises: Before a certificate will be presented, the student must meet the Tawas Area Schools Board of Education's graduation requirements (EXCEPTION: Early Middle College students in good standing).
11. For a student to qualify to participate in the graduation exercises, he/she must be enrolled in the high school for at least one (1) full semester. A full semester shall count only if the student is enrolled on or before the official State Count Day.
12. Inclusion of the student in graduation honors such as Valedictorian shall occur if the student has been enrolled at least five (5) consecutive semesters at Tawas Area High School, has taken the entire State core curriculum, and has completed the MME.

### **EARLY/MIDDLE COLLEGE**

"Early/Middle College Program" is a five-year high school program designed to allow a student to earn a high school diploma and substantial college credit or Associate's Degree through an additional fifth year of study. A formal agreement with each postsecondary partner is required. Tawas Area Schools is in agreement with Alpena Community College

for this opportunity. Students attend for five years and follow a specific five-year program of instruction.

With the exception of the course titled, "The First Year Experience" (and the like), grades earned by an Early/Middle College course will be calculated according to the GPA Multiplier scale in a student's grade point average (GPA). For more information, contact the Counseling Office.

### DUAL ENROLLMENT

"In 1996, the Michigan State Legislature passed Public Act 160 the Postsecondary Enrollment Options Act or "Dual Enrollment Bill". The Bill modifies and expands on provisions of the State School Aid Act providing for participation of eligible high school students in dual enrollment or postsecondary enrollment options. The Bill also requires that the Board of a school district or public school academy ensures that each student in eighth grade or higher be given information about college level equivalent or Advanced Placement courses. The classes that students are eligible for must not be offered by the high school or academy and must lead towards accreditation, certification and/or trade licensing."

In accordance with MCL 388.514(9), if a pupil fails to complete a district/school paid postsecondary course, the eligible pupil shall repay to the district any funds that were expended by the school district for the course that are not refunded to the school district by the eligible postsecondary institution. If the eligible pupil does not repay this money, the school district may impose sanctions against the eligible pupil as determined by school policy.

Grades earned by a dual enrollment course will be calculated according to the GPA Multiplier scale accordingly in a student's grade point average (GPA). Dual enrolled credits are only earned through a Tawas Area High School approved schedule. This does not include those DE courses offered by but not limited to the Iosco Regional Educational Service Agency. A student taking DE or EMC classes will select courses appropriate to the student's future career goal. A meeting with the counselor will take place to discuss this plan, and classes must be approved by the counseling office.

### PERSONAL CURRICULUM

A personal curriculum (PC) may be requested by a parent, legal guardian, or emancipated student to allow the School Board to award a high school diploma providing the student completes the PC, including as many of the content expectations of the MMC as practicable. The appropriateness of requested personal curriculum will be determined by a team to include parents and staff.

### CLASS WORK

It is assumed that all students in high school plan to graduate. Students are expected to complete and are responsible for all course assignments. The staff will do all that is possible to help achieve this goal. However, it must be realized the student is being given

more and more responsibility for his or her own affairs. Schoolwork should be done without much prompting, and students should be in the habit of going to classes with all work completed.

### CHANGING CLASS SCHEDULES

It is customary during the FIRST WEEK ONLY of a semester to make schedule changes for students involved in co-op jobs or other vocational work experience. Other requests during this period of time will be considered based on the merits of each individual student's circumstances.

Classes may be added during the FIRST WEEK ONLY of a semester only if class size permits. The Counseling Department will handle withdrawals concerning academic difficulty of improper placement and will confer with parents and teachers on the change. In regards to some schedule changes, the counselor may recommend a conference with the principal. The assistant principal will handle withdrawals, which concern disciplinary or attendance problems and will confer with parents, teachers, and counselors. All drops and adds are subject to the approval of the building principal. There may be a drop/add slip that parents, staff and students sign before entering a new class. Removal from a class for disciplinary reasons will result in a grade of "F" (failure and loss of credit) for the semester.

After one (1) week of the semester has passed, students may not drop a class without permission. If a student stops attending a class after this time, the student will receive a grade of "F" (failure and loss of credit) for the semester. This will result in a non-full time status, which is not permitted. All students must maintain a full schedule.

### INCOMPLETES

A student receiving an incomplete grade (I) has two weeks (10 school days) from the end of the marking period to complete the work or the grade of the incomplete work becomes an "F".

### STUDENT PROGRESS

The Tawas Area High School staff holds an "Open House" to meet parents prior to the beginning of the school year, and general Parent Teacher Conferences are held each fall. All parents are encouraged to attend both events. Parents are urged to contact teachers via email, phone, or online access to Skyward to check on the grades and attendance of their student.

### REPORT CARDS

Report cards will be issued digitally in Skyward four times a year, once every quarter of the school year. Printed versions of a report card may be requested with the counseling office.

## FINAL GRADE CALCULATION

At Tawas Area High School, the following percentages are used in all classes to determine quarter, exam, and semester grades. A 1.1 (approximation) Grade Point Multiplier will be calculated for advanced coursework taken. These courses only include Advanced Placement (AP) Courses offered through Tawas Area High School. Students may only count three Advanced Placement Courses towards their G.P.A Multiplier per year (Starting with the class of 2029). Dual Enrollment courses offered through, but not limited to, the Iosco Regional Educational Service Agency do NOT calculate the grade point average of a student in either the unweighted or weighted/multiplier scale.

Grade	Minimum Percentage	Grade Point	<u>1.1 Multiplier Scale (Some Courses)</u>
A	92.5%	4.000	4.400
A-	89.5%	3.667	4.034
B+	86.5%	3.333	3.666
B	82.5%	3.000	3.300
B-	79.5%	2.667	2.934
C+	76.5%	2.333	2.566
C	72.5%	2.000	2.200
C-	69.5%	1.667	1.834
D+	66.5%	1.333	1.466
D	62.5%	1.000	1.100
D-	59.5%	0.667	0.734
F	0%	0.000	0.000

Each student's report card will indicate a letter grade for each quarter and exam. Tawas Area High School uses the 4-point grading system for cumulative grade averages. A cumulative grade point average for each student is computed only at the end of each semester, and an overall grade point average is accumulated beginning freshman year. Final grades for each semester will not exceed a 4.0 unless a student qualifies for the multiplier scale (which will not exceed a 4.4). Each quarter percentage grade will count as 40% of the semester grade calculation while the exam percentage will count as 20% of the semester grade calculation. The quarter and exam percentages are converted to a letter grade and a number on the 4.0 or 4.4 scale at the end of the semester. To receive credit, a student must have a semester percentage of at least 59.5%. A 1.1 (approximation) Grade Point Multiplier will be calculated for advanced coursework taken. These courses are designated in the Course Description Booklet. Valedictorian/Salutatorian and Top 10 Honors for the current graduating class are determined with finalized semester grades after seven (7) semesters.

## HONOR ROLL

An Honor Roll is posted at the end of each marking period. The following requirements must BOTH be met:

1. A marking period GPA of 3.0 average or better, AND

## 2. Grades of A(s) and B(s) only.

### NOTICE OF PROGRESS and UNSATISFACTORY PROGRESS (NOUPs Letters)

On occasion, teachers will find it necessary to send a report home to parents concerning unsatisfactory work or poor conduct exhibited by their son or daughter in school. These reports are often used as a warning that failure is likely unless improvement is made. Every 1/3 of the marking period (in alignment with eligibility and attendance letters), a progress report will be sent by electronic means (email/Skyward) or by postal mail (by parental request). In the middle of each quarter, a NOUP's report (notice of unsatisfactory progress) will be sent by the counseling office to the parents or guardians of a student performing at the level less than a D+ in any class.

## **GENERAL INFORMATION**

### ADMISSION OF STUDENTS

A. Admission of persons who are over school age will be limited by available curriculum space. The primary purpose of Tawas Area Schools is to provide educational opportunities for the children of families who reside within the district. There are occasions, however, when non-resident students are accepted. State Law and the legal opinions of the Attorney General strictly control these exceptions:

1. Court-placed children: These students attend under supervision of the court system and are generally placed in foster homes.
2. Power of Attorney: If a child is in need of a more suitable home environment, he or she may live with a blood relative who is a resident of the district and attends Tawas Area Schools. Acceptance in a Non-Tuition Status is contingent upon receiving a Power of Attorney document. This document is good for six (6) months and must be renewed thereafter every six (6) months for the student to remain in school. It must clearly state that the move is "to give an improved home environment." Students are not allowed to use this document to gain admission for an improved educational opportunity.
3. Legal Guardianship: If a student wishes to attend Tawas Area Schools and lives with someone other than a blood relative, admission is given only through a Legal Guardianship. This requires a court appearance and is generally done only in extreme cases.
4. Schools of Choice: Tawas Area Schools cooperates with Iosco County in the Schools of Choice program. Please contact the Administration Office at 984-2250 for information.

B. Placement into a grade shall be made on the basis of credits earned. Placement into each subject shall be made based on:

1. Age appropriateness.
2. Results of examination of the student's most recent report which shall include one (1) of the following:
  - a. Results of a nationally normed standardized achievement test in the subject

- area.
- b. A portfolio of the student's work that demonstrates he/she has developed the knowledge and skills at the previous grade level to the one the student should be placed in based on his/her age.
  3. Review of previous regular education program records, if any, to check last grade placement.
  4. Results in the M-STEP high school tests, or a normed criterion-referenced test in the subject area, if applicable to the grade placement.

#### AGE OF MAJORITY

A student 18 years of age or older may file "Age of Majority" papers. A form is available in the counseling office. Parents and students must be aware that by signing this form, all rights and responsibilities of the parents are given up as far as the school is concerned. School personnel will deal only with the student in all matters pertaining to school, and the parents will not be contacted or notified. Parents will not be able to attend conferences or receive any information about their child without the expressed written consent of that child. Students who file "Age of Majority" papers must follow all school rules.

#### ATTENDANCE

According to Board Policy 5200, the Board of Education, as an agency of the State, is required to enforce the regular attendance of students. The Board recognizes that attendance in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

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.

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.

Parents must call in to the high school office if the student will not be in attendance that day. An answering service is available 24 hours for reporting absences. The office will be open at 7:30 AM for direct calls. Students whose parents have not called in by 8:00 AM will receive an unexcused absence for the day until the parents make contact with the main office to explain the reason for the absence

### 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 for "excused absence" status if a parent/guardian contacts the school and provides a reason for the absence. It will then be documented in our attendance system. Just because a call was made for an absence does NOT make that absence excused if it fails to meet the criteria and can be factored into the overall attendance numbers for a student. 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 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
- Quarantine

### 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 by phone to notify a parent/guardian of unexcused absences.

When a student has been absent from school for any reason, other than a school-related absence or truancy absence, the student will have one day for each day absent to get missed work completed and turned in to his/her teachers. Homework requests must be called in before 8:30 AM.

Tawas Area's School Resource Officer functions as our school Attendance Officer, and he/she may be notified for chronically absent students, participate in conferences, and can recommend students/families for prosecution.

1. Parents will be notified after four (4) absences.
2. Parents will be notified through an attendance letter every 1/3 of the marking period of their child's absences above four (4) absences.
3. A parent conference may be called as a result of excessive absences. Students with excessive absences (or excessive tardiness) will be placed on an attendance contract. Failure to honor that contract may result in disciplinary action up to and including suspension, extra-curricular exclusion (see page 17) or expulsion for insubordination.
4. Students under the age of 18 with excessive absences will be placed on a referral plan for truancy. Referral for truancy is based on many factors, not just unexcused absences. Other factors include 1) a history of absences, 2) academic progress, and 3) excessive tardies. Any student with excessive absences, behavioral issues, and failing grades may be placed on a behavioral/academic contract with the potential of referral to the Board of Education for additional discipline, including expulsion. Incurability may also be filed against this student by the school.
5. Students who drive to school and have excessive absences or tardies may have their parking permit privileges revoked.
6. Students who have excessive absences and are at risk of failing a class may be denied a work permit.
7. Students absent from school may not work or participate in extracurricular activities that same day unless their absence was "School Related" or "Pre-arranged."
8. After Nine (9) absences, the school will schedule a conference. When a student is absent the 10th time, there are two possible scenarios:

- a. The student continues attending and passes the class. The student and parent/guardian can appeal to the waiver committee, bringing evidence to explain the excessive absences. Chronic medical conditions with consistent documentation, hospital stays, family emergencies, and absences that are pre-arranged through a contract will be considered. If the waiver is granted, the student receives the grade they earned.
  - o Students and families have two weeks from the date of notification of the denied waiver to appeal to the committee.
- b. The student continues attending and passes the class, but he/she is not able or does not try to receive a waiver. If the student receives a 77% (C+) or better on the final exam or portfolio, they will receive credit for the class. If a student does not receive a waiver and does not receive a 77% or higher on the final exam, then they will get a NC (no credit) for the class. If they were already failing the class, the students will receive the E.

#### Waiver of the Attendance Policy

Absences (combined excused and unexcused) of ten (10) or more days in a class per semester are considered excessive. When ten (10) absences occur, the student may lose credit for the affected course(s). The following absences with appropriate documentation will not be counted against a student's total of ten (10) permitted absences per semester: school-sponsored events and activities; suspensions; funerals; doctor/dentist appointments with documentation; court appointments with documentation; absences prearranged with a contract obtained from the high school office and absence caused by a health condition for which the school has been provided an explanation of the condition from a registered physician. Students will need to obtain a waiver form from the office. Attendance waivers must be submitted to the High School office one week before the end of the semester for the Attendance Review Committee (Principal, AP, Counselor, and School Success Liaison).

9. After 10 consecutive absences, a doctor's excuse may be required or the student may be dropped from enrollment.
10. After 10 absences, a doctor's excuse may be required or the student may be dropped from classes.
11. 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 assistant principal or athletic director grants prior approval or medical documentation is provided.

12. Students are required to be in attendance the entire school day when participating in the Co-op and/or I.C.T. programs or medical documentation is provided.

#### BACKPACKS

For safety purposes, backpacks, including, but not limited to bookbags, duffel bags, handbags, gym bags will not be allowed to be carried/used during school hours. Students may use backpacks, etc. to bring materials to school and take materials home only. They are not to be used during school hours including lunch. Students using the above mentioned articles during school hours will have them confiscated.

#### BOTTLES/BEVERAGES

For safety purposes, please do not bring glass bottles to the school. Cans and plastic bottles are allowed in the commons. Bottles and/or beverages will be allowed in the hall and commons only. If beverages are used in any other location, staff members may take them away. No drinking of beverages and/or eating of food in classrooms are allowed. Special occasions may be approved by administration.

#### BREATHALYZER

Tawas Area High School does have a breathalyzer on-hand and reserves the right to administer the breathalyzer test by trained personnel (which includes administrators) to detect the presence of alcohol in a student's system. If the student refuses the test, the police may be called.

#### COMMUNICABLE DISEASES (BLOOD-BORNE PATHOGENS)

The Federal Government has notified the Tawas Area Schools that the district is subject to new regulations from the Occupational and Health Administration (OSHA) to restrict the spread of Hepatitis B Virus (HBV) and Human Immune Deficiency Virus (HIV) in the work place. 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 duties.

Because of the very serious consequences of contacting 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 includes a requirement that the district request the person who was bleeding to consent to be tested for HBV and 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 examining of their child's blood, but it does require the district to request the 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, the student 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 there are any questions or concerns, please contact the high school.

### CONCUSSION AWARENESS

In accordance with Public Acts 342 and 343 of 2012, all students are required to review and sign the Concussion Fact Sheet provided by Tawas Area Schools. These forms will be placed in the student's file for his/her academic career at Tawas Area Schools.

Signs and symptoms of concussions can show 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 symptoms are noticed, seek medical attention right away. If a student has a concussion, he/she cannot return to participate in physical education or any other physical extracurricular activities until medical documentation has been provided.

### 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.

### COPY MACHINES

Students are not allowed to use the copy machines.

### CREDIT RECOVERY

According to Board Policy 2440, the Board of Education may conduct a summer program or "recovery" hour of academic instruction and recreational activities at all levels for resident students of this district and such other students as the Board may admit.

Summer school instruction may be designed to provide opportunities for students to make up a failed course and become eligible for fall extracurricular activities/athletics.

A fee is required to begin a credit recovery course. Information is available in the counseling office.

### DANCES

School sponsored dances will be held only on school property unless approved by administration. The dances will generally be held in the high school commons or the "alumni" gymnasium.

1. Dances after games shall end no later than 11:00 p.m. (excluding Prom, Snowcoming, and Homecoming).
2. Students who leave the dance shall not be allowed to re-enter FOR ANY REASON.

3. No student will be admitted to the dance after thirty minutes into the start of the dance unless approved by administration.
4. Dances are for Tawas Area High School students only (9<sup>th</sup>–12<sup>th</sup> grades). High School Student ID cards will be used to enter the dance. Middle School students (5<sup>th</sup> to 8<sup>th</sup> grades) shall not be allowed to attend high school dances.
5. Tawas Area students are allowed to bring (1) one guest to Homecoming, Snowcoming, and/or Prom. Guests must be approved by the school administration and must not be over the age of twenty (20). Guest applications must be completed and approved three (3) days prior to the dance. Guest applications can be obtained in the main office.

### DETENTION

Students who do not assume the responsibilities of a good citizen and who are guilty of improper conduct violating handbook guidelines may be detained after school, before school, or during lunch to do extra work or confer with teachers. Parents will be notified through Skyward, email, or by phone if detention is assigned. Detention is held on Tuesdays, Wednesdays and Thursdays. *Work, athletic practices, and/or games shall not be an excuse for missing detention.* If the detention is not made up within a time period determined by the administration, the student will be placed in ISS (In School Suspension) one day for each detention hour missed. Detention hours must be made up before the end of the school year and WILL NOT be carried over into the next school year.

ISS is held on Tuesdays and Thursdays. If in ISS, a student will not be permitted to attend IRESA Tech Center or Co-op if it is in his/her schedule. If ISS is skipped, one (1) day of OSS (Out of School Suspension) will be issued. It is the student's responsibility to notify teachers and to obtain class work prior to the day of ISS to be served.

### DIRECTORY INFORMATION

According to Tawas Area Schools' policy, Tawas Area Schools will not provide directory information of its students. Athletic information given may include name, grade, height, and weight. District web pages for students in grades eight through twelve may contain full names and pictures but will not include student addresses, phone numbers or email addresses.

If parents do not wish this information to be released, a request must be made in writing to the building principal.

According to MCL 380.1139 access to high school pupil directory can be granted to armed forces recruiting representatives.

1. Except as otherwise provided in subsection (2), the school officials of a public high school shall provide at least the same access to the high school campus and to pupil directory information of the pupils enrolled in the high school as is provided to other entities offering educational or employment opportunities to official recruiting representatives of all of the following for the purpose of informing pupils of educational and career opportunities available in the following:

- a. The Armed Forces of the United States.
  - b. The service academies of the Armed Forces of the United States.
2. If a high school pupil or the parent or legal guardian of a high school pupil submits a signed, written request to school officials of a public high school that indicates that the pupil or the parent or legal guardian does not want the pupil's directory information to be accessible to official recruiting representatives under subsection (1), then the school officials of the high school shall not allow that access to the pupil's directory information. The governing board of the school district, intermediate school district, or public school academy operating the high school shall ensure that pupils and parents and guardians are notified of the provisions of this subsection.

### DISCRIMINATION

It is the policy of the Tawas Area School District not to discriminate on the basis of race, color, national origin, gender/sex, age, disability, height, weight, or marital status in its programs, services, or activities. The following people have been designated to handle inquiries regarding the nondiscrimination policies for Title VI, Title IX, Section 504, the Age Discrimination Act and Title II:

**Mr. Douglas Livingston ~ [dlivingston@tawas.net](mailto:dlivingston@tawas.net), 984-2103**

### DISTRIBUTION OF LITERATURE & POSTINGS

All literature or materials that are designed to be distributed or posted on school property must be pre-approved by the principal or the designee five (5) days in advance of distribution. All literature/materials that contain, including but not limited to the following, are prohibited. Messages that are:

1. Promoting obscene, indecent, vulgar words or pictures
2. Harassing or illegal
3. Violating school rules
4. Promoting illicit substances

### 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: 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, masks, excess face paint, make-up, or anything that could obscure a student's identity 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. Spirit Days or any special dress-up days **DO NOT** get to violate the dress code without specific approval from the administration. 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 mid-thigh length.
- Students shall not wear clothing or hairstyles that can be hazardous to school property, themselves, or other students in school activities such as lab work, physical education, art, etc.
- Sleeveless tops must be tight to the underarm so as not to expose the chest area or undergarments.
- Tops must have a minimum of 2 inches of fabric on the top shoulder strap and cannot be cut low enough to expose the chest or cleavage or cut short to expose the midsection.
- Undergarments must be worn at all times and be covered up. No sagging.
- Yoga pants and leggings that are non-transparent may be worn as pants, provided they are paired with a top that **extends for appropriate coverage**. Tights may also be worn under skirts or shorts, as long as the skirt or shorts reach mid-thigh length.
- Jeans with holes that expose the skin more than mid-thigh length are not permitted. If jeans have holes higher than mid-thigh length, solid fabric **MUST** be covering the skin; paper or duct tape cannot be used.
- Tattoos that may be offensive or represent inappropriate sayings must be covered up.
- **Safety/good taste rule will prevail in the final decision by the administration.**

### Consequences for failure to abide by the Dress Code:

- Students will be asked to change their clothes or make accommodations to eliminate the violation
- Failure to comply will result in referral for insubordination
- Discipline for Insubordination can range from detention to multiple-day suspension

### DUE PROCESS

Tawas Area High School acknowledges that students are accorded procedural and substantive due process in all disciplinary matters, as well as in all other matters involving their right to an education.

### ELECTRONIC SURVEILLANCE CAMERA SYSTEM

For the safety and well-being of Tawas Area High School students and staff members, electronic surveillance is provided on a 24-hour basis. Students who have safety concerns should contact the high school administration or other personnel.

### EXTRA-CURRICULAR EXCLUSION

Extra-curricular exclusion may be imposed as a consequence for repeated violations of the Student Code of Conduct, particularly for attendance-related issues, and/or to help families maintain proper payment of debt. Students who are placed on extra-curricular exclusion may be restricted from all extra-curricular activities including athletic participation and attendance, school-sponsored dances, graduation ceremony and senior activities and their driving privileges. Students may be placed on extra-curricular exclusion for having excessive charges to student accounts (for example, chromebook fees, textbook fees, and/or lunch account fees). Students with any outstanding fees may be allowed to practice for extra-curricular activities; however, they may be excluded from contests, games, scrimmages, and/or events. Student accounts must be balanced at the beginning of each school year to avoid extra-curricular exclusion.

### HALL AND LOCKER SIGNS

Hall and/or locker signs must be approved by either the principal or assistant principal before they may be placed. Generally, they must not be discriminatory, obscene, harassing, advertising of drugs or alcohol, be commercially made, or be offensive to anyone in anyway. They must be attractive, cannot fall off, and be attached with tape on walls and magnets on lockers only. No use of duct tape to display signs will be allowed. The postees must remove signs within one day after the event. Any signs which do not follow these guidelines, become ripped, or have writing on them, other than the original writing, will be removed.

### IMMUNIZATION

The Board of Education requires all students be properly immunized pursuant to provisions of the State Health Department regulations. Students who do not meet the immunizations

requirements will be refused attendance according to State Law.

### INSURANCE

The Tawas Area School does not provide accident insurance for students while at school and is not required to do so by law. When students are injured at school, on school premises, or at school functions, the cost of medical attention shall be borne by the parent or guardian. The school district recognizes no responsibility in this regard. Parents and/or guardians are advised to see their personal insurance agent for their own insurance.

### LEAVING SCHOOL BUILDING DURING THE DAY

Students are not allowed to leave the school building or grounds during school hours without permission. Students must sign out in the main office if and when they are given permission to leave. Permission to leave early will be granted only by the following procedures:

1. Parents call the school office stating the time and reason.
2. Parents come to the office to request early release of their child.
3. In emergency cases only, written permission from the principal or assistant principal is needed.
4. If a student wishes to sign out to go home, the student must use the telephone in the main office. School personnel must talk to the parent or guardian.
5. CLOSED CAMPUS: Students are not allowed to leave the campus for lunch or other unnecessary reasons. Tawas has a closed campus policy and students are to remain on school property at all times.

If a student is planning on leaving the school grounds for a short period of time and returning, he/she must:

1. Satisfy 1, 2, 3, or 4 of the above.
2. Sign out and sign back in at the office upon return.  
Please do not request passes for things such as getting haircuts, going to the bank, etc. These can be taken care of during time school is not in session. Any student leaving the building during his or her regular school day must sign out at the office.

### LOCKERS

Lockers are the property of the school district and will be issued to all full-time students. Lockers are subject to a search at any time by the administration. It is the student's responsibility to maintain the locker, keep the locker locked, and keep it clean. Students are to keep the locker they are issued for the entire school year. Changes of locker assignment may be made with the permission of the assistant principal if space is available. Do not leave any items (purses, money, calculators, jewelry, etc.) unlocked in your locker at any time. The school district will not assume responsibility for any items lost or stolen. Lockers must be cleaned out before the end of school on the last day. Anything left in lockers after the last exam will be disposed of. Students may have to pay for locker damage if it is beyond normal wear.

### LUNCHROOM PROCEDURES

1. Deposit on accounts will take place in the commons prior to the first bell of the school day.
2. Deposits may also be made online at [www.tawas.net](http://www.tawas.net) under the "Parent Resources"/"Online Payments" tab.
3. No horseplay allowed. Students are to behave in an orderly and appropriate manner as in a restaurant.
4. All students are to throw away their own trash, or they will be required to help clean the lunchroom.
5. Students may not wear jackets, parkas, or shirts/sweaters with large pockets into the lunchroom.
6. A nutritional meal will be available to all students.
7. Lunch duty may be assigned to students for lunchroom problems.
8. There will be no cutting in line. Students not purchasing lunch should not be in line.
9. All students are on the honor system. Anyone who steals food, uses another student's ID card, etc. may lose the use of the lunchroom and its services.
10. All food and beverages brought for lunch must be kept in the locker and sealed.
11. In order to purchase lunch and/or breakfast, each student must present his/her own ID card. Students with ID card will be first in line.
12. Students are not permitted to withdraw money from their lunch accounts without parental permission.
13. Students must stay in the commons for the lunch period until excused.
14. 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.
15. Ala-carte items will not be able to be obtained if a student account has insufficient funds.
16. If a student's family is having financial difficulty, please contact the food service department to make other arrangements.

#### MEDIA CENTER

1. All students with passes must sign in at the circulation desk.
2. Food is not allowed in the media center at any time.
3. Beverages are allowed with permission of the media center specialist, except near any school-issued device. When using a school-issued device, beverages must be set on the floor.
4. All students must present their student ID barcode, either on their ID card or their planner, in order to check out a library book.

#### MEDICATIONS

All prescription medications and over-the-counter medications must be brought to and kept in the high school office. Before any medication or treatment may be administered to

any student during school hours, the school shall require the written authorization of the parent or guardian and by the physician, which will include the name of the medication and instructions, except for in provision of emergency first aid. This authorization will be kept on file in the school office. At no time will any student be allowed to give, sell, trade, or transfer any form of medication, including over-the-counter medications, to any other student or individual.

#### PERSONAL ELECTRONIC DEVICES

Tawas Area Schools will provide a school-issued electronic device to each student in grades 9-12. Personal electronic devices cannot be used during school time. Students must follow the general guidelines of the Acceptable Use Policy, all Handbook rules, and the specific guidelines provided in the Fall of each school year. Students may use ear buds/headphones with permission in the classroom only. Ear buds/headphones may not be used outside of the classroom.

#### 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](http://www.tawas.net); select "District," then "Department" tab; select "Special Education" tab; select "Procedural Safeguards Notice" file
2. Or, please contact the Special Education Director at 984-2166 or the Special Education Secretary at 984-2197

#### 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.

### SCHOOL CLOSING

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. In the event of a school closure, athletic/extracurricular and community events held on campus will be held at the discretion of the athletic director and/or administration.

### SCHOOL HOURS

School hours start when a student arrives on school property. School property includes school buses. School doors will be open for student entry at 7:30 AM.

### SEARCH AND SEIZURE

Tawas Area Schools are committed to maintaining safe, orderly schools, promoting health and safety within the school setting, and to provide a school environment conducive to education. To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, and desks, which are on or in the proximity of school premises under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. When administrators have “individualized reasonable suspicion” to believe a search is necessary for a student, they believe it may be credible that the student may possess evidence of a violation of state or federal law, a violation of school rule, or a condition that endangers the safety or health of the students or others. When searching a student, in addition to conducting a normal search, administrators may operate hand-held metal detectors in order to enable searches to become more accurate, efficient, and less intrusive.

Student lockers and desks are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. School authorities for any reason may conduct periodic general inspections of lockers and desks at any time without notice, without student or parent consent and without a search warrant.

A student should not expect privacy with respect to his/her desk or locker. A student shall not have any expectation of privacy with regard to the contents of such desk or locker. This shall include searches prior to or during school sponsored trips.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purse, book bag, and athletic bag) may be searched without student or parent whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition. A dog may be brought in periodically to search lockers and/or vehicles on school grounds. NOTE: For purposes of the "Search and Seizure" provisions, "possession" of prohibited objects or substances shall be defined in accordance with the definition set forth in the "Unacceptable Behavior" section of this handbook.

#### STUDENT PHOTO IDENTIFICATION CARD

All students will be issued an ID card at the beginning of the year at no cost. Additional cards may be obtained through the counseling office. A student shall not refuse to carry a school issued photo identification card throughout the school day and as required for certain school sponsored events. The identification card will contain the student's name, picture, and the name of school. In addition, the card will be used for the assignment of library materials, bus transportation, lunch, dances, and others as deemed necessary.

#### STUDENT PLANNERS

Students are encouraged to use a Google Calendar on their school-issued devices or purchase an individualized planner for planning purposes.

#### TARDINESS

Tardiness to a class is not condoned and shall be handled by the teacher unless it becomes chronic and shows no improvement. In these cases, students will be referred to the assistant principal.

1. Students who arrive less than 15 minutes late are considered tardy to school and must sign in at the office. After 15 minutes late, the student is considered absent (and will be marked accordingly) during that class hour and must still sign in at the office.
2. Students shall be disciplined as a result of their tardiness or for not signing in at the main office.
3. Chronic tardiness could lead to suspension from school and eventually, expulsion. The Iosco County Truant Officer may be notified for chronically tardy or absent students.
4. Students arriving late to school because of using their own transportation may have

their driving privilege taken away.

### TECHNOLOGY TRANSPORTATION

All IRESA Technology students will use the bus transportation provided to attend IRESA programs. All bus policies will apply. Exceptions to this policy: athletes must obtain permission to drive on days when athletic transportation leaves early; students with medical appointments must also obtain permission. Permission must be granted by an administrator at least one day in advance. Parental note must also be signed for permission.

### TELEPHONE

Use of the school telephone, except in emergencies, is not granted during the time classes are in session. Necessary messages will be taken and delivered at the close of the class period. Messages from parents only will be sent to students. Students will not be called from classes to the telephone except in emergencies. Students are to use the office phone for school related and/or emergency phone calls to their parent. If a student wishes to sign out to go home, the student must use the phone in the office. School personnel must talk to the parents. Students dialing "911" for other than emergency purposes will be turned over to the police for prosecution.

All personal electronic devices not provided by the school (such as cell phones, IPODS, etc.) must be left in lockers or at home during all class time unless approved by administration. Cell phones can only be used before and after school only. If a student uses their personal phone during the school day, it will be confiscated.

### TESTING OUT

Testing Out is an option to earn credit by demonstrating that the student meets or exceeds the content expectations associated with the subject area. Three weeks prior to each semester, the Testing Out opportunity will be offered for any student who is interested. Requests made outside of the testing window because of a student's individual circumstances may be considered for approval by administration. Students who have lost credit in a course for any reason are allowed one attempt to Test Out for credit recovery. The student must receive a minimum score of a 78% per class on the assessment in order to receive credit. If the student is unsuccessful in his/her attempt to Test Out of a course, the student would need to re-enroll in the course if it is required for graduation. If the course is not required, students would make up the credit by re-taking the course, taking a different course, or by using another credit recovery option. A student can only try the testing out option once per class.

The Testing Out calendar will be published in advance and will be available through the District website and the Tawas Area School calendar. Registration for Testing Out will be handled through the Counseling Office. Notice of a student's desire to test out of a course must be submitted to the counseling office no later than three (3) weeks prior to the semester's start for review, planning, and approval.

## TEXTBOOKS

Textbooks remain the property of the school district. Students are responsible for textbooks checked out to them. Students shall be charged for damaged, lost or stolen books.

## TRIP REQUEST

Students who plan on taking a trip during the school year, or are needed at home for agricultural reasons, must request a leave of absence from the office NO LESS THAN THREE (3) days prior to being out of school.

## USE OF ARTIFICIAL INTELLIGENCE

"Artificial Intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models. TAWAS AREA SCHOOLS ACKNOWLEDGES THAT AI CONTINUES TO EVOLVE AS A TOOL AND RESOURCE that may assist students with future technology and different wants of learning. However, AI IS NOT A SUBSTITUTE FOR SCHOOLWORK THAT REQUIRES ORIGINAL THOUGHT, and as a result, the Board of Education adopted this policy to address specifically how the district will manage the use of AI and maintain academic honesty and integrity.

The use of AI for these purposes constitutes cheating or plagiarism and will fall into the same consequences as academic dishonesty:

- Students may not claim AI-generated content as their own work.
- The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without the permission of a teacher or administrator is strictly prohibited.
- In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.
- Students are also prohibited from using AI to violate school rules or school district policies (including AI image or voice generator technology).

When can students utilize AI (Artificial Intelligence) / NLP Tools (Natural Language Processing)?

Notwithstanding the preceding, students are allowed to use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the

AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

- Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
- Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
- Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments to understand spoken language.
- Or any AI tools endorsed by teachers as an approved curriculum resource.

#### VALEDICTORIAN/SALUTATORIAN AND TOP 10 HONORS

Valedictorian/Salutatorian and Top 10 Honors for the current graduating class are determined with finalized semester grades after seven (7) semesters.

#### VAPORIZER DETECTORS

For the safety and well-being of Tawas Area High School students, vaporizer detectors have been placed in designated areas of the middle and high school. Alerts from the detectors are transmitted to administration, and searches will be conducted based upon the information (see Search and Seizure guidelines on Page 21).

#### VISITORS-ADULT

All visitors must report and sign in at the high school office upon entering and exiting the school. An identification badge must be provided while visiting.

#### VISITORS-FRIENDS/RELATIVES

Students are not permitted to bring visitors to school during the school day. No visitor passes will be issued. Students are asked to discourage their friends and relatives from visiting them at school during school hours. Incidences of unauthorized persons on school grounds will be reported to the police and may result in charges being filed.

## **EXTRA-CURRICULAR ACTIVITIES**

1. An extracurricular activity is defined as: any school activity held outside regular class time: included are any club, sport, organization, etc. Examples are, but not limited to: athletics, drama club, earth crew, color guard, jazz band, knowledge bowl, marching band, math challenge team, National Honor Society, pep band, PRIDE team, science olympics, school plays, Spanish Club, Student Senate, yearbook.
2. School related weeks include all weeks during the year in which school is scheduled to be held and/or school related activities being held in which the student is a participant.
3. One Calendar Year equals (365) days.
4. Eligibility/Training Code:  
Students are prohibited from possessing, using and selling any mood altering chemicals, i.e.:
  - A. Tobacco/Nicotine/Vaporizer Juice
  - B. Alcoholic and/or look-alike alcoholic beverages
  - C. Marijuana, hashish or any similar cannabis derivative
  - D. Amphetamines (Speed, White Cross, Cocaine)
  - E. Phenylcycloamines (PCP, Angel Dust)
  - F. All Hallucinatory Chemicals, (LSD, Mescaline, etc.)
  - G. Barbiturates
  - H. Opiates
  - I. Mood-altering chemicals, which can hinder the student's ability to learn or participate and could cause damage to the student's health
  - J. Inhalants/E-Cigarettes/Vaporizers
  - K. Look-alike drugs
  - L. Performance enhancing drugs (regardless of source)

## **EXTRA-CURRICULAR/ATHLETICS 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 is considered a privilege and as such 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 extra-curricular activity.

1. Eligibility: Extra-Curricular/Athletic Eligibility will be determined by marking period or semester grades **(including dual enrolled, Early Middle College, and IRESA classes)**. During the marking periods, students' progress will be monitored every 1/3

of each quarter. At the end of each semester, final semester grades will be used to determine eligibility. **A student who fails during the second semester may become eligible upon successful completion of the failed course in summer school.** Students will maintain eligibility if they are not failing any courses at the time of eligibility check. Eligibility check dates are scheduled by the administration. If a student is failing even one course, he/she will be ineligible to participate in athletics/extracurricular activities until the next eligibility check.

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 for a medical absence or the principal, assistant principal or athletic director/activities director grants approval prior to participation. Medical documentation is required.
3. Students must be willing to meet additional rules and regulations as set forth by the academic council, faculty advisor, or coach.
4. Students must 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 substance/paraphernalia) in any form.
  - B. No use or possession of alcoholic beverages.
  - C. No use or possession of any illegal drugs or substances.
  - D. No use or possession of performance enhancing substances regardless of source.
5. Any student who has been reprimanded with any of the above violations may not join any sport 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 first offense violating the eligibility/training code will result in the student/athlete being immediately suspended from sports and/or the extra-curricular activity for one-third (1/3) of the current season.

Self-Disclosure: The penalty for a violation of the athletic or extracurricular activities code will be reduced to 25% if the student discloses the violation in writing to his/her principal or athletic director. This must be done prior to administration or staff receiving a report of the incident, charges of the violation, or complaint regarding the violation.

A second offense violating the eligibility/training code will result in a period of suspension from athletics and/or extra curricular activities for a period of not less than one year.

A third offense violating the eligibility/training code will result in immediate suspension

with a recommendation to the school board for suspension of athletics/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 "signs out" his/her child upon completion of the student's event with the form given to the coach and provided by the athletic department. Students will only be released to their parents or guardians (or to an adult designated by the parent/guardian. This designation must be through a note by the parent/guardian that is approved by an administrator at least 24 hours prior to the event). For safety purposes, no student participant, regardless of age, is allowed to drive to or from an away school event.
7. If the school bus arrives to the school from the event after midnight, administration has the authority to excuse students involved in extra-curricular activities for periods of the school day following the event (up to 2 class hours).
8. If a student is involved in more than one (1) extra curricular activity at a time (after school, Saturday, Sunday, holiday, 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 the student will be in attendance at all such activities.
9. 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.
10. A student deemed ineligible for any reason may practice but may not compete at the discretion of the administration, faculty advisor, or coach.
11. Any student convicted of a felony may be deemed ineligible to participate in any extra-curricular activity for the entire tenure of a student.
12. Sportsmanship/Behavior: Student athletes and spectators are expected to behave in a manner that favorably represents Tawas Area Schools. The coach or athletic director or administrator 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 may be dealt with more severely than first time offenses. Any spectator who is considered to be unsportsmanlike will also be

addressed by athletic director and/or administrator and could be suspended from future athletic/extracurricular events.

13. Social Media: In order to participate in any extra-curricular activity, participants will sign and adhere to the guidelines of a "social media contract" provided by the school. Consequences of violating this contract will be the discretion of administration.

## **ATHLETICS**

Tawas Area High School athletic squads participate as an independent athletic program. Our inter-school athletic contests are held under the direction of the Michigan High School Athletic Association. Our school enforces the rules of that Association.

Tawas Area High School participates in these Varsity competitions: Football, Boys & Girls Basketball, Baseball, Girls & Boys Bowling, Competitive Cheerleading, Co-Op Hockey, Cross-Country, Golf, Boys & Girls Soccer, Softball, Boys & Girls Track, Volleyball, and Wrestling.

## **ATHLETIC CODE**

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

1. Eligibility: Extra-Curricular/Athletic Eligibility will be determined by marking period or semester grades **(including dual enrolled, Early Middle College, and IRESA classes)**. During the marking periods, students' progress will be monitored every 1/3 of each quarter. At the end of each semester, final semester grades will be used to determine eligibility. **A student who fails during the second semester may become eligible upon successful completion of the failed course in summer school.** Students will maintain eligibility if they are not failing any courses at the time of eligibility check. Eligibility check dates are scheduled by the administration. If a student is failing even one course, he/she will be ineligible to participate in athletics/extracurricular activities until the next eligibility check.
2. Enrollment – A student must have been enrolled in Tawas Area High Schools by Friday of the fourth (4th) week of present semester to participate in athletics.
3. 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.
4. Age – A student must be under nineteen (19) years of age at time of contest unless nineteenth (19th) birthday occurs on or after September 1st of current school year, in which case the student is eligible for balance of that school year in all sports.
5. Physical Examinations – A student must have passed a current year physical examination by a registered physician. Physical must be after April 15th. Record must be on file in school office.
6. Seasons of Competition – A student must have no more than 4 first and 4 second semester seasons of competition in a sport in a 4-year high school.
7. Semesters of Enrollment – A student must not have been enrolled for more than 8

- semesters in grades 9-12, inclusive. 7th and 8th must be consecutive. Enrollment beyond fourth Friday or participation in one or more contests or scrimmage constitutes a semester of enrollment.
8. Undergraduate Standing – A student cannot be a high school graduate.
  9. Transfers - As defined by the MHSAA, a student-athlete can participate immediately with a full and complete residential change. However, without making a full and complete residential change, student-athletes can still be eligible immediately for certain sports. These sports include any sport not played at the previous school during the previous school year. All incoming freshmen are immediately eligible. All new transfer students should set up a meeting with the Athletic Director for approval.
  10. Awards – A student must not have accepted any award or merchandise exceeding \$40.00 in value for athletic participation. Athletes accepting memberships, privileges, services, negotiable certificates or money are in violation.
  11. Amateur Practices – A student 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 contract. (Reinstatement will not be considered for one (1) year).
  12. Limited Team Membership – A student must not have participated in any outside competition in a sport during the season after the athlete has represented his/her school in that sport except individual participation in a maximum of 2 individual athletic 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.
  13. Dual-Sport Student-Athletes: Student-athletes who wish to participate in multiple sports within a season are required to designate a “primary” sport. By doing so, whenever a conflict occurs, the “primary” sport will dominate decision-making. The agreement of being a dual-athlete must be agreed upon by both coaches involved, the athletic director, the parents, and the student-athlete. The required forms (physical, medical emergency, participation form, and fee) are needed for each sport.
  14. Extra-Curricular Activities - If a student is involved in more than one (1) extra-curricular activity at a time (after school, Saturday, Sunday, holiday, 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 about 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 the student will be in attendance at all such activities.
  15. Social Media: In order to participate in any extra-curricular activity, participants will sign and adhere to the guidelines of a “social media contract” provided by the school. Consequences of violating this contract will be the discretion of administration.

## **STUDENT DRIVING POLICIES**

Parking permits must be purchased each year by eligible students of Tawas Area High School when the car is properly registered. The yearly cost for each sticker will be \$5.00. The registration form shall be signed by the applicant student AND by each titled owner of the vehicle other than the student, if any. Stickers will be placed on the lower section of the front windshield window on the passenger's side. A sticker must be purchased for each vehicle driven by the student.

All properly licensed student drivers have the privilege of driving a motorized vehicle to school provided: (1) such vehicle is registered in the office prior to the time of driving, and provided (2) the student complies fully with BOTH the regulations established by the school district governing student vehicle use AND the general rules of student behavior as set forth in the Parent/Student Handbook.

A student guilty of violating any driving policy will have consequences applied according to the handbook. This can include driving privileges being revoked and law enforcement being notified.

The following constitutes Driving Policy violations:

1. Failing to register vehicle before driving.
2. Failing to have the sticker in the vehicle.
3. Parking or moving in a manner considered to be dangerous or inconsiderate to others.
4. Parking in an undesignated area. There will be a designated area for staff and visitors. Students should not park in those areas.
5. Allowing other students to use the vehicle for violations of school rules.
6. Driving to tech center without permission from instructor and high school administrator. This is only granted for emergency or medical excuses with a signed form, twenty-four hours in advance.
7. Students will NEVER be permitted to transport another student(s) anywhere during the regular school day, including the tech center, field location or to leave the premises for any reason prior to dismissal (with the exception by parent permission for immediate relatives) by policy and for student safety.

These offenses shall follow the steps of the Discipline & Driving Policies:

1. Possession and/or use of tobacco in a vehicle
2. Possession and/or use of alcohol and/or illegal substances in a vehicle
3. Excessive tardiness as a result of driving
4. Lounging in vehicle during school hours, which includes before school in the morning (when a student arrives on school property, the student is to get out of their vehicle and come directly into the building)
5. Truancy or leaving school without permission
6. Driving carelessly and endangering oneself and/or others

Vehicles parked on school property may be searched when illegal and/or prohibited items are in plain view, or anytime the administration may have reasonable suspicion that there are items in a vehicle which are illegal and/or prohibited for students to possess on school grounds.

NOTE: For purposes of the Student Driving Policy rules, "possession" of prohibited objects or substances shall be defined in accordance with the definition set forth in the "Unacceptable Behavior" section of this handbook (page 35). For safety purposes, no student participant, regardless of age, are allowed to drive to or from an away school event.

### **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 to 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.

### **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.
2. Line up in an orderly manner and wait no closer to the street than the city sidewalk or the country mailboxes
3. Wait until the bus stops before attempting to get on/off.
4. Walk to the bus stop facing traffic arriving 5 minutes before the bus arrives.
5. Always cross at least (10) feet in front of the bus.
6. Do not fight or bully other students at the bus stop or on the bus.
7. Sit on the seat.
8. Keep your hands, body and head inside of the bus, and keep your hands to yourself.
9. Do not engage in shouting, loud talking, whistling, etc.
10. Do not use profane or vulgar language or make obscene signs or gestures.
11. Do not damage the bus or others' personal property or the damage must be paid for by the person causing the damage.

12. Do not smoke or possess tobacco or any other form of contraband.
13. Cell phone use on buses is a privilege, not a right, and should anyone use a cell phone to violate any rules, the driver has the right to have the student put it away or confiscate it until the student exits **to ensure a safe and enjoyable experience for all.**
14. Do not throw anything on, at, or off the bus.
15. The use of perfumes, body sprays, nail polish and other strong or noxious-smelling products is not allowed on the school bus.
16. 16. Students are not allowed to touch, cover, block, or tamper with any school bus cameras.

Responsibility of Parents/Guardians:

1. To ensure their children arrive at their designated 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 ensure 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, will show respect to the driver.

**BUS TICKETS REMAIN ON FILE AND ACCUMULATE THROUGHOUT A STUDENT'S 9<sup>TH</sup>-12<sup>TH</sup> GRADE YEARS.**

**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. A signed User Agreement will be required before the device is issued. 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 attempt to gain access to resources that I am not authorized to use. I will not waste or take supplies such as paper or CDs. 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 copies of software to others. I understand 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 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 I am expected to save files I want to keep within the confines of my assigned server space. I realize 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. 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. Any other use of the internet shall be considered a violation of this policy. 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, chat software/rooms, or social networking sites 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 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 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 this

software may not protect me from seeing some material I, my parents, or other users of the network may find inappropriate. I understand 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, change, or bypass the filtering software in any way and agree to report to the teacher if this software appears to be non-functional.

9. I understand the use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of my privileges. I understand vandalism will result in the cancellation of privileges and/or school disciplinary action. I understand 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 breaking these rules will be dealt with seriously.
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-12<sup>th</sup> grade will be assigned a school Google 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 9-12<sup>th</sup>, 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.

### **TAWAS AREA HIGH SCHOOL DISCIPLINE POLICY**

Tawas Area High School conducts an instructional program for the benefit of the pupils within the high school boundaries. These pupils have full rights of citizenship as delineated in the United States Constitution and its amendments. Their education is one of those citizenship rights. Under certain conditions, however, it can be in the best interest of other pupils of the school for a pupil to be denied the right of attending Tawas Area High School. All of the acts listed in this handbook as "unacceptable behavior" shall be grounds for imposition of any or all of the disciplinary sanctions and interventions listed below up to and including: restorative practice, detention, suspension, or recommendation for expulsion from Tawas Area High School. The specific sanction(s) imposed in any particular case will be determined on the basis of the severity of the offense, the potential impact of the case on other students, the prior disciplinary record (if any) of the student

violator and such other factors as may be relevant in any particular case. Each case shall be reviewed and judged on its own merit and depend on the facts and the nature of the case and the offense. The administration realizes no two cases are alike and shall keep this in mind when following these procedures.

The disciplinary sanctions which may be imposed for violations of the school discipline code may include any or all of the following:

1. Notification of parents and/or a conference with pupil and parents is possible.
2. Payment for destruction of property.
3. Detention after school or In-School-Suspension during school.
4. Suspension from school. The Superintendent of Schools shall be notified. Tests, quizzes, project reports, assignments, etc. due during the suspension must be made up on the day the student returns to school from suspension or no credit will be given for these missed assignments.
5. Recommendation for expulsion to the Superintendent of Schools and the Board of Education in extreme cases, or if the offense continues.
6. Referral to a law enforcement agency, depending on the severity and/or necessity of the case.
7. Appearance before the Board of Education for review of long-term suspension or expulsion recommendation.

Explanation of terminology for the following discipline code:

1. Hours (Detention hours)
2. ISS (In School Suspension)
3. OSS (Out of School Suspension)

### **UNACCEPTABLE BEHAVIOR**

All parts of this discipline policy shall be in effect while the student is in school, on school property, or at any school-sponsored function, whether in Tawas or at another place.

#### **Level 0**

The Tawas Area Schools adopts a "Zero Tolerance" policy in regards to the following unacceptable behavior. "Zero Tolerance" means that established acts of unacceptable behavior as defined below will in every instance result in the imposition of an appropriate punishment up to the maximum punishment sanction indicated. Each instance in which a student is accused or charged with unacceptable behavior shall be referred to a school administrator who shall investigate such accusations or claims by interviewing the student, any witnesses, evidence, and other procedures deemed appropriate by the administrator. Depending on the severity and nature of the claims or case, the student's parents and/or appropriate law enforcement agencies may be notified; moreover, if the particular case poses, in the administrator's sole discretion, an unreasonable risk of disruption, property damage, or physical harm to other students or school personnel, the administrator may temporarily exclude the student from school, pending any suspension or expulsion appeal procedures provided in this handbook.

Further, in determining the appropriate punishment to impose or recommend to the School Board upon determination that a student has committed unacceptable behavior, the principal may consider factors unique to the student and the particular case including but not limited to the severity of the offense, the potential impact of the case (and the sanction imposed) on other students (including deterrence of future misconduct), the prior disciplinary record (if any) of the student-violator, whether the student influenced or encouraged misconduct by his/her actions provocation or other extenuating circumstances, and such other factors as may be relevant in any particular case.

For purposes of all rules in this handbook, the term "possession" shall mean any instance in which it is determined by the administration or an appeal by the Board of Education that:

- a. A student has actual or constructive possession and/or control of an item, and
- b. Either knows of, has reason to know of, or should have known or suspected such possession or control.

There shall be a rebuttable presumption of "knowledge" if the item is located:

- 1. On the student's person, or
- 2. Within the student's personal effects (including, but not limited to: clothing, book bags, knapsacks, instrument cases), or
- 3. Within the student's locker, or
- 4. Within the student's desk, or
- 5. Within a vehicle driven by the student.

This means any student whose situation meets one of these definitions will be presumed to have "knowledge" of possession or control unless he or she can prove otherwise. "Rebuttable" means the student shall, in fact, be given the chance to prove otherwise. To do so, it shall be the student's burden and responsibility to present evidence to the administration and/or Board of Education. The student must show that the clear and convincing majority of the evidence he or she presents actually rebuts the presumption of knowledge and possession. In other words, the student must prove by a clear and convincing majority of the evidence that he or she did not have knowledge of possession and control.

**Level 0**

<b>Offense</b>	<b>First</b>	<b>Second</b>	<b>Third</b>
1. Arson	Expulsion		
Purposefully igniting a fire on school property or igniting a fire on school property as the direct result of engaging in another prohibited act.			
2. Assault (School Personnel)	Expulsion		
Intentionally causing or attempting to cause physical harm to school personnel through force or violence; or threatening school personnel with physical harm through force or			

violence, including any statement or act (oral or written) that can reasonably be expected to induce in any member of the school faculty or staff an apprehension of danger of bodily injury or harm.

3. Threats	Expulsion
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Communicating in any way the intention to do damage or harm by bomb, gun, or similar destructive device regardless of actual intent to do bodily harm. Any threatening activity of this nature may result in legal consequences.

4. Caustic and/or noxious materials	Expulsion
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Including, but not limited to: mace, pepper spray.

5. Criminal Sexual Conduct	Expulsion
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In compliance with State law, the Board shall expel any student who commits criminal sexual conduct in a district building, on district property, including school buses and other school transportation, or at any school event.

6. Explosives and Incendiary Devices	Expulsion
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Use, possession, sale or distribution of any explosive or incendiary device not expressly permitted.

7. Weapons	Expulsion
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Possession, use, threatened use, sale, or distribution of any weapon or other unauthorized instrument that may be used to do bodily harm regardless of actual intent to do bodily harm.

8. Alcohol/Marijuana	Expulsion & Turn over to Law Enforcement
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Sale, distribution, use, or being under the influence of alcohol; or marijuana or any substance that the student represents to be either:

- A. alcohol or marijuana
- B. of a nature, appearance, or effect which will allow the recipient to possess, display, sell, distribute, or use the substance as alcohol or marijuana or as if it were alcohol or marijuana.
- C. in the form of THC in a vaporizer or other devices used for sale, distribution, use, or consumption.
- D. Sales and Distribution are serious enough behaviors to warrant a disciplinary hearing in front of the School Board for both buyers and sellers on school grounds.

**Offenses in Levels 1-3 can have a range of consequences up to the consequence listed as determined by the administrator.**

Every effort will be made by the staff to solve disciplinary problems within the school setting and without excluding a student from school. If this cannot be done, exclusion may be necessary. This exclusion may fall in the following categories:

1. Temporary separation-exclusion of a student from school for one class period, full day, or until a parental conference/telephone call.
2. Suspension - the exclusion of a student from school for a specific period of time

terminating at the end of the specific period or upon the fulfillment of a specific set of conditions. Days of suspension include days of school in session. School days canceled due to weather conditions or any other reason DO NOT count as days of suspension.

3. Expulsion - the permanent exclusion of a student from school.

### Level 1

<b>Offense</b>	<b>First</b>	<b>Second</b>	<b>Third</b>
8. Alcohol/Marijuana	10 OSS/Expulsion		
Possession of alcohol or marijuana or any substance that the student represents to be either:			
A. alcohol or marijuana			
B. of a nature, appearance, or effect which will allow the recipient to possess, display, sell, distribute, or use the substance as alcohol or marijuana or as if it were alcohol or marijuana.			
9. Assault (Student Population)	OSS/Expulsion		
Intentionally causing or attempting to cause physical harm to other students through force or violence; or threatening other students with physical harm through force or violence, including the use of any statement or act (oral or written) that can reasonably be expected to induce in another person an apprehension of danger of bodily injury or harm.			
10. Drugs	OSS/Expulsion & Turn over to Law Enforcement		
Purchase, sale, distribution, possession, use or being under the influence of any controlled substance, any substance other than alcohol or marijuana, that produces abnormal behavior not validly prescribed to the intended user, and (or) any device or paraphernalia commonly known to be associated with the use of any controlled substance. Sales and Distribution are serious enough behaviors to warrant a disciplinary hearing in front of the School Board for both buyers and sellers on school grounds.			
11. Extortion	OSS/Expulsion		
Obtaining money or value by means of violence or threats.			
12. False Alarm	OSS/Expulsion		
Communicating in any way a false or misleading report of emergency circumstances including, without limitation, fire or unwarranted emergency calls made to 911.			
13. Gang Activity	OSS/Expulsion		
Gang membership or association with gang members, even if only self-proclaimed; and conduct or any attribute that denotes or implies gang membership or the advocating of drug use, violence, or disruptive behavior.			
14.13. Tampering with safety equipment	OSS/Expulsion		
This includes smoke alarms, fire extinguishers, or security cameras, as it compromises the security and well-being of others.			

15. "Look-Alike" Substance	OSS/Expulsion
Purchase, possession, use, sale or distribution of any substance that the student represents to be either:	
A. A controlled substance or other substance prohibited by school policy	
B. Of a nature, appearance, or effect which will allow the recipient to possess, display, sell, distribute, or use the substance as a controlled substance or as if it were a controlled substance.	
16. Sexually Inappropriate Behavior	OSS/Expulsion

**Level 2**

<b>Offense</b>	<b>First</b>	<b>Second</b>	<b>Third</b>
17. Disobedience (persistent)	5 OSS	Expulsion	
Multiple violations of the Student Handbook or classroom rules.			
18. Fighting	5 OSS	Expulsion	
Confrontational conduct involving bodily contact by mutual engagement			
19. Threatening	5 OSS	Expulsion	
Verbally or physically threatening other students or school personnel regardless of whether the threat induces an apprehension of danger of bodily injury or harm.			
20. Unlawful Interference	5 OSS	Expulsion	
Hampering, restricting or impeding the school program or school personnel.			
21. Vandalism	5 OSS	Expulsion	
Intentional destruction of property belonging to others, or the destruction of another's property that directly results from engaging in another prohibited act.			

**Level 3**

<b>Offense</b>	<b>First</b>	<b>Second</b>	<b>Third</b>
22. Academic Dishonesty	Zero OR ISS and "redo" @ 60%	Zero AND ISS	Zero AND OSS
Violations of dishonesty on school work, such as cheating, plagiarism, and the like. Credit on a "redo" assignment is determined with a maximum grade of 60%.			
23. Accessory and/or Threatening To a Fight	1 ISS	3 ISS	OSS/Expulsion
Promoting/provoking a fight and verbal actions or gestures short of physical action.			
24. Electronic Devices	End of day	Parent	ISS/Parent
Violations of use of cell phones, iPods, ear buds, MP3 players, and the like.			
25. Classroom Misbehavior	3 hours	2 ISS	OSS/Expulsion
Violations of classroom rules as established by the teacher as presented in the syllabi.			

Example: Being unprepared for class is defined as forgetting any usual materials: Chromebook, class text, notebook or a writing utensil.

26. Disobedience	3 hours	2 ISS	OSS/Expulsion
Not obeying a reasonable request by a staff member or school personnel.			
27. Disrespect towards school personnel	3 hours	2 ISS	OSS/Expulsion
28. Disruptive behavior with substitute teacher	3 hours	2 ISS	OSS/Expulsion
29. Abuse Of Driving Privileges	3 hours	2 ISS (Loss of privileges)	OSS/Expulsion
Driving and/or riding to the Tech Center without proper authorization from parent, administration and Tech Center staff. Any wreckless or unsafe driving policy abuses and includes driving other students anywhere prior to dismissal (excluding siblings and parental approval).			
30. Endangerment to Others	3 hours	Driving Privilege Revoked/ISS	OSS/Expulsion
Including but not limited to careless driving; endangering others by other means.			
31. Excessive Roughness and/or Horseplay	3 hours	2 ISS	OSS/Expulsion
Misbehaving on school property, including, but not limited to: running, pushing, providing excessive noise, acting in a generally unruly manner.			
32. Failure to Attend Detention	1 ISS	2 ISS	OSS/Expulsion
Students must stay for detention every day that it is held until their time is made up. Work or extracurricular practices shall not be an excuse for missing detention.			
33. Failure to Attend ISS	1 OSS	3 OSS	5 OSS/Expulsion
34. Forgery	3 OSS	5 OSS	OSS/Expulsion
Fraudulently using, in written or verbal form, the name of another person or falsifying and/or altering time, dates, grades, addresses, or other data, including computerized information (hacking), used by the school.			
35. Gambling	3 hours	3 ISS	OSS/Expulsion
Wagering or playing a game for money, services, or other items of value.			
36. Gross Misbehavior	3 OSS	5 OSS	OSS/Expulsion
Anything deemed inappropriate by the school administration. Including but not limited to the deliberate or willful conduct detrimental to the normal functioning of a program or activity under school sponsorship; also, including but not limited to the deliberate or willful conduct (as determined by administration) detrimental to students, staff, the school or the district through social media.			

37. Derogatory Remark:	ISS	OSS	OSS/Expulsion
<p>A Derogatory remark is any written statement, verbal remark, expression or digital communication that perpetuates stereotypes, promotes discrimination, demeans individuals or groups, or reinforces systemic prejudice based on race, ethnicity, or cultural/economic background. Derogatory remarks include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Mocking or making assumptions about someone's race or ethnicity.</li> <li>• Using racially offensive humor or stereotypes.</li> <li>• Making derogatory or dismissive remarks about a person's cultural practices or traditions</li> </ul>			
38. Hall Pass Violation	3 hours	2 ISS	OSS/Expulsion
<p>Students out of classrooms without a pass from a staff member.</p>			
39. Harassment/Intimidation/ Bullying	3 OSS	5 OSS	OSS/Expulsion
<p>It is a violation of the law and school rules for any student to harass or intimidate another student or staff member. There are to be no unwanted sexual actions, comments, derogatory statements, or actions concerning his/her gender, orientation, religion, race, ethnic group, or disability.</p> <p>"Bullying" is defined as any written, verbal, or physical acts, including 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.</p> <p>"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).</p>			
40. Hazing	3 OSS	5 OSS	OSS/Expulsion
<p>An intentional knowing or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization.</p>			
41. Insubordination	ISS/OSS	OSS	OSS/Expulsion
<p>Flagrant refusal or gross disrespect towards school personnel or adults acting in a supervisory capacity.</p>			
42. Laser Lights	3 hours	2 ISS	OSS/Expulsion

Any light, which can be directed toward an individual, which may have damaging physical or mental effects.

43. Leaving School Without Permission	1 ISS	2 ISS	OSS/Expulsion
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Leaving school grounds without permission of the administration. Students MUST obtain permission from the office if they are leaving school grounds for any reason. Students MUST sign out in the main office if and when they are given permission to leave.

44. Lighter/matches/the like	1 ISS	2 ISS	OSS/Expulsion
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Students having lighter, matches, vaporizer batteries or the like in their possession.

45. Littering	3 hours	2 ISS	OSS/Expulsion
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Improper disposal (dropping or throwing on floor, not throwing away lunch materials in the lunchroom) of papers, wrappers, lunch items and/or trash, etc. Trash receptacles are located throughout the building and the lunchroom.

46. Misuse of Technology/ AUP Violations	3 Hours	2 ISS	Loss of Privilege/ OSS/Expulsion
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Any act committed through or by means of a computer and/or chromebooks, Kindles, or any other school-issued technology devices shall be treated as if it had been committed directly and shall be punished in accordance with the applicable section of the discipline policy. Some examples include:

- a. The threatening of another student by email or other computer-related means may be punishable as "assault" in the same manner as if the threat had been made directly.
- b. The destruction of computer hardware or software or the intentional destruction or corruption of computer data may be punishable as "vandalism."
- c. Using a computer-related method of communicating the intention to do damage or harm by bomb or similar destructive device may be punishable as a "bomb threat."
- d. Using a computer-related method to display gang symbols or to engage in gang-related discourse may be punishable as "gang activity."

The Tawas Area Acceptable Use Policy as set forth in this handbook shall regulate use of school computer and network equipment. Subject to rules concerning other punishments may apply, any student who receives his or her third notice of violation may lose Internet access and classroom semester credit. Any student who receives his or her fourth notice of violation may lose computer privileges for the duration of his or her high school tenure.

47. Obscenity and Indecency	5 hours	2 ISS	OSS/Expulsion
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A. Using inappropriate language, such as swearing in verbal or written form

B. Making an inappropriate, mean-spirited comment toward another student or staff

48. Off-limits Areas	3 hours	2 ISS	OSS/Expulsion
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Including but not limited to high school parking lot, woods, bus garage, during school hours. High school students in the middle school area and middle school students in the high school area shall also be considered off-limits.

49. Profanity / Verbal Misconduct	3 Hours	ISS	OSS/Expulsion
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Using inappropriate language such as swearing in verbal or written form.

50. Public Display of Affection	3 hours	2 ISS	OSS/Expulsion
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Kissing, hugging, and other close physical contact.

51. Restroom Abuse or Misuse	3 hours	2 ISS	OSS/Expulsion
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Overcrowding individual stalls. Only one person per stall is allowed.

52. Smoking/Tobacco/Look-Alike	All infractions may be turned over to law enforcement (see section C. below for restorative practices).		
7 OSS	10 OSS (Turn over to Law Enforcement)		OSS/Expulsion

A. The use or possession of tobacco/nicotine products on school grounds, on buses, or at school sponsored functions.

B. Including but not limited to Chewing Tobacco, Electronic Cigarettes, Vaporizers, Vape/E Juice, Zyn (nicotine) Pouches, and any look-alikes.

C. **Restorative Practices:** In order to address the health concerns with vaping and provide a path to redemption and reduction of tickets and or length of suspensions, Tawas Area Schools will extend the following options:

- Notify parents when their students are present for multiple vape detections in bathrooms and when searches occur.
- On the first offense, of "possession of any nicotine product (especially vapes), students and families will have the option of reduction of a suspension and no ticket with a presentation. The student will be suspended for a minimum of 3 school days and may return after completion of a satisfactory presentation. The presentation/interview can be in a form that is agreed upon by the student and administrator. The presentation will be held at 2:30 pm on the agreed date. Attendance at the presentation will be a family member of the student, three peer students along with a team of staff that may include: administrators, school resource officer, counselor, and/or teachers. Any student who does not complete the presentation will be suspended for the full 7 days and the incident will be reported to law enforcement.

D. The presentation will address the following:

- What are the physical effects of vaping on the body?
- What is the impact on the school community and the family when someone uses a vape?
- What are the steps that will be taken to stop using a vape?
- Identify support people and explain how they can help?

- On the second or third offense, the student may not be reported to Law enforcement if he or she completes a vaping prevention program or curriculum designed for people making high-risk choices. They may participate in any of the following evidence-based free programs or any program approved by the administration:
  - My Life, My Quit: [www.mylifemyquit.com](http://www.mylifemyquit.com)
  - Prime For Life (local in-person option or self-study) [www.primeforlife.org](http://www.primeforlife.org)
  - Second Chance (self-directed online)  
[www.rmc.org/what-we-do/substance-abuse-prevention-education/second-chance](http://www.rmc.org/what-we-do/substance-abuse-prevention-education/second-chance)
  - This Is Quitting: [www.thisisquitting.com](http://www.thisisquitting.com)

53. Stealing/Burglary	3 OSS	5 OSS	OSS/Expulsion
Entering a restricted area and/or obtaining money, items of value, or anything that does not belong to you without the consent of both parties involved.			
54. Sunglasses	3 hours	2 ISS	OSS/Expulsion
Sunglasses are not allowed to be worn in school.			
55. Truancy/Skipping	ISS	1 OSS	OSS/Expulsion
Students are to be in all assigned classes and activities during the school day unless excused by the administration or designee. In addition to consequences, students who are chronically absent will be placed on Extra-Curricular Exclusion. Repeated truancy will result in a referral to the Iosco County Attendance Officer.			
56. Wallet Chains	3 hours	2 ISS	OSS/Expulsion
Wallet chain is not to exceed 8 inches in length. Any other type and length of chain is prohibited.			
57. Tardies	Hours	1 ISS	OSS/Truancy
Students are considered tardy when they are not present in their assigned classrooms when the bell rings. Tardiness to a class is not condoned and shall be handled by the teacher unless it becomes chronic and shows no improvement.			
Upon the third tardy for the semester, teachers will conduct a documented conference (by phone, email, or in person) with the parent(s) or guardian(s).			
Upon the fourth tardy for the semester, the student will receive an hour of detention. If tardies continue, consequences will continue.			
Students arriving to a class up to 15 minutes after the bell will be marked tardy. After 15 minutes, the student will be marked absent and be considered truant.			

### SNAP SUSPENSION

If a teacher has good reason to believe a student's conduct in a class constitutes misconduct for which the student needs to be removed from the class, the teacher may suspend the student from class for up to one full school day. The teacher shall

immediately report the suspension and the reason to the school principal and send the student to the office. The teacher will immediately contact the parent to set up a parent/teacher conference prior to the student returning to class.

## **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. ISS will not replace out-of-school suspensions for serious violations of the Student Handbook.

### REASONS FOR ISS:

- A. A student skipping any class period in one day will serve ISS.
- B. After five (5) referrals in one (1) semester to ISS, further student disciplines may be served out-of-school with possible recommendation for expulsion. At the time of the student's return from suspension, a parent/administration meeting may take place to initiate a behavior plan. This plan will be followed by the student to enforce positive behavior. Violations of the behavior plan may result in a recommendation for expulsion.
- C. A student may be placed in ISS for other reasons as determined by the principal or assistant principal and according to the Discipline and Procedures of the previous pages of this Student Handbook.

### PROCEDURES:

- A. ISS is assigned by administration only.
- B. The student and parent will be informed in advance of the intent to place the student in ISS.
- C. The student will contact his/her teachers to supply class work to be completed in ISS.
- D. The student will be given two (2) supervised breaks.
- E. The student will be supervised at all times other than in the bathroom.
- F. Students who violate ISS rules will be considered for automatic out-of-school suspension.
- G. Personal electronic device usage is forbidden in ISS and may be collected by ISS supervisor or administration at any time.

### ISS CLASSROOM RULES:

- A. Student will report promptly with all chromebooks, books, notebooks, paper, and pencil. No other items will be allowed.
- B. Student will complete all work assigned by his or her teachers. The student will be expected and responsible to return all completed work the following day to his/her teachers. Additional work will be supplied by ISS instructor as necessary.

- C. 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.
- D. The student must stay in assigned seat. There is no free movement within ISS.
- E. The student will not leave the room without supervision of authorized personnel.
- F. There will be no talking or any form of interaction between students while in ISS.

### **SUSPENSION AND APPEAL PROCEDURES**

On the basis of the present status of school law, the principals of Tawas Area Schools are designated the authority to temporarily separate or suspend a student from school. Suspensions for more than ten (10) days are to be discouraged. In such actions the following precept shall be adhered to:

1. A student shall be fully informed of the charges brought against him or her including the rationale for the action and the conditions of time and termination.
2. The parents shall be immediately notified, by phone if possible, if the student is to be temporarily separated or suspended from school. Written notification of such contact shall be made in the student's cumulative file.
3. Verbal notification shall be followed by a letter to the parents or guardian, stating the charges, reasons, and conditions of the separation or suspension.
4. The superintendent, or administrative officer designated by him or her, shall be notified immediately of any separation or suspension.
5. Students will be allowed to do homework to keep up in class. Work requested and given during the suspension is due when the student returns from suspension. If a teacher does not provide work, the student has one day for every day suspended to complete the work. Tests, quizzes, and projects will be made up when the student returns.
6. Parents shall be notified of appeal procedures, which shall include:
  - A. Parents may request a conference with the principal. Such request shall be made within the period of separation or suspension. The principal shall affirm or modify the terms of his/her action within two (2) school days from the date of the conference.
  - B. Within five (5) days from the principal's decision, the parents may appeal such decision to the Superintendent of Schools or his designee. The superintendent shall affirm or modify the decision of the principal within two (2) days from hearing the appeal.
  - C. The superintendent's decision may be appealed to the Board of Education within five (5) school days of such decision.
  - D. The Board of Education shall schedule a hearing for the next regularly scheduled board meeting and shall notify the parents that such hearing shall be conducted under the following rules and procedures.
    1. Written notice shall be given of the time, date, and place of the hearing.
    2. An attorney or other advisor of his choice may represent the student or parent.
    3. Witnesses may be present at the hearing.

4. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such hearings.
5. There may be present at the hearing: the principals, the Board of Education attorney, and such resource persons as the president of the Board of Education deems necessary to the proper adjudication of the case.
6. The Board of Education shall render a written opinion of its determination within two (2) school days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned.

### **EXPULSION AND APPEAL PROCEDURES**

The Superintendent shall recommend the expulsion of a student from school to the Board of Education. Such action is generally taken upon recommendation of the Assistant Principal or Principal. The Assistant Principal's or Principal's recommendation shall be communicated to the Superintendent in writing, signed by the Assistant Principal or Principal, and accompanied by the student's cumulative file. Except in cases stemming from extreme overt behavior, it is expected that personal conferences would have been held at the building prior to the expulsion recommendation. The following procedure is followed:

1. Within five (5) days from the Principal's decision, the parents may appeal such decision to the Superintendent of Schools or his designee. The Superintendent shall affirm or modify the decision of the Principal within two (2) days from hearing the appeal.
2. The student shall be under suspension pending the recommendation of the Superintendent to the Board and pending the Board's decision.
3. The Superintendent of School's decision may be appealed to the Board of Education within five (5) school days of such decision.
4. The Board of Education shall schedule a hearing for the next regularly scheduled board meeting and shall notify the parents that such hearing shall be conducted under the following rules and procedures.
  - A. Written notice shall be given of the time, date, and place of the hearing.
  - B. An attorney or other advisor of his choice may represent the student or parent.
  - C. Witnesses may be present at the hearing.
  - D. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such hearings.
  - E. There may be present at the hearing the principals, the Board of Education attorney, and such resource persons as the President of the Board of Education deems necessary to the proper adjudication of the case.
  - F. The Board of Education shall render a written opinion of its determination within two (2) school days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned.
  - G. The decision of the Board of Education cannot be appealed by parent/guardian

or student as the decision of the Board is final.

### **OTHER ALTERNATIVES**

Efforts may be made by the school, but not guaranteed, to provide alternative means by which a student on an extended suspension or expulsion may continue his/her education. Such possibilities may include evening classes, correspondence courses, special programs, or transfer to another school or school system.

### **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:

#### **District Civil Rights Coordinator**

**Ms. Amanda Lizotte ~ [alizotte@tawas.net](mailto:alizotte@tawas.net), 984-2305**

**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 provide 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.

### 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 (currently Clara Bolen and Tawas Middle School). 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, or M-Step, to determine levels of achievement (grades 3-8 and 11).

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.

### **McKINNEY-VENTO ACT**

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 the 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 relate 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, **Mrs. Joy Garrison at 989-984-2241.**

# 2024-2025 Tawas Area Schools

## 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](http://www.tawas.net), under the HS Parent Resources page.*

### Parent-Student Handbook

By signing below, you verify you have reviewed the Tawas Area Elementary, Middle, or High 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 Schools. 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. I also understand that the cameras and microphones have been activated on my child's chromebook to assist with a more positive education experience. I understand that if my student uses these tools, in a manner not for their intended educational purposes, my student will face disciplinary consequences according to the TAS Student Handbook. 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 are 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.