

STUDENT HANDBOOK



Clara Bolen
Elementary School
2026-2027

www.tawas.net

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GREETINGS FROM THE SCHOOL PRINCIPAL

WELCOME TO CLARA BOLEN

Clara Bolen Elementary welcomes you to the 2026-27 school year. This handbook serves to provide our families and students with important information about our school. Please review the contents with your student, sign the parent signature page, then keep the handbook accessible for future reference. If you have questions, please feel free to call the school office for clarification at (989)984-2200.

With active parent participation, we work to make each day a positive experience for your elementary school student at Clara Bolen Elementary.

We are glad you and your student are members of the Clara Bolen Elementary community and look forward to a wonderful year.

Amy Clouse, Principal, Clara Bolen Elementary (K-4)

Our Vision

Tawas Area Schools are committed to inspiring and empowering students to become critical thinkers, engaging in evolutionary experiences and cultivating lifelong learners.

Our Mission

Clara Bolen Elementary will provide a safe, nurturing and supportive learning environment for all students by fostering positive relationships and meeting the needs of each individual learner while instilling a love of learning to ensure lasting accomplishments and self-worth.

Administration and Office Personnel

Superintendent	Sarah Danek	989-984-2250
Clara Bolen Elementary Principal.....	Amy Clouse	989-984-2201
Building Secretary.....	Erin Nunn.....	989-984-2202
School Social Worker.....	Rebecca Gettel-Prout.....	989-984-2235
Special Education Secretary.....	Tina Shaffer.....	989-984-2197

2026-2027 Schedule

7:35 School Building Opens
7:54 Classes Begin
2:48 Dismissal

2026-2027 School Calendar

August 31 st	First Day of School
September 4 th	No School
September 7 th	No School – Labor Day
September 10 th	Picture Day
October 2 nd	1/2 day - Teacher Inservice
October 15 th	Picture Retake Day
October 30 th	End of 1 st Marking Period
November 9 th -13 th	Book Fair
November 11 th – 12 th	Parent-Teacher Conferences 4-7pm
November 16 th	No School – Safety Day
November 25 th -27 th	No School – Thanksgiving
December 21 st -January 1 st	Christmas Break
January 20 th	1/2 day for students
January 21 st	1/2 day for students (End of 2 nd Marking Period)
January 22 nd	No School – Records Day
February 8 th	No School – Teacher Inservice
March 5 th	1/2 day for Students
March 8 th -12 th	Book Fair
March 22 nd -26 th	Spring Break
April 2 nd	End of the 3 rd Marking Period
May 31 st	No School – Memorial Day
June 9 th	1/2 day for Students
June 10 th	1/2 day for Students – Last day of School

RIGHTS AND RESPONSIBILITIES

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

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

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

The Title I, Part A Program makes it possible to expand the basic educational programs schools and districts offer with services and interventions that support struggling learners. Title I, Part A is one of many programs governed by the Elementary and Secondary Education Act or ESEA.

There are two kinds of programs that schools can fund through Title I, Part A — *school wide* and *targeted assistance*.

- *School wide* means that all students—based on academic need—are eligible to receive the additional instruction this federal program will fund.
- *Targeted assistance* makes it possible to provide the same benefits but only to selected students based on academic need.

Your Right to Know

ESEA directs schools and districts to notify parents about four key requirements of a Title I, Part A program.

1. Professional qualifications of teachers and paraprofessionals who instruct
2. Notification if your child's teacher is not highly qualified
3. Individual report card that lets you know how your child is progressing
4. Notification that the school has entered *school improvement* because its students did not make *Adequate Yearly Progress*—meet the state standard in math or reading or both—for two school years in a row.

Your Right to Know —Professional Qualifications of Teachers

Parents of children, who attend schools that receive Title I, Part A funding, have the right to request and receive information about the qualifications of the educators who teach their children core subjects—reading, English language arts and mathematics. The same applies to paraprofessionals who instruct.

At a minimum, the information you receive must explain these 3 essential components of an educator's qualifications.

1. Whether or not the teacher met state qualifications and certification requirements for the grade level and subject(s) he or she is teaching,

2. Whether or not the teacher has an emergency or conditional certificate by which state qualifications were waived.
3. What undergraduate and graduate degree(s) the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

Your Right to Know—Qualifications of Paraprofessionals Who Instruct

Districts employ paraprofessionals to provide instructional support—consistent with the instruction provided by the classroom teacher or teachers. In schools that operate a *schoolwide* program, all paraprofessionals who instruct must have special qualifications. In schools that operate a *targeted assistance* program, the paraprofessionals who instruct students served by the Title I, Part A program must also have earned these same qualifications.

1. Completed at least two years of study at an institution of higher education, or
2. Obtained an associate's or higher degree, or
3. Meet a high standard of quality either through a) the ETS ParaPro Assessment, or b) an paraeducator apprenticeship program approved by Washington State.

Notification If Your Child's Teacher Is Not Highly Qualified.

ESEA directs schools to send timely notice to parents and guardians IF their child has been assigned to, or taught for more than four consecutive weeks by—a teacher of a core academic subject—who is not highly qualified.

Report Card for Every Student

You have a right to know how well your child is progressing. Schools that operate Title I, Part A programs must generate a report card for every student that explains how well that student scored on the state assessment in, at least, reading, English language arts and mathematics.

State Report Card

The Office of Superintendent of Public Instruction—Washington's education agency—publishes a State Report Card online, <http://reportcard.ospi.k12.wa.us/summary.aspx?year=2012-13>. Use this website to find important information about your school and district, such as the results of state testing, enrollment numbers, facts and figures about the teachers in your school and much more.

Notification—Mandatory Throughout School Improvement

Federal law—ESEA—sets a standard for state, district and school accountability, and directs public schools that receive Title I, Part funds to reach 100% proficiency: *all students reach state academic standards in math and reading.*

Under ESEA, schools, whose students have taken the state assessments and have not met these standards—two years in a row—begin a process of *improvement* in the next school year. There are five Steps to school improvement. At each Step, schools and districts must make sure parents and guardians receive a detailed explanation of the causes and consequences of the school's performance and how to get involved in their student's education.

These notifications must be clear and concise. You should be able to distinguish notifications related to school improvement from other information the school or district sends home. Here are the basics you should expect from your school district.

- **What it means to enter a program of school improvement**
- **Reason this school was identified for improvement**
- **How the school compares—academically—to other schools in the district and state**
- **What the school is doing to address the problem.**
- **What the school district or state is doing to help this school**
- **How you can get involved, and how you can help to address the academic issues that led to the need for school improvement**
- **Public School Choice—the option to transfer your student to another public school not in a Step of improvement**
- **Supplemental Educational Services—the option to access remedial instruction for your student**

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

GENERAL INFORMATION

RELEASE OF STUDENT INFORMATION AND PHOTO RELEASE PERMISSION

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

DIRECTORY INFORMATION

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

EXTRA-CURRICULAR ACTIVITIES

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

EXTRA SERVICES

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

FIRE, TORNADO, AND LOCKDOWN DRILLS

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

INSURANCE

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

KINDERGARTEN

The Tawas Area Schools would like your help in locating children in our school district who are eligible to start Kindergarten in the fall.

In an effort to provide your child with an "equal chance" to succeed in school, the Tawas Area Board of Education has established a starting age of five (5) years by September 1 and the child must be a legal resident of the Tawas Area School district or approved school of choice student. State law permits entrance to Kindergarten if a child is not five years of age by September 1 of the year entering school. Based upon past experience and educational research, some children are not ready to enter school at this time.

If you have a child eligible to enter school in the fall, please call 984-2200, so that we may identify eligible students. Please call immediately so we can send you the proper forms and information you will need for your child to start school.

Also, if you know of any child eligible to enter school in the fall please inform the parents of this announcement.

LOCKERS

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

LOCKERS AND DESKS

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

LOST AND FOUND

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

NEWSLETTERS

Periodic messages and newsletters are sent home. These will, hopefully, keep you up to date on school activities, upcoming events, and items of general interest. Because newsletters don't always make it home with your children, if you feel you've missed something, *Please check our website* or give us a call at: Clara Bolen Elementary 984-2200

RELEASING OF STUDENTS

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

SCHOOL CLOSINGS

While every effort is made to keep the schools open, occasionally, for safety reasons, their closing is necessary. Should conditions require this, announcements will be made, as soon as the decision to close school is made on the following radio and television stations:

T.V.	Channel 5 WNEM Bay City
T.V.	Channel 11 WBKB Alpena
T.V.	Channel 12 WJRT Flint
T.V.	Channel 25 WEYI Clio
RADIO	WHST F.M. 106.1 Tawas
RADIO	WKJC F.M. 104.7 Tawas
RADIO	WIOS A.M. 1480 Tawas
RADIO	WHSB F.M. 107.7 Alpena
RADIO	WHNN F.M. 96.1 Saginaw
RADIO	WATZ 99.3 Alpena

When available reports indicate emergency weather conditions are imminent once the students are in school, it may be necessary to release them early. We would suggest that preparations for such a possibility be made in advance so that your youngster doesn't find himself/herself locked out of a house or unsupervised at home.

STUDENT PROGRESS

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

STUDENT RECORDS

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

VISITORS

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

VOLUNTEERS

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

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:

School Social Worker ***Civil Rights Coordinator*** 989-984-2235
Civil Rights Coordinator
211 South Plank Road
Tawas City, MI 48763

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 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.

HEALTH AND SAFETY

EMERGENCY CONTACT FORMS

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

EXTENDED ILLNESS

When you know your child will be absent for an extended period of time, please notify the school as soon as possible so that work may be prepared for sending home.

HEAD LICE

Any student with live lice or nits may remain in school until the end of the school day. Immediate treatment at home is advised. The student will be readmitted to school after treatment and examination. If, upon examination, the school-designated personnel find no live lice on the child, the child may reenter the school. Parent/Guardian(s) should remove nits daily and treat if live lice are observed.

MEDICATIONS

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

IMMUNIZATION

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

COMMUNICABLE DISEASES (BLOODBORNE PATHOGENS)

We recently have been notified by the Federal government that the District is subject to new regulations from the Occupational Safety and Health Administration (OSHA) to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect

employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

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

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

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

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

REPRODUCTIVE HEALTH EDUCATION

The Tawas Area Board of Education has established a program of instruction in 4th grade for reproductive health. The program is presented by certified teachers in reproductive health education. In addition, local health care providers may be enlisted to present and or to assist with the presentation of the approved reproductive health education program.

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

CONCUSSION AWARENESS

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 play until medical documentation has been provided.

ATTENDANCE

Regular attendance is both required by law and necessary for scholarship. In the even event of absence, parents are asked to call the office at (989)984-2200 prior to 9:30 a.m. explaining the reason for absence. Students with unverified absences will receive a phone call from the school, requesting parent verification of the absence. Records are kept to watch attendance patterns of excused and unexcused absences. Continuous absences will be appropriately dealt with. If extended absence is anticipated, please notify the School so that assistance may be provided in helping your child keep up with his/her class work. The School utilizes 10 days of absence per year as a standard for allowable absence. The Superintendent, or administrative designee, shall require, from the parent of each student or from an adult student who has been absent for any reason, a written statement and/or confirmation of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each absence. Examples of what will be considered include, but are not limited to the following:

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

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

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

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

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

ACUTE ATTENDANCE PROBLEMS

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 $\frac{1}{3}$ 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 or expulsion for insubordination.
4. Students 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.
 - Students absent from the school may not work or participate in extracurricular activities that same day unless their absence was "School Related" or "Pre-arranged."
 - 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.
5. After nine (9) absences, the school will schedule a conference.
6. After (10) consecutive absences, a doctor's excuse may be required or the student may be dropped from enrollment.

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

"The compulsory attendance law recognizes an educational value in regular attendance at school. Presence in a classroom aids in instilling concepts of self-discipline and exposes a student to group interactions with teacher and fellow students. Such presence also enables a student to hear and participate in class instructions, discussion and other related learning experiences. These and similar considerations are proper educational values which will not necessarily be fully reflected in test results. School authorities may determine that attendance, class participation and similar factors are proper educational values bearing on a student's academic achievement. It is, therefore, my opinion that a school district, by its agents and employees, may consider attendance in determining a student's grade in a course."

ATTENDANCE POLICIES

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

ATTENDANCE POLICY AND PROCEDURES

EXCUSED ABSENCES

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

An absence will be considered an “excused absence” if a parent/guardian contacts the school, and provides a reason for the absence. The absence, as well as the reason for the absence, 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
- Quarantine

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

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 a.m.

STUDENT RESPONSIBILITIES

BE ON TIME FOR SCHOOL AND CLASSES

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

BE PREPARED FOR CLASS

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

DO NOT KEEP OTHERS FROM LEARNING

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

OBEY SCHOOL RULES

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

RESPECT OTHERS

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

TAKE CARE OF SCHOOL PROPERTY

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

POSITIVE BEHAVIOR PROGRAM

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

HOMEWORK PRACTICES AND PROCEDURES

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

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

VACATION HOMEWORK POLICY

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

1. Teachers **WILL NOT** be expected to provide advance lesson plans for the student.

2. Due to the high cost of textbooks, it is in the best interest of our district for the students to refrain from taking school books on vacation.
3. Upon returning from vacation, students will be given time to complete make-up work.

KINDERGARTEN

Parents are encouraged to read daily to their child and review letter recognition, formation, and sounds. Also offer opportunities to practice counting and writing numbers, cutting, gluing, coloring, and large muscle skills.

GRADES 1 & 2

Parents are encouraged to set aside 15-30 minutes each night for either silent reading, child reading to parent, parent reading to child, reviewing spelling and reading vocabulary words, or memorizing math facts.

GRADES 3 & 4

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

STUDENT CONDUCT

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

NOTE - The rules of conduct have been reviewed in each classroom during the first week of school and this constitutes the first warning. Rules are also posted throughout the school.

Disciplinary action may be taken without further warning.

GENERAL GUIDELINES FOR BEHAVIOR

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

1. Bring all needed materials into the classroom after you arrive at school (this includes homework, assignments, pencils, books, paper, lunch money, or any other necessary supplies).
2. Upon arriving in class, take your seat and quietly converse with classmates or do other quiet activities until school begins.
3. Always walk in the room.
4. Be nice to one another.
 - a. Share
 - b. Keep hands to self
 - c. Listen to others
 - d. Do not do anything that may physically hurt another person
5. Raise your hand and speak when called upon.
6. Follow directions.

GENERAL SCHOOL RULES

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

CLASS COURTESY

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

DO NOT BRING NON-EDUCATION ITEMS TO SCHOOL WITHOUT PERMISSION FROM SCHOOL STAFF

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

GENERAL LUNCHROOM RULES

1. Practice good table manners.
2. Stand quietly while in the lunch line.
3. Keep your hands to yourself.
4. Be courteous to lunchroom workers and your classmates.
5. Talk quietly and remain in your seats until dismissed.
6. Make sure your area is clean before you leave.
7. Throwing food or other items is prohibited.
8. Trash is to be taken care of in an appropriate manner.

GENERAL PLAYGROUND/RECESS RULES

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

Indoor recess may be held in cases of inclement weather. Chill-factor, wind, and condition of playground are always considered before students go outdoors for recess. If indoor recess is necessary, students are to stay inside their classroom. Classroom doors are always to be left open. Students are to be seated and may talk quietly.

HORSEPLAY AND ROUGH HOUSING

Horseplay and rough housing is not allowed at any time.

PROPER DRESS

Students are expected to dress in an appropriate manner. Students should not be dressed or groomed so as to distract, embarrass, or make others uncomfortable. Over-all appearance should be one of cleanliness and

appropriateness for a school setting. If a student is unsure about an article of clothing, or the appropriateness of personal grooming, they should consult the principal.

Footwear: Students must wear shoes, boots, or sandals at all times. To participate in physical education class, students must wear a rubber soled athletic shoe which covers the entire foot. Open-toe sandals may not be worn during physical education class. It is highly recommended that students wear shoes/boots rather than sandals while on the playground. It is also recommended that students wear socks.

There are some types of clothing which are not acceptable for school such as: tank or tube tops, open midriff, short skirts, hats, coats, and/or any other clothing promoting alcohol, drugs, sexual innuendoes, or other inappropriate subjects. Sleeveless shirts may be worn providing that the top of the shoulder strap is at least 4 inches wide with regular arm cut, not the full (lower) cut, no gaps & no cut-outs/off of sleeves, no bare shoulders. Hats, jackets, and/or coats are not to be worn in the building while school is in session. Mid-thigh length shorts, dresses, and skirts are permitted. However, we encourage that shorts be worn only during warm weather. Also, chains or other apparel that may be harmful to others are not permitted. Safety and good taste rules will prevail in the final decision by the Administration.

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 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.

TRANSPORTATION SERVICE

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

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

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

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

RIDING BUSES

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

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

BASIC BUS RULES

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

Responsibility of Students

1. Be Courteous to others and safety-conscious at all times...line up in an orderly manner and wait no closer to the street than the city sidewalk or the country mailboxes. Wait until the bus stops before

attempting to get on/off.

2. Walk to the bus stop facing traffic arriving 5 minutes before the bus arrives.
3. Always cross at least (10) feet in front of the bus.
4. Do not fight or bully other students at the bus stop or on the bus.
5. Sit on the seat. Keep your hands, body and head inside of your seat and to yourself.
6. Do not engage in shouting, loud talking, whistling, etc.
7. No use of profane or vulgar language or obscene signs or gestures.
8. Damage to the bus or others' personal property must be paid for by the person causing the damage.
9. Smoking/possession of tobacco or any forms of illegal activities are prohibited.
10. 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.**
11. Do not throw anything on, at or off of the bus.

Responsibility of Parents/Guardians

1. To ensure that their children arrive at the bus stop on time. (At least 5 minutes before scheduled time).
2. To provide necessary protection for their children when going to and from the bus stop and while they are at the bus stop.
3. To read and discuss bus policy with their children and insure their understanding of basic bus rules.
4. To accept responsibility in cooperation with the school for ensuring proper conduct of their children.
5. To cooperate with bus drivers for students' transportation in maintaining and carrying out discipline procedures.

Responsibility of Bus Driver

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

PROCEDURES FOR INFRACTION OF THE BUS RULES

Anyone found in violation will be issued a bus ticket in accordance with the bus rules.

TAWAS AREA SCHOOLS
TRANSPORTATION DEPARTMENT
984-2160

Date Occurred _____ at AM / PM

Bus Driver _____ Bus # _____

BUS VIOLATION

Student _____ School _____ Grade _____

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

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

Driver Comments: _____

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

DISCIPLINE ACTION TAKEN: _____ WARNING _____ PARENT/GUARDIAN CONFERENCE

_____ 1-3 DAY BUS SUSPENSION _____ 5-7 DAY BUS SUSPENSION _____ 10 DAY BUS SUSPENSION
(including Parent conference with Admin.)
_____ # DAYS Suspension (date) _____ Reinstated (date) _____

_____ The parent/guardian must sign below before the student will be allowed to resume or continue riding the bus. The signature also
Indicates the parent is aware of the warning and understands further violation could result in loss of bus service for the student named.
_____ You have previously been warned about your conduct while riding the bus. Since you have not responded favorably, you are
temporarily separated from being a regular passenger. In addition parent must sign form below indicating they are aware of the
incident and suspension
_____ Since this is a repeated/serious offense, before you may once again become a regular passenger, you and your parent(s) must
Make an appointment to meet with the principal of the school you attend.

Principal Comments: _____

Principal Signature _____ Date _____

Parents/Guardian's Signature _____ Date _____

Phone _____

Note: If a student loses bus services because of a discipline problem, it is the parents' responsibility to transport the student to and from School. Failure to do so during withdrawal of the service could be considered an unexcused absence. The intention is not to punish or to deny anyone transportation service. The intention is to provide the safest and most pleasant student transportation service possible.

Copies: White – Transportation Yellow – Principal Pink - Parent

WALKER AND BUS LINE BEHAVIOR

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

1. The building will be open at 7:35 a.m.
2. Students who walk should leave the school premises immediately upon dismissal from school. Anyone remaining without reason will be placed in a specific area until all buses have left.
3. Students must stay in their own bus line.
4. Students should behave in an orderly manner. Fighting, using inappropriate language or gestures, or refusing to follow the direction of adult supervision will not be tolerated.
5. Any student being picked up after school will remain in the area designated for such use.

SUSPENSION AND EXPULSION

Level 0

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 the sections below.

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.

Offense	First	Second	Third
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		
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		
Including, but not limited to: mace, pepper spray.			
5. Criminal Sexual Conduct	Expulsion		
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		
Use, possession, sale or distribution of any explosive or incendiary device not expressly permitted.			
7. Weapons	Expulsion		
Possession, 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)		
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

Offense	First	Second	Third
9. Alcohol/Marijuana/Vaporizer 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 or display 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 in possession or on display.	2 OSS	5 OSS	Expulsion
10. Assault (Student Population) 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.	OSS/Expulsion		
11. Drugs 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.	OSS/Expulsion (Turn over to Law Enforcement)		
12. Extortion Obtaining money or value by means of violence or threats.	OSS/Expulsion		
13. Tampering with safety equipment This includes smoke alarms, fire extinguishers, or security cameras, as it compromises the security and well-being of others.	OSS/Expulsion		
14. False Alarm Communicating in any way a false or misleading report of emergency circumstances including, without limitation, fire or unwarranted emergency calls made to 911.	OSS/Expulsion		

Offense	First	Second	Third
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15. 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.

16. Smoking/Tobacco/Look-Alike

2 OSS

5 OSS

OSS/Expulsion

(Turn over to Law Enforcement)

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.
- C. The use or possession of tobacco/nicotine products on school grounds, on buses, or at school-sponsored functions.
- D. Including but not limited to Chewing Tobacco, Electronic Cigarettes, Vaporizers, Vape/E Juice, any emerging nicotine delivery products (Zyn) and any look-alikes.

17. Sexually Inappropriate Behavior

OSS/Expulsion

Level 2

Offense	First	Second	Third
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18. Disobedience (persistent)

1 OSS

3 OSS

5 OSS/Expulsion

Multiple violations of the Student Handbook or classroom rules.

19. Fighting

1 OSS

3 OSS

5 OSS/Expulsion

Confrontational conduct involving bodily contact by mutual engagement.

20. Threatening

1 OSS

3 OSS

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.

21. Unlawful Interference

1 OSS

3 OSS

5 OSS/Expulsion

Hampering, restricting or impeding the school program or school personnel.

22. Vandalism

1 OSS

3 OSS

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

Offense	First	Second	Third
23. Academic Dishonesty Violations of dishonesty on school work, such as cheating, plagiarism, and the like. Credit on a "redo" assignment is determined with the maximum grade of 60%	Zero or ISS	Zero and ISS	Zero and OSS
24. Accessory and/or Threatening to a Fight Promoting/provoking a fight and verbal actions or gestures short of physical action.	1 ISS	3 ISS	OSS/Expulsion
25. Electronic Devices Violations of use of cell phones, iPods, earbuds, MP3 players, smart watches and the like.	End of day	Parent	ISS/Parent
26. Classroom Misbehavior Violations of classroom rules as established by the teacher as presented in the syllabi. Being unprepared to class is defined as forgetting any usual materials. IE: Chromebook, class text, notebook, or a writing utensil.	Recess Det.	After School	ISS/OSS
27. Disobedience Not obeying a reasonable request by a staff member or school personnel.	Recess Det.	After School	ISS/OSS
28. Disrespect to School Personnel	Recess Det.	After School	ISS/OSS
29. Disruptive behavior with Substitute Teacher	Recess Det.	After School	ISS/OSS
30. Excessive Roughness and/or Horseplay Misbehaving on school property, including, but no limited to: running, pushing, providing excessive noise, acting in a generally unruly manner.	Recess Det.	After School	ISS/OSS
31. Failure to Attend Detention 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.	Recess Det.	After School	ISS/OSS
32. Failure to Attend ISS/OSS/Expulsion	Recess Det.	After School	ISS/OSS
33. Forgery 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.	Recess Det.	After School	ISS/OSS
34. Gross Misbehavior 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	Recess Det.	After School	ISS/OSS

Offense	First	Second	Third
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determined by administration) detrimental to students, staff, the school or the district through social media.

35. Hall Pass Violation **Recess Det.** **After School** **ISS/OSS**
Students out of classrooms without a pass from a staff member.

36. Derogatory Remark **Recess Det.** **After School** **OSS**
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:

- Mocking or making assumptions about someone's race or ethnicity
- Using racially offensive humor or stereotypes
- Making derogatory or dismissive remarks about a person's cultural practices or traditions

37. Harassment/Intimidation/Bullying **After School** **ISS** **OSS**
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.

"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 handheld 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.

"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.).

38. Hazing **1 OSS** **3 OSS** **OSS/Expulsion**
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.

39. Insubordination **Recess Det.** **After School** **ISS**
Flagrant refusal or gross disrespect towards school personnel or adults acting in a supervisory capacity.

Offense	First	Second	Third
40. Laser Lights Any light, which can be directed toward an individual, which may have damaging physical or mental effects.	Recess Det.	After School	ISS
41. Leaving School without Permission 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.	Recess Det.	After School	ISS
42. Lighter/Matches/the like Students having lighter, matches, vaporizer batteries or the like in their possession.	After School	ISS	OSS
43. Littering Improper disposal (dropping or throwing on floor, not throwing away lunch materials in the lunchroom) or papers, wrappers, lunch items and/or trash, etc. Trash receptacles are located throughout the building and the lunchroom.	Recess Det.	After School	ISS
44. Misuse of Technology/AUP Violation Any act committed through or by means of a computer and/or Chromebook, 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: - 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. - The destruction of computer hardware or software or the intentional destruction or corruption of computer data may be punishable as "vandalism." - 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." - Using a computer-related method to display gang symbols or to engage in gang-related discourse may be punishable as "gang activity."	Recess Det.	After School	ISS
45. Obscenity and Indecency Offending or vulgar acts in verbal or written form, pictures, gestures, or caricatures, against the commonly recognized standards of good taste as interpreted by school authorities.	Recess Det.	After School	ISS
46. Off-Limits Areas Including but not limited to parking lot, woods, high school soccer field, bus parking lot. Any student not within the Clara Bolen Elementary playground without permission.	3 hrs. After School	1 ISS	OSS
47. Profanity/Verbal Misconduct A. Using inappropriate language such as swearing in verbal or written form. B. Making an inappropriate, mean-spirited comment toward another student or staff member.	Recess Det.	After School	ISS

Offense	First	Second	Third
48. Pubic Display of Affection Kissing, hugging, and other close physical contact.	Recess Det.	After School	ISS
49. Restroom Abuse/Misuse Overcrowding individual stalls. Only one person per stall is allowed.	Recess Det.	After School	ISS
50. Stealing/Burglary 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.	After School	ISS	OSS

DISCIPLINARY MEASURES

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

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

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

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

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

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

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

If a student's behavior interferes with the educational opportunities or safety of yourself or others, the following disciplinary actions may take place, NOT NECESSARILY IN THIS ORDER.

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

	Bathroom	Playground	Hallway	Cafeteria	Classroom	Office
Be	B	R	A	V	E	
Respectful	Respect the privacy of others by keeping eyes, hands and feet to yourself	Follow the rules of the game and playground areas	Walk on the right side, on the silver line, use walking feet, face forward, and keep hands to yourself	Use good manners in lines and at your table	Follow classroom rules and use good manners	Use good manners
Accountable	Report concerns to adults	Report concerns to adults and resolve conflicts with polite words	Use a hall pass to travel and arrive promptly	Clean up after yourself	Accept responsibility for your learning and be prepared for class	Stay in front of the counter, express needs clearly
Valuable	Use supplies wisely, wash hands and clean up after yourself	Respect and put away equipment when you are done	Value the work of other classrooms and projects in the hallway	Value your time	Celebrate learning, use supplies wisely and help others to do their best	Value the time and space of others in the office
Engaged	Be quick, quiet and courteous	Explore new activities and make new friends	Smile and be courteous to others while keeping your place in line	Raise your hand if you need help	Persevere, be an active participant, stay focused, do your best	Pay attention to the adult, listen closely
<i>Voice Level:</i>	0	4	0	2	2	2

CONFISCATED MATERIALS

Any item 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.

HOMELESS STUDENTS

Upon enrollment of a homeless child or in the event a student becomes homeless throughout the school year, the Liaison will coordinate with appropriate administrative staff to assure that the school last attended by a homeless child is immediately contacted to provide relevant academic or other relevant records. If upon enrollment the homeless child is found to be in need of any immunization required 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 not satisfied with the State Coordinator's proposed resolution can appeal such a 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: (1) facilitate homeless children having access and reasonable proximity to available education and related support services; and (2) 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 questions on eligibility and services provided under the McKinney-Vento Act, please contact our Homeless Liaison, (989) 984-2241.

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. 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.

11. 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.

12. 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.

7. 13. Students in Kindergarten-12th 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 9-12th, as directed

and authorized by their teachers, shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Acceptable Use Policy for the Tawas Area School District Clara Bolen Elementary Computer Network

I understand that I may be permitted to use the school's computers, electronic devices, and Internet at school and at home under the following school rules for computer and Internet use. I promise that:

- I will only use the computers, electronic devices, and Internet for schoolwork. • I will only use the computers, electronic devices, and Internet as directed by my teacher or other school employee.
- I will not use the Internet to try to look at websites that I know are for adults only or that I know I should not access.
- If I accidentally access a website that I know I should not look at, I will tell my Parent or teacher right away.
- If someone sends me something on the Internet that I know is inappropriate, I will tell my Parent or teacher right away.
- I will not use the school's computers, electronic devices, or Internet to bully or harm any other person.
- If someone else uses the computers, electronic devices, or Internet to bully or harm me, I will tell my Parent or teacher right away.
- I will not damage the school's computers, electronic devices, or cause problems with the computers, electronic devices, or Internet on purpose.
- I will give the school's computers and other electronic devices back to the school at the school's request.
- I will not use the school's computers, electronic devices, or Internet to cheat on my schoolwork.
- I will not copy anything that I see on the school's computers, electronic devices, or Internet and pretend that it is my own work.
 - I will keep my password secret from everyone except my Parent.
- I understand that the school can see everything that I do on the school's computers, electronic devices, and Internet.
- I understand that the school has filters on its computers, electronic devices, and Internet, which means I might not be able to see some information. I will not try to interfere with those filters.
- I will follow all of these rules. I will also follow any directions that my teacher or other school employee gives me about my use of the school's computers, electronic devices, or the Internet.

I understand that if I break any of these rules, I may be disciplined, and I may also lose my computer, electronic device, and Internet privileges.

Student Signature Date

Revised: 05-11-2026 DA

I have read this Agreement and agree that as a condition of my child's use of the school's Technology Resources, which include: (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems, I release the school and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child's use or inability to use the Technology Resources. I also indemnify the school and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child's use, or misuse, of the school's Technology Resources.

I have explained the rules listed above to my child.

I authorize the school to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.

I understand that data my child sends or receives over the school's Technology Resources is not private. I consent to having the school monitor and inspect my child's use of the Technology Resources, including any electronic communications that my child sends or receives through the Technology Resources.

I understand that the school does not warrant or guarantee that its Technology Resources will meet any specific requirement or that they will be error free or uninterrupted; nor will the school be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.

I agree that I will not copy, record, or share, or allow my child to copy, record, or share, any information sent to my child via the school's Technology Resources that includes personally identifiable information about any other child including, without limitation, videos, audio, documents, or other records that identify another student by name, voice, or likeness.

I understand and agree that my child will not be able to use the school's Technology Resources until this Agreement has been signed by both my child and me.

I agree that my child will return all Technology Resources to the school in good working order immediately on request and that I am responsible for any damage to the Technology Resources beyond normal wear and tear.

I have read this Agreement and agree to its terms.

Parent Signature Date

Cc: Parent, student file

Revised: 05-11-2026 DA