

Student/Parent

Secondary Handbook

TCAPS

Traverse City Area Public Schools

2012-2013



Reach Higher

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2012-2013
TRAVERSE CITY AREA PUBLIC SCHOOLS

Secondary Education Student/Parent Handbook

LEARNING ENVIRONMENT

I understand that I am responsible for creating and maintaining a safe and orderly school environment conducive to teaching and learning, and to provide respect for self and others.

I understand that I am required to and I will report to a staff member any information that I see or hear about an activity or plan that could result in someone being injured.

(Policies 5610, 5610.01, 5611)



ANNUAL NOTICE

This handbook serves as annual notice to students and parents of Directory Information, the Student Code of Conduct, and Title IX.



Dear Secondary Parents and Students,

Welcome to Traverse City Area Public Schools (TCAPS). We are delighted to work as learning partners in our school community. We will do all we can to provide the very best for your student and every student we serve.

At TCAPS, we are proud to be part of a wonderful community that values education. Our staff, students, parents, and administration all work together to provide every student with opportunities to become engaged and grow academically and personally. We are dedicated to providing an outstanding learning experience that includes a wide range of excellent educational programs. We pride ourselves in providing a safe and welcoming environment for your student.

TCAPS learning communities offer a great place for students to make friends, challenge their imagination, learn critical thinking skills for the future, and be inspired to continue on their educational journey toward achieving their goals. The relationships that are formed between students, staff, and families truly help to open doors where ideas can be exchanged and where learning and growth occur.

We invite you to become fully involved in the educational journey of your student and our community's youth – as a parent, volunteer, mentor, booster, and community supporter of our public schools. The Board of Education, administration, and staff of TCAPS are grateful to work in the service of youth and for the many caring circles of families and communities who work together in partnership with our schools to create a bright future.

We look forward to working with you to ensure an engaging, inspiring, and challenging educational journey for your student.

Sincerely,

Stephen E. Cousins
Superintendent of Schools



MESSAGE

From Your Superintendent

TCAPS BOARD OF EDUCATION

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A special thanks is given to the many people who have provided assistance and input in the development of this handbook.

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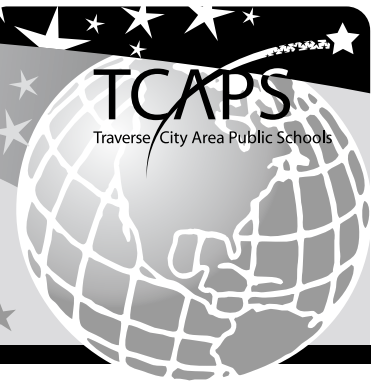
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Introduction



Traverse City Area Public Schools (TCAPS) is dedicated to creating and maintaining a positive learning environment for all students. In order to meet this end, Traverse City Area Public Schools will exercise its independent legal authority to educate, protect, and discipline our students. Additionally, parent(s)/guardian(s), staff, teachers, and administrators must assume a responsible role in promoting behavior that enhances academic and social success. Everyone's courteous, respectful, and responsible behavior will foster a positive learning climate in our school community.

Each person has certain rights, and along with these rights go certain responsibilities. You have the right to pursue your own fulfillment, but your rights must end when they begin to infringe on the rights of others. The administration reserves the right to advise parents of any situation regarding a student, regardless of age, which it deems worthy of parental involvement. Some of the significant rights and responsibilities are:



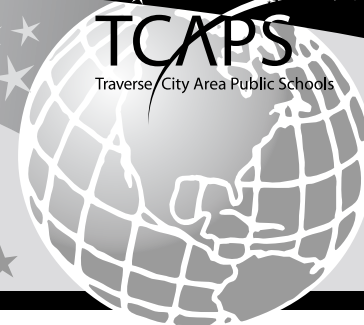
THE RIGHT TO:

- Pursue, through study and self-application, a quality education at public expense and to attain personal goals through participation in the entire school program.
- Participate in school activities without being subject to unlawful discrimination. Where access to participation and programs or activities is on an eligibility or competitive basis, each student has the right to an opportunity to apply and to compete on an equal basis under uniform criteria.
- Express and communicate concerns, thoughts, and ideas in a manner of expression that does not interfere with the orderly operation of the school or the rights of others.
- Participate or refrain from participating in patriotic exercises or activities.
- Be secure in their person, papers, and effects against unreasonable searches and seizures, consistent with the requirements of law that there is reasonable suspicion upon which to conduct searches of students and their personal possessions for materials, substances, or items prohibited by law or school regulation.

THE RESPONSIBILITY TO:

- Attend classes daily, be on time to all classes, and follow school rules.
- Foster good human relations within the school by practicing courtesy and tolerance in their dealings with each other and to respect the dignity and worth of other individuals.
- Refrain from libel, slanderous remarks, and obscenity in verbal and written expression. Refrain from the use of illegal substances including, but not limited to, alcohol and tobacco.
- Develop tolerance for the viewpoints and opinions of others. Recognize the rights of other individuals to form different points of view, and to dissent in an orderly and respectful manner.
- Respect the rights of classmates who do or do not wish to participate.
- Respect the rights, property, and privacy of other students and school personnel, carry only those materials which are acceptable under the law and which are not hazardous to any person or property, and to accept the consequences for articles stored in school lockers.

I. School Policies & Procedures



(The following information is for all secondary students, grades six through twelve, of Traverse City Area Public Schools unless it is otherwise noted.)

ATTENDANCE GUIDELINES AND PROCEDURES (Policy 5200)

A. PHILOSOPHY

Regular and prompt attendance in school is an important and major factor in academic success. It is also a desirable quality in the work place that reflects responsibility, self-management, ethical behavior, and respect for self and others. In school, active participation and interaction by students in the classroom is an essential part of the instructional process and is only experienced through regular and prompt attendance.

B. RESPONSIBILITIES

The **primary responsibility** for ensuring regular and prompt school attendance rests with the parent(s)/guardian(s) and the student. Through cooperative efforts between the parent(s)/guardian(s) and the school staff, it is hoped each student will develop attendance habits and attitudes which will be helpful to his/her present and future endeavors.

Students have the responsibility to be prompt in their attendance, regularly attend class, and to contact his/her teacher for make-up work when absent.

Parent(s)/Guardian(s) have the responsibility to:

- Give a written statement and/or confirmation to the school each time a student is absent for any reason.
- Give written notification to the school annually that their student has an existing medical condition or some other uncontrollable factor that would cause absence(s) from school.
- Set priorities at home that support education by requiring regular daily attendance for their student.
- If absences do occur, the school should receive a telephone call the same day informing the school of the reason for the absence.

Parent(s)/Guardian(s) will be notified by the school via telephone or mail when attendance concerns exist. Keeping a record at home of your student's absences will help your student develop or maintain an excellent daily attendance record. **Parent(s)/guardian(s) are reminded that TCAPS secondary schools have an Internet program, "Parent Viewer," to assist parent(s)/guardian(s) in monitoring their student's attendance and grades.** Parent(s)/Guardian(s) wishing to take advantage of this program should contact their student's secondary school.

Counselors have the responsibility to check and detect irregularities in the attendance patterns of their counselees, to respond to parent(s)/guardian(s) requests about the attendance patterns of students, to consult with teachers about academic problems of students caused by irregular attendance, and to counsel students and parent(s)/guardian(s) about absences.

Administrators have the responsibility to develop procedures, which provide prompt feedback to students, parent(s)/guardian(s), counselors and teachers and to administer the Attendance Policy with fairness and impartiality.

Truancy Intervention Program: The Thirteenth Circuit Court, Family Division Truancy Intervention Program serves all schools in Grand Traverse County. Traverse City Area Public Schools, local law enforcement agencies, Prosecutor's Office, District/Family Court, and prevention service agencies have joined together to improve school attendance while assisting families in getting their children to school. Studies indicate that students who are truant have a greater chance of dropping out of school. Truancy often leads to high-risk behaviors such as violence, alcohol, and substance abuse. The objectives of this program are to:

- Increase student attendance;
- Decrease the number of trancies within TCAPS; and
- Develop a collaborative community effort to assist families of students who are truant.

The principal may make a referral to the Truancy Intervention Center at any time regarding past or current attendance concerns and at the principal's discretion. Excessive verified absences may be referred to the Truancy Intervention Center for review.

Also note that students who are referred to the Truancy Intervention Center may receive rewards for improved attendance.

Our goal is to improve student attendance and ensure that he/she attends school on a regular basis in order to develop to his/her fullest potential.

C. ATTENDANCE INCENTIVES

1. Recognition may be given to students with excellent attendance.
2. Teachers are encouraged to develop incentives to improve attendance in their classes.
3. Earn privileges of open campus and/or parking permits.

D. ABSENCES AND ATTENDANCE CODES

We recognize that the presence of a student in the classroom enables him/her to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom

participation are integral to instilling incentives for the student to excel. The TCAPS Board of Education considers the following factors to be reasonable excuses for time missed at school:

1. illness
2. recovery from accident
3. required court attendance
4. professional appointments
5. death in the immediate family
6. observation or celebration of a bona fide religious holiday
7. attending returning or farewell service for military parent, guardian, or sibling
8. such other good cause as may be acceptable to the Superintendent or his/her designee

1. THE ATTENDANCE CODES BEING USED THIS YEAR ARE AS FOLLOWS:

EXC = Excused Absence – A parent(s)/guardian(s) has given the school verification of a student's absence due to one of the reasonable excuses listed above. If a parent calls or writes ahead of time to prearrange an absence related to a family matter, it will be excused under reason eight (8) as listed above.

UNX = Unexcused Absence – A parent(s)/guardian(s) has notified the school of a student's absence with a reason not considered a reasonable excuse as listed above.

UNV = Unverified Absence – There has been no verification of a student's absence by a parent(s)/guardian(s).

It should be noted that an unexcused and/or unverified absence will have an adverse effect on a student's progress in class and negatively impact an attendance appeal.

For students in grades six (6) through eight (8) who have more than four (4) consecutive unexcused and/or unverified absences or six (6) unexcused and/or unverified absences in a semester, a letter will be sent to the student's parent(s)/guardian(s). If the student is under the age of sixteen (16), a copy may be sent to the Truancy Intervention Center.

Students in grades nine (9) through twelve (12) who have unexcused and/or unverified absences totaling more than four (4) in any class in a trimester will lose credit for that class unless they score at least a 70% on the final exam.

2. OTHER ATTENDANCE CODES THAT MAY BE USED ARE AS FOLLOWS:

ACT = School-sponsored activities that are approved and pre-arranged with staff and administration.

CTC = Student is detained at Career Tech or attending a Career Tech function.

ECC = Extenuating circumstances as determined by administration.

ILL = Student goes home sick after a partial day at school or is in the sick room at school.

ISS = In school suspension

MTG = The student is meeting with a counselor, staff, or administration.

OFF = Student is in the office or school health clinic with permission of staff or administration.

OSS = Out of school suspension

3. SCHOOL-SPONSORED ABSENCES

Any absence incurred by the student participating in a school activity will be considered a school-sponsored absence. Students are expected to meet with their teachers before any activity in order to make arrangements for any assessments or work missed.

4. ATTENDANCE EXPECTATION FOR STUDENTS INVOLVED IN EXTRA/CO-CURRICULAR AND/OR ATHLETIC ACTIVITIES

Students involved in extra/co-curricular and/or athletic activities are required to be in attendance each and every class period on the day of an extra/co-curricular event and/or athletic contest. In extenuating circumstances, students may apply to the administration to request some leeway with the attendance policy. The administration will render a decision for each application on a case-by-case basis.

5. AUTOMATED ATTENDANCE NOTIFICATIONS

In support of the TCAPS philosophy that regular and prompt attendance in school is important and a major factor in academic success, TCAPS will send daily automated notifications to parents when their student has received an unverified absence in a class period. It is important that parents/guardians take every opportunity to provide contact information updates to TCAPS as necessary so that these communications can occur regularly and when needed. Additionally, parents/guardians may monitor their student's grades and attendance instantly at <https://pinnacle.tcaps.net/gradebook>. If you need assistance with login information, please contact your student's school office.

E. PLANNED AND/OR PRE-EXCUSED ABSENCES

Anytime a student knows that he/she will be absent from school for an extended period of time (two or more days), he/she must give advance notice of the pending absence to all of his/her teachers by obtaining a pre-absence form. The pre-absence form can be obtained from the Principal's or Attendance Office. The student must obtain his/her teachers' signatures on the pre-absence form, which must also be signed by a parent/guardian, and return the completed form to the Attendance Office or the Principal's Office.

F. COMPLETING WORK AND/OR ASSESSMENTS MISSED

Students are expected to meet with their teachers before an anticipated excused absence in order to make arrangements for any assessments or work that will be missed. Students, who have been out of school due to reasonable causes as per Section "D," are required to meet with their teachers immediately upon returning to school. This meeting will enable the student and teacher to make arrangements for any assessments or work missed. The teacher and student will mutually establish timelines for the missed work or assessments to be completed. All missed work or assessment will relate to the content of the work missed.

G. PROCEDURES

1. Attendance will be taken hourly by the teachers and recorded. The official attendance record will be maintained by the teachers.

2. A letter will be sent home the first time a student accumulates three (3) or more unexcused/unverified absences in three (3) hours or more, or when a student's attendance record reaches four (4) unexcused/unverified absences in any class in a trimester. For senior high students this letter will confirm possible loss of credit.
3. A letter may be sent to the parent(s)/guardian(s) after ten (10) days of absences in a school year. This letter will share attendance concerns and outline possible courses of action, i.e. requesting medical documentation of illness, referral to the Truancy Intervention Program, and when applicable, possible loss of credit.
4. Students who have long-term medical or other extenuating attendance problems will work with the Assistant Principal and appropriate members of the Team Addressing Student Concerns (TASC) to work out a plan to accommodate special attendance needs.
5. At the Principal's discretion with students under the age of sixteen (16), a letter will be sent to the Truancy Intervention Coordinator after a student has accumulated twenty (20) days of absence in a school year.

H. TARDINESS

Prompt attendance in class is an important aspect of academic performance. Not being on time or "tardy" is defined as not being in the room ready for instruction by the designated class start time.

Students who develop a pattern of tardiness will receive disciplinary consequences. Excessive or chronic tardiness will be considered a form of truancy and may result in in-school suspension or out-of-school suspension. If a student is under the age of sixteen (16), a referral for truancy may be sent to the Truancy Intervention Center.

Attendance Note for Secondary Students

Any student leaving school during the school day must be signed out of the appropriate Administrative/Attendance Office by his/her parent(s)/guardian(s).

ATHLETICS

ELIGIBILITY REQUIREMENTS (Policy 2431)

Student athletes enrolled in Traverse City Area Public Schools must have a completed physical card on file in the Athletic Office BEFORE he/she will be allowed to participate in any way, i.e. tryouts, practice, competition.

All student athletes enrolled in Traverse City Area Public Schools must pass a minimum of 66 percent of credit load potential for a full-time student for the trimester prior to each season. This translates to four classes if the student is taking five classes, and three classes if the student is taking four classes. Student athletes must take at least four classes, and they must maintain a 2.0 academic average for all classes being taken throughout the season to be eligible to compete in events.

Eligibility grade checks will be done at the beginning of each sports season, at mid-mark of each trimester, and at the end of each marking period. Any student who achieves below a 2.0 GPA will be monitored weekly via grade cards and will be ineligible to compete until the GPA meets the 2.0 GPA minimum.

The weekly grade card checking process will be as follows: Student athletes may pick up a grade card in the athletic office at any time during the week. Friday: Grade cards are due in the Athletic Office by 3:00 p.m. (no exceptions).

Monday: Eligibility will be reviewed for weekly competition.

Students who do not achieve a 2.0 GPA when grades are checked will be ineligible for a minimum of one week of competition. The weekly competition period is defined as Monday through Sunday.

Sports Offerings

Boys' Sports: Baseball, Basketball, Bowling, Cross-Country Running, Cross-Country Skiing, Downhill Skiing, Football, Golf, Ice Hockey, Tennis, Track, Soccer, Wrestling

Girls' Sports: Basketball, Bowling, Competitive Cheer, Cross-Country Running, Cross-Country Skiing, Downhill Skiing, Equestrian, Figure Skating, Golf, Gymnastics, Sideline Cheer, Soccer, Softball, Swimming, Tennis, Track, Volleyball

SPORTSMANSHIP

High standards for sportsmanship on the part of our fans, staff, and student body continues to be a tradition of Traverse City Area Public Schools. We have always been able to point with pride to the exemplary behavior of our students, staff, and fans. It is the responsibility of each person (student, staff, or fan) to see that this tradition remains strong.

TRANSFER RULES FOR ATHLETICS

Students transferring (without physically changing their primary residence) within TCAPS, i.e. Central High to West Senior High or West Senior High to Central High, will be athletically ineligible for one entire year once they have made an initial enrollment choice in the ninth grade.

Once open enrollment has taken place and a student has established their "school of choice" and then physically moves from one geographical attendance area to another within the TCAPS system, TCAPS will follow the Michigan High School Athletic Association (MHSAA) rules regarding transfers. Regulation 1, section 9 interpretation 74 will allow immediate eligibility if the said move is "full and complete."

TCAPS secondary schools will enforce upon a transfer student any period of ineligibility to which that student would have been subject as a result of a student or athletic code violation(s) at that student's most recent previously attended school.

A student who transfers to a TCAPS secondary school after becoming ineligible because of a student or athletic conduct code violation(s) at the previously attended school shall remain ineligible at a TCAPS secondary school for not less than the period of ineligibility imposed by the previously attended school. This would be the case even if the student's situation would otherwise satisfy one or more of the exceptions to the transfer regulation of TCAPS secondary schools and the MHSAA (Regulation 1, Section 9), and even if the act which caused the student's ineligibility at the previous school would not be a violation or cause the same period of ineligibility at TCAPS secondary schools. That student was subject to the rules and penalties of the previous school and shall not be allowed to escape the consequences of his/her conduct and, in doing so, displace students of TCAPS secondary schools from teams, positions, events, and awards at least until the full period of ineligibility has been served.

For further information regarding transfer rules and athletics, students and his/her family should contact the school's athletic director.

NCAA REQUIREMENTS

Before an athlete can play a sport or receive an athletic scholarship at a Division I or II college, he/she must meet specific academic criteria set forth by the NCAA.

Because the NCAA has such specific requirements, it is the responsibility of the athletes to meet with their guidance counselors to ensure that their four-year plan include courses that will satisfy the requirements.

For more information regarding the new rules about core courses, GPA, and test scores, please go to www.ncaa.org. Click on "Academics and Athletes/Eligibility and Recruiting."

You may get NCAA Clearinghouse forms at:

www.ncaaclearinghouse.net. Click on "Prospective Student-Athletes." Click on "US Students Register Here."

PERFORMANCE ENHANCING SUBSTANCES (Policy 5530)

Use of a performance-enhancing substance regardless of source by a student is a violation that will affect a student's athletic eligibility. A list of performance-enhancing substances developed by the State Department of Community Health shall be updated annually and included in AG 2431F. This notice and availability of the list shall also be published in the Parent/Student Handbook provided annually.

BACKPACKS AND COATS

(Middle Schools Only)

Due to the lack of storage space and the inherent danger from clutter, backpacks are not allowed in the middle school classrooms or the cafeteria during lunch. Students are welcome to bring backpacks to school but they must store them in their lockers during the school day. Additionally, as classes in the middle schools are in one building, coats are not necessary and are not permitted to be worn during the course of the school day.

BUILDING AND GROUNDS

(Middle Schools Only)

The middle schools are large buildings located on considerable tracts of land. In order to provide consistent and quality supervision and to maintain a safe and orderly learning environment, **students are only allowed in supervised areas of the campus during the school day.**

Prior to the start of school:

Students are to be in designated, supervised areas.

During lunch:

Students are to be in the cafeteria or in a designated area.

After school is dismissed:

Students are to be on campus or in the building when under staff supervision. Those students waiting for a ride must wait in parent pick-up zones.

Students are never allowed in unsupervised areas.

BUILDING USE AND MAINTENANCE

Student groups, clubs, or organizations using school facilities before, during, or after school must have a staff member in attendance. Anyone wishing to use school facilities outside the school day must obtain permission from the Main Office. User fees are not assessed, however, custodial fees will be charged in some circumstances.

Community or public organizations wishing to use school facilities need to contact TCAPS Facilities Office (933-1940). User and custodial fees will be charged to the organization for facility usage.

CAFETERIA

Students are expected to be courteous and respectful and to purchase food for their personal use.

- Students must have identification cards for the lunch line. Students without an identification card will need to use the "No Card" line. Identification cards are not to be traded or used by others.
- Open containers of food or drink are not allowed outside the cafeteria without permission.
- Entry into the cafeteria and the food service lines is to be orderly. Students will enter the food service area through the proper entrances and be respectful of others.
- Students will eat their lunch seated at a table. All students at the table are responsible for the cleanliness of the table and the floor area under the table.
- When students finish eating lunch, they have the options of remaining at their table, going outside to a supervised area, or going to other noon hour activities.

Cafeteria clean up and/or lunch detention may be assigned by the Supervisor for minor violations of the cafeteria expectations.

Major violations will be referred to an Administrator and include, but are not limited to: tossing/throwing food or other items, abusive/profane language, disrespect to others and/or damage to equipment, furniture, or personal possessions.

Note: Payments to student meal accounts may be made online at: www.sendmoneytoschool.com.

CLOSED CAMPUS POLICY

Traverse City East and West Middle Schools, Traverse City High School, and West Senior High School have a closed campus policy for all students. Traverse City Central High School has a closed campus policy for freshmen and sophomores. This means the students are not allowed to leave the school campus at anytime unless leaving on school transportation, being picked up by a parent(s)/guardian(s), or with permission of the Administration. This applies to after school, as well as during the school day. The same rule applies to students staying after school for athletic or any other school activities. Students from the middle schools are not permitted to drive motor vehicles to and from school without permission from the Administration.

DUAL ENROLLMENT

(Policy 2370 & Guidelines 2370 C)

Any student expecting to be eligible for post-secondary options needs to meet with his or her counselor prior to the Dual Enrollment, especially if tuition reimbursement is expected. At that time, the counselor will inform the student of available support services, deadlines, and procedures related to Dual Enrollment, probable costs, and the need to arrange an appropriate schedule. The consequences of failing or not completing a college course and the effect of Dual Enrollment on eligible student's ability to complete high school graduation requirements, as well as the academic and social responsibilities must be assumed by the student and his or her parent(s)/guardian(s). The student will then be given a form stating eligibility for Dual Enrollment and that the appropriate counseling was received. This form, when signed by the student and parent(s) or guardian(s), will be filed with the college or university when enrolling.

EMANCIPATED STUDENTS/AGE OF MAJORITY

A. AGE OF MAJORITY STUDENTS:

Any student who is eighteen (18) years of age has the option to excuse himself/herself from school. An Age of Majority Form must be completed by the student and signed by a parent(s)/guardian(s). The completion of this form shall be overseen and signed by office personnel. This document must be in the office file prior to the student excusing himself/herself from school.

B. EMANCIPATED STUDENTS:

Any student who is legally emancipated shall have the right to excuse himself/herself from school. An emancipated student shall adhere to the guidelines set forth in the procedures for a verified absence. The student shall provide verification of his/her emancipation in the form of a legal document to office personnel. This document shall be on file prior to the student verifying himself/herself.

GRADING GUIDELINES

(Policies 5200, 5420, 5421) & (Guideline 5420A & 5430)

The evaluation of student achievement and performance, including assigning marks to indicate progress, is the responsibility of the classroom teacher. A student's grade in any course will be based on his/her performance in the instructional setting and will not be reduced for reasons of conduct. If a student violates the attendance or other rules of the school, he/she should be disciplined appropriately for the misconduct, but his/her grades shall be based upon what the student has learned.

A. GRADE POINT EQUIVALENTS

Below is the numerical value of the present 4-point grading system.

NUMERICAL 4-POINT GRADING SYSTEM		
A = 4.00	B- = 2.67	D+ = 1.33
A- = 3.67	C+ = 2.33	D = 1.00
B+ = 3.33	C = 2.00	D- = 0.67
B = 3.00	C- = 1.67	F = 0.00

Please note: A+ is not an authorized grade.

B. GRADING POLICY (Policy 5421)

The District's grading system is meant to be a reliable system and one that ensures each student's grades signify accurately his/her degree of accomplishment of those expected learning outcomes which are to be stated for each program at every grade level, kindergarten through twelfth.

THE GRADING SCALE IS AS FOLLOWS:		
A = 93-100	B- = 80-82	D+ = 67-69
A- = 90-92	C+ = 77-79	D = 63-66
B+ = 87-89	C = 73-76	D- = 60-62
B = 83-86	C- = 70-72	F = 0-59

C. INCOMPLETE GRADING POLICY

Teachers may give an "incomplete" when assignments are missing or incomplete, making it impossible for them to accurately determine a student's progress. Teachers will make students aware of the requirements to change their incomplete to a grade and inform them of the school's announced deadline. Incomplete grades not changed before the established deadline will be automatically changed to an "F." Only in extenuating circumstances, determined by the teacher and principal, may an incomplete be given at the end of the school year.

D. PROGRESS REPORTS (Policy 5420, 5420A)

All students will receive a progress report halfway through the semester/trimester marking period. Reports on students doing well or in need of extra help may be sent at any time.

E. GRADING INFORMATION (Guidelines 5420A)

Parents will be notified that a student is not making satisfactory progress earning a C or below at the mid-term report or prior to report card marking periods. If a student's grade drops to a C or below due to an end of trimester project or trimester exam, the prior notification may not be possible. Teachers are encouraged to provide a plan of action for improvement as early as reasonably possible.

F. PARENT INTERNET VIEWER

Parent(s)/Guardian(s) are encouraged to take advantage of the "Parent Internet Viewer." This Web-based tool allows you as parents to access your student's information (via any Internet access at work or at home) reported directly from teacher's records. Students/parents can access Parent Internet Viewer through school Web sites and TCAPS District Web site or by visiting <https://pinnacle.tcaps.net/gradebook>. If you need assistance with login information, please contact your student's school office.

G. TEST-OUT (Guidelines 5460)

A high school student who wishes to test-out of a course in which he/she is not enrolled may do so by taking the final examination for the course and receiving a grade of at least C+ (78%). Credit for a course earned by a student through this process may be used to fulfill a course or course-sequence requirement and may be counted toward the required number of credits needed for graduation but will not be used to determine the student's GPA.

H. MIDDLE SCHOOL COURSES AVAILABLE FOR HIGH SCHOOL CREDIT

Eighth grade students enrolled in Algebra I-8, Earth Science, and 7th and 8th grade students in Anishinaabemowin, Spanish I, French I, or German I will receive high school credit by receiving an average of 70% or higher on the designated district secondary course assessments.

I. NINTH GRADE MATH AND ENGLISH LANGUAGE ARTS (ELA) SUCCESS

Ninth grade students who fail the first trimester of math or ELA will repeat the course. If they fail again the second trimester, they will repeat the course in summer school (at their expense) or in the following fall trimester.

J. ELEVENTH GRADE MATH PREPARATION

Eleventh grade students who are not enrolled in a math course and scored below 19 in math on the PLAN test will be required to take the Academic College Transition (ACT) Prep course in the second trimester of 11th grade.

K. EARNING CREDIT FOR CLASSES FAILED

Students can still earn credit for a class they fail if they score at least a 78% on the final exam. The F in the course would remain on their transcript and would be factored into the student's GPA, but the student would receive credit towards graduation for the class and the class will be considered completed.

CLASS RANK (Policy & Guidelines 5430)

The Board of Education has authorized the use of a class ranking system for high school students by percentiles at the end of the junior year and again at the end of the first trimester of the senior year. The ranking system is based upon the following criteria: number of credits, grade point average, and courses.

Minimum of eighteen (18) credits from grades 9-11 is required for consideration in the top ten (10) percentiles as follows:

- A. 3.95 or better and Top 1%
1. five (5) credits Honors/AT/AP or NMC courses and three (3) credits of foreign language or fine arts; or
2. three (3) credits Career-Tech Center/Vocational Certified classes and three (3) credits of foreign language or fine arts; or
3. six (6) credits of Career-Tech Center/Vocational Certified classes.
- B. 3.95 - 4.00 or Top 2%
3.90 - 3.94 and Top 2%
1. five (5) credits Honors/AT/AP or NMC courses and three (3) credits of foreign language or fine arts; or
2. three (3) credits Career-Tech Center/Vocational Certified classes and three (3) credits of foreign language or fine arts; or
3. six (6) credits of Career-Tech Center/Vocational Certified classes.
- C. 3.85 - 3.94 or Top 5%
3.80 - 3.84 and Top 5%
1. five (5) credits Honors/AT/AP or NMC courses and three (3) credits of foreign language or fine arts; or
2. three (3) credits Career-Tech Center/Vocational Certified classes and three (3) credits of foreign language or fine arts; or
3. six (6) credits of Career-Tech Center/Vocational Certified classes.
- D. 3.75 - 3.84 or Top 10%
3.70 - 3.74 and Top 10%
1. five (5) credits Honors/AT/AP or NMC and three (3) credits of foreign language or fine arts; or
2. three (3) credits Career-Tech Center/Vocational Certified classes and three (3) credits foreign language or fine arts; or
3. six (6) credits of Career-Tech Center/Vocational Certified classes.
- E. 3.65 - 3.74 or Top 15%
3.60 - 3.64 and Top 15%
1. five (5) credits Honors/AT/AP or NMC three (3) credits of foreign language or fine arts; or
2. three (3) credits Career-Tech Center/Vocational Certified classes and three (3) credits of foreign language or fine arts; or
3. six (6) credits of Career-Tech Center/Vocational Certified classes.

- F. 3.55 - 3.64 or Top 20%
3.50 - 3.54 and Top 20%
1. five (5) credits Honors/AT/AP or NMC courses and three (3) credits of foreign language or fine arts; or
2. three (3) credits Career-Tech Center/Vocational Certified classes and three (3) credits of foreign language or fine arts; or
3. six (6) credits of Career-Tech Center/Vocational Certified classes.
- G. 3.45 - 3.54 or Top 25%
3.40 - 3.44 and Top 25%
1. five (5) credits Honors/AT/AP or NMC courses and three (3) credits of foreign language or fine arts; or
2. three (3) credits Career-Tech Center/Vocational Certified classes and three (3) credits of foreign language or fine arts; or
3. six (6) credits of Career-Tech Center/Vocational Certified classes.
- H. 3.35 - 3.44 or Top 30%
3.30 - 3.34 and Top 30%
1. five (5) credits Honors/AT/AP or NMC courses and three (3) credits of foreign language or fine arts; or
2. three (3) credits Career-Tech Center/Vocational Certified classes and three (3) credits of foreign language or fine arts; or
3. six (6) credits of Career-Tech Center/Vocational Certified classes.
- I. 3.25 - 3.34 or Top 40%
3.20 - 3.24 and Top 40%
1. five (5) credits Honors/AT/AP or NMC courses and three (3) credits of foreign language or fine arts; or
2. three (3) credits Career-Tech Center/Vocational Certified classes and three (3) credits of foreign language or fine arts; or
3. six (6) credits of Career-Tech Center/Vocational Certified classes.
- J. 3.15 - 3.24 or Top 50%
3.10 - 3.14 and Top 50%
1. five (5) credits Honors/AT/AP or NMC courses and three (3) credits of foreign language or fine arts; or
2. three (3) credits Career-Tech Center/Vocational Certified classes, and three (3) credits of foreign language or fine arts; or
3. six (6) credits of Career-Tech Center/Vocational Certified classes.

Parents and students may contact principal for special requests related to scholarship.

January 1998	July 2000
February 1999	November 2000
January 2000	March 2001

GRADUATION REQUIREMENTS (GUIDELINES 5460)

Credit Requirements

Class of 2012 = 27.5 Required Credits Out of 30 Possible

Curriculum Area Requirements	Number of Credits Class of 2012 & thereafter	Required Content (Class of 2012 & thereafter)
Mathematics	4	Algebra I; Geometry; Algebra II; including one credit in senior year
English Language Arts (ELA)	4	English Language Arts; (ELA 9, ELA 10, ELA 11, ELA 12)
Science	3	Biology; Physics or Chemistry; and one additional Science credit
Social Studies	3	U.S. History and Geography; World History and Geography; .5 credit in Civics; .5 credit in Economics
Physical Education/Health	1.5	Health and Physical Education
Visual, Performing, Applied Arts (VPAA)	1	Music, Art, Stagecraft, Theatre, Yearbook, Broadcast Communications, Newspaper, Business, Marketing, Architectural Drafting, Computer, Electronics, Video, Web Publishing, Engineering, Forensics, Debate
Subtotal Core	16.5*	
Subtotal Electives	11	
Total Required Credits	27.5*	

Online Learning Experience – Students will meet the online learning experience incorporated into each of the required credits of the Michigan Merit Curriculum in TCAPS.

***World Languages** – Beginning with the Class of 2016 (Ninth graders in Fall 2012), students will need to complete two (2) credits of a World Language in grades 9–12; OR have an equivalent learning experience in grades K–12.

Personal Curriculum – A parent or legal guardian of a student, or the student if emancipated or 18 years of age or older, may request a personal curriculum for the student that modifies the Michigan Merit Standard requirements. For more information, contact the school counselor.

ACT/Michigan Merit Exam – Every high school student will be required to take the ACT and Michigan Merit Exam prior to graduation.

Student-Led Conferences – Every high school student will participate in a Student-Led Conference in each of their high school years, except in extenuating circumstances approved by the Principal.

PERSONAL CURRICULUM

A parent or legal guardian of a qualifying and eligible high school student may request a personal curriculum for the student that modifies the Michigan Merit Standard Requirements. The appropriateness of a personal curriculum for an applying student will be determined following the School District's evaluation of all relevant factors. If all the requirements for a personal curriculum are met, then the Board may award a high school diploma to a student who successfully completes his/her personal curriculum even if it does not meet the requirements of the Michigan Merit Standard. All of the following apply to a personal curriculum:

- A. If a personal curriculum is found to be appropriate for the applying student, the personal curriculum shall be developed by a group that includes the student, at least one (1) of the student's parents or the student's legal guardian, and the student's high school counselor or another designee (selected by the high school) qualified to act in a counseling role.
- B. The personal curriculum shall incorporate as much of the subject area content expectations of the Michigan Merit Standard as is practicable for the student; shall establish measurable goals that the student must achieve while enrolled in high school; shall

provide a method to evaluate whether the student has achieved these goals; and shall be aligned with the student's educational development plan.

- C. Before it takes effect, the personal curriculum must be agreed to by the student's parent or legal guardian and by the Superintendent of the District or his/her designee.
- D. The student's parent or legal guardian shall be in communication with each of the student's teachers at least once each calendar quarter to monitor the student's progress toward the goals contained in the student's personal curriculum.
- E. Revisions may be made in the personal curriculum if the revisions are developed and agreed to in the same manner as the original personal curriculum.

STUDENTS WITH A DISABILITY

If the parent or legal guardian of a student requests, as part of the student's personal curriculum, a modification of the Michigan Merit Standard requirements that would not otherwise be allowed and demonstrates that the modification is necessary because the student is a child with a disability, the District may allow that additional modification to the extent necessary because of the student's disability if the group determines that the modification is consistent with both the student's educational development plan and the student's individualized education program. If the Superintendent of Public Instruction has reason to believe that a District is allowing modifications inconsistent with the requirements of the State school code, the Superintendent of Public Instruction shall monitor the District to ensure that the District's policies, procedures, and practices are in compliance with the requirements for additional modifications, under this subdivision. As used in the school code "child with a disability" is defined in 20. U.S.C. 1401.

TRANSFER STUDENTS

If a student transfers to the District from out-of-state or from a nonpublic school, the student's parent or legal guardian may request, as part of the student's personal curriculum, a modification of the Michigan Merit Standard requirements that would not otherwise be allowed under this section. The District may allow this additional modification for a transfer student if all of the following requirements are met:

- A. The transfer student has successfully completed at least the equivalent of two (2) years of high school credit out of state or at a nonpublic school.
- B. The District may use appropriate assessment examinations to determine what credits, if any, the student has earned out of state or at a nonpublic school that may be used to satisfy the curriculum requirements of the Michigan Merit Standard, District policy and the State Board of Education.
- C. The transfer of a student's personal curriculum requires the student to successfully complete at least one (1) mathematics course during his/her final year of high school enrollment. In addition, if the transfer student is enrolled in the District or public school academy for at least one (1) full school year, both of the following apply:
 - 1. The transfer student's personal curriculum shall require that this mathematic course is at least Algebra.

- 2. If the transfer student demonstrates that s/he has mastered the content of Algebra I, the transfer student's personal curriculum shall require that this mathematic course is a course normally taken after completing Algebra I.

A special education student must pass the required Secondary Credit Assessment(s) in each of the above areas to receive credit for that subject.

Each principal is to determine, based on results on the required tests, which students are in need of special assistance in order to have a fair opportunity to achieve credit toward graduation.

A student who wishes to repeat a test may do so without charge either in the next school year or after graduation.

GETTING TO SCHOOL

SNOW DAYS AND DELAYS (Policy 8220)

In the interest of safety, school occasionally needs to be canceled due to inclement weather. Announcements are made on all local radio stations between 6:00 a.m. and 7:30 a.m. From time to time, school is delayed either one or two hours or there may even be an early dismissal due to weather or emergency. Please have emergency childcare arrangements in place. Snow days and delays are posted on the "Bus Hotline" at 933-1955 and on the home page of TCAPS Web site: www.tcaps.net.

BIKE RIDERS (Policy 5514)

Contact your school's office to learn if a permission slip is required by that school for students who ride their bike. The school cannot be responsible for bikes parked at school and students are encouraged to lock their bikes.

SCHOOL BUS HOT LINE (933-1955)

(Cancellation/Weather Delays)

Traverse City Area Public Schools offers a "Bus Hot Line" for up-to-the-minute schedule changes, delays, or cancellations. The service is started at 5:30 a.m. and periodically updated if routes are delayed over ten (10) minutes.

BUS PASSES

All students using bus transportation are assigned to a particular bus stop based on the address of their home residence. Students are expected to use this bus stop to board their morning bus and get off of their afternoon bus. Changes in this procedure are reserved for emergencies only. The bus driver cannot accept verbal requests from students or handwritten notes. For after school parties and other events, students are expected to ride their regular bus home. Parents and families should make all other transportation arrangements. Bus passes cannot be issued for providing students rides to friend's homes due to bus capacity issues.

BUS STOPS

Traverse City Area Public Schools Transportation Department determines the location of bus stops for the District using State guidelines. Some students may need to walk or be driven a short distance to their bus stop.

Please plan on students arriving five minutes prior to their scheduled pick-up time. Drivers are not allowed to alter or change bus stop locations and they can not wait for students who are not at their designated bus stops on time. If no one boards a bus for five consecutive

days at a stop, the Transportation Department may discontinue the bus stop until notified by the parent of the passenger(s).

A temporary change in the bus stop location can be requested for medical reasons. Parents should contact the bus garage at 933-1933 and the Nursing Department at 933-5610 to request the change and provide the necessary medical documentation. The bus stop can be adjusted only if a safe and legal location can be arranged.

While waiting for the bus, students are expected to demonstrate appropriate behaviors and should arrive no earlier than five minutes prior to pick-up time. Parent supervision is recommended at the bus stop whenever possible.

DROPPING OFF/PICKING UP STUDENTS AND STUDENT ENTRY

When transporting students to school or when picking them up, do not drive in areas designated for the school buses. For safety and supervision reasons, no students should be at school prior to ten minutes before the start of school unless specific arrangements have been made with school administration.

GUEST TEACHERS (SUBSTITUTES)

Circumstances occur that necessitate having a guest teacher in your student's classroom. Guest teachers are provided with detailed lesson plans to facilitate consistency in the classroom. Students are expected to follow classroom rules and treat the guest teacher with courtesy and respect.

LIBRARY MEDIA CENTER (LMC)

Students using the Library Media Center should check at the desk to find out which sections are not reserved for classes. The following rules apply when using the Library Media Center:

- Student I.D. is needed to check out library materials.
- If any materials are lost or damaged, students are expected to pay for replacement.
- If overnight borrowing privileges are abused more than three (3) times a trimester, students will lose those privileges for the remainder of the trimester.
- Attempts to bypass or tamper with the security system will be referred to appropriate authorities.

IDENTIFICATION CARDS

Students at the secondary level are provided with an identification card. These photo identification cards, are essential for operating and maintaining a more efficient, orderly and safe school environment. Students who wish to participate in school activities or utilize the services of the Library Media Center, the cafeteria, and/or school bus transportation will need to present their photo identification card upon request. If an ID card is lost, altered, and/or broken, a replacement card may be obtained for a minimal fee through the main office.

The identification card must be in possession and presented immediately upon request of any representative/employee of Traverse City Area Public Schools.

MATTERS PERTAINING TO PARKING

SENIOR HIGH SCHOOLS ONLY

Parking in the lot is a PRIVILEGE, NOT A RIGHT. Disregarding any rules will result in the parking permit being revoked and possible discipline. Students must adhere to the following expectations:

- A valid student parking permit is required. Parking permits will be issued to students with a legal driver's license and a registration form signed by parent/guardian. If a car does not have a student parking permit, it may not be parked on school property. Students will park in the assigned student lots only. Parking in the staff or any other lot will result in loss of permit and/or a "wheel lock-up" or tow without warning.
 - Parking permits are \$25.00 and only valid for the school year issued. A small replacement fee may be charged for a lost parking permit. At no time will a refund of the parking permit fee occur. This includes the student moving, transferring, loss of car, loss of parking privilege due to discipline action or other action, or any other change of status.
 - Any student who sells/lends his/her parking tag will lose their parking privileges. Any student who is found with a tag not registered to him/her will lose their parking privileges.
 - Parking permit must be attached to the lower left corner of the windshield (driver's side) or be hung from the rearview mirror.
 - Permits may be assigned by grade or other designation.
 - No loitering (hanging out) in the parking lot(s) at any time during school hours.
 - The 10 MPH SPEED LIMIT will be observed at all times.
 - For safety reasons - pedestrians have right of way on campus.
 - Students may not leave the parking lot in a car during the day unless they have a pass/permit from an Assistant Principal.
 - Students are to report all accidents in the parking lot to the Principal's Office or the Security Office.
- A. Students who park illegally or without a parking sticker may be subject to having their car "locked" by a wheel-locking device, ticketed, towed, or face short-term suspension of driving privileges. Any subsequent violations may result in additional tickets, towing, wheel-locking, or long-term suspensions of driving privileges.
- B. Careless driving and/or behavior on or around school property may result in immediate loss of student parking permit and/or possible police contact.

Note:

Students from the middle schools are not permitted to drive motor vehicles to and from school without permission from the Administration.

FEDERAL REGULATION

No qualified handicapped person shall, on the basis of handicap, be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance.

PARENT PARTICIPATION

Parents are always invited and welcome in their child's school! Opportunities for parents to interact, share experiences, and participate appropriately in planning, development, and decision-making about TCAPS programs are provided. Regular meetings held at convenient times may address specific topics, activities, and information that promote student learning and achievement. Please refer to TCAPS Board Policy 2261.01 for more specific details regarding Title 1 buildings.

PROHIBITION OF DISCRIMINATORY PRACTICES (POLICY 2260)

The TCAPS Board of Education is committed to a policy of nondiscrimination in Traverse City Area Public Schools. Such policy shall be consistent with state and federal statutes which apply to schools. The school district hereby notifies all citizens and students that it does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, height, weight, marital status, genetic information, or sexual orientation in its programs, activities, or employment.

It is the policy of the school district to comply with Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964 and Michigan Law. The Board shall strive to accommodate the handicapped by making buildings accessible in regard to public meetings, voting precincts, and educational programs.

If a student believes he/she has been discriminated against, he/she should contact the Title IX Coordinator:

Christine Davis,
Executive Director of Human Resources & Labor Relations
Traverse City Area Public Schools
412 Webster Street
Traverse City, MI 49686
(231) 933-1711

REGISTRATION AND/OR WITHDRAWAL FROM SCHOOL (Policies 5111, 5130)

Students who qualify for admission to District schools shall be accepted when the following documents have been submitted:

- Registration forms completed;
- Transcript of grades and withdrawal forms from previous school;
- Birth certificate or other appropriate documentary evidence;
- Immunization records - must be presented prior to enrollment;
- Court orders or placement papers, if applicable;
- Proof of residency; and
- A minor student who is also a parent must provide evidence that he/she is living in an environment supervised by a responsible adult.

Arrangements to withdraw from school are to be initiated in the school office. In order to withdraw from school:

- A withdrawal form must be completed stating why the student is leaving; and
- A withdrawal form requiring the signature of all the student's teachers, school administrator, and a member of the library staff is also to be completed.

Providing no fees have been incurred, the withdrawal process will be completed. If fees have been incurred, the School District will bill the student or family.

RESOURCE PERIOD

MIDDLE SCHOOLS ONLY

A resource period is scheduled daily for all students and is designed to address a variety of educational needs (i.e. reading, study skills, special assistance). This block of time also offers a place in the school day for unique presentations, which in the past have utilized regular classroom time and helps to minimize interruptions by club activities and other student organizations.

Students are responsible for providing their own materials.

SCHOOL FACILITIES

The school facilities are for all students and our community. School buildings, lockers, books, supplies, and all educational facilities and equipment are paid for by parents and other taxpayers. Restitution or replacement will be expected for stealing from or destroying school property grounds.* State law and School Board Policy prohibits smoking or any use of tobacco products in any building or on school grounds or at school-sponsored activities at any time. Loitering is not allowed in the restrooms.

*** School grounds/property means a building, facility, or structure and other real estate owned, leased, or otherwise controlled by the School District.**

SOCIAL FUNCTIONS (Policy 5850)

All school-related social activities must have adequate adult supervision. Parents, community members, and/or staff chaperones will intercede in any inappropriate conduct and will report such conduct to the Administration. The following must be adhered to for social activities:

- Advance permission must be secured from the Administration. A Facility Request Form must be filled out with the proper signatures and upon completion, returned to the Secondary Principal for approval.
- The recommended times for student activities are as follows:
 - ninth-twelfth graders from 7:00 p.m.- 11:00 p.m.;
 - sixth-eighth graders between 3:00 p.m.- 7:00 p.m.
 - (exceptions may be granted by the Administrator).
- A minimum of three staff chaperones and three parent chaperones (approved by the Administration) are required for each social activity.
- Activity sponsors and/or Administrators should arrange for all chaperones to have a written copy of these responsibilities and of appropriate student behavior.
- The sponsor must receive a purchase order from the Main Office for all purchases. An organized list of decorations and incidentals is also required.
- The sponsor must make arrangements for any cashboxes, if needed, several days prior to the activity.
- A student committee will be responsible for setting up the activity. Final inspection and/or clean up will be done by custodial staff with fees being paid by the sponsoring group.
- If special lighting, sound effects, D.J. equipment, or any other electrical equipment is set up for the activity, a custodian must make final inspection of all equipment set up for safety precautions. Any decorations or electrical equipment that is deemed unsafe shall be removed.

- Only students enrolled in Traverse City Area Public Schools and displaying a valid student ID from the school from which the activity originates will be allowed to attend. Exceptions may be granted by the Administration.

It should be noted that only middle school students will be allowed to attend middle school activities. Students may be required to sign in upon arrival.

- Students who are suspended for all or part of the day will not be allowed to partake or attend special school activities in or outside the school day until the suspension is completed.
- The school may set a time before which students may not leave unless expressed written permission to do so is given by a parent(s)/guardian(s).
- Students are expected to prearrange for their rides home at the appropriate time. Any student leaving the activity early will not be allowed to return.
- Lights will not be turned completely off during the activity.
- All exit doors leading from the activity site/hall shall remain free of obstructions, be clearly marked, and able to be opened from the inside, free of security locks or chains. Chaperones and sponsors shall locate the fire extinguisher for use in case of emergencies.
- A telephone with emergency numbers shall be provided and available for emergency use.
- After the activity, no student shall be left at the site unattended by an adult. All students will have left the school grounds before the last staff chaperone leaves.

STUDENTS IN TRANSITION EMPOWERMENT PROGRAM (STEP)

The Stewart B. McKinney Education Assistance Act states that school districts must ensure the right to a free, appropriate public education for all children, ages 3-17, who are living in transition due to loss of housing. More and more families, and youth who are not living with a parent or guardian, are among those who find themselves in this situation. Today, the average age of a homeless person in the United States is 9 years old. In fact, it is estimated that more than 1.3 million children under the age of 18 lack a fixed, regular, and adequate overnight residence.

Students may be found living in the following situations:

- In a shelter, motel, vehicle, camper, or campground
- Temporarily sharing housing of friends or relatives due to economic hardship
- Unaccompanied youth living on their own, without a parent or guardian
- Inadequate accommodations (lack of electricity, heat, plumbing, or overcrowding)
- Abandoned buildings or on the street

Students who do not have a fixed, regular, and adequate overnight residence have the right to:

- Enroll in and attend school, no matter where they live or how long they have lived there.
- Continue in the last school attended before experiencing loss of housing, or if in the best interest of the student, transfer to the school serving their current residence.

- Receive transportation assistance to the school of origin, if feasible.
- Enroll in school, even if proof of a permanent address cannot be provided.
- Enroll in and attend school while the school arranges for the transfer of a birth certificate, or school and immunization records.
- Enroll in and attend school while a dispute over enrollment is being resolved.
- Receive school meal programs and Title I services as needed.

Traverse City Area Public Schools STEP Program serves approximately 400 students (Pre-K through 12th grade) during an academic year.

Please contact STEP for assistance in advocating for the educational rights of children and youth who are experiencing homelessness. Contact TCAPS STEP Coordinator at 933-8991 or 933-8976.

WHAT IS ESL?

ESL provides English Language instruction and support for students K-12 who are English Language Learners. Through development of listening, speaking, reading, writing, vocabulary and grammar skills, students are assisted in becoming independent learners. Students meet with ESL staff daily for instruction. Materials and methods are appropriate to the grade, age, and language levels of students.

TRANSLATION SERVICES

Translation of any documents, or during any meeting, will be provided for any parent who requests translating. To request translation services, contact your school directly. The school will work with the Human Resources Department to have a translator provided. A school may use the Tele-Interpreter Service if no translator is available, or if translation services are an immediate need.

STUDENT FUNDRAISING (Policy 5830)

TCAPS Board of Education permits student fundraising by students in school, on school property, or at any school-sponsored event only when the profit is to be used for school purposes or for an activity connected with the schools. Fundraising by approved school organizations, those whose funds are managed by the District, may be permitted in school by the Principal.

Students wishing to hold a fundraiser need to obtain guidelines for conducting the fundraising activity from the school office. Permission must be obtained in advance from Administration before students can conduct any fundraising activity.

STUDENT RECORDS - FERPA (Policy 8330)

All parents/guardians of students under the age of 18 and all students 18 years or older have the right pursuant to the Family Education Rights and Privacy Act (FERPA) of 1974 to examine the official records, files, and data of the school district directly relating to the student. They also have the right to challenge any of the contents of said records to ensure their accuracy and fairness. Procedures for such examination and challenge, including hearings on a challenge, shall be established by the TCAPS Board of Education and be made available on request.

Personally identifiable records, files, or data directly relating to an individual student shall not be made available to anyone without the consent and notification of the student or the parent of a student under the age of 18, except in accordance with Federal or State law.

STUDENT RECORDS - DIRECTORY INFORMATION

(Policy 8330)

Generally, school officials must have written permission from the parent/guardian or from the student (if the student is 18 years or older or is otherwise legally emancipated) before releasing any information from a student's education record. However, the family educational rights and privacy act (FERPA) allows school districts to disclose, without consent, appropriately identified "directory" information unless a parent/guardian or eligible student have advised the District to the contrary in accordance with District procedure. The District will only give out this information to individuals with legitimate educational interests.

Directory information is generally not considered harmful or an invasion of privacy if released. Traverse City Area Public Schools may include this type of information from students' education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook and other school publications;
- Honor roll or other recognition lists;
- Printed programs of officially recognized activities, such as graduation or sports;
- Sports activity sheets, such as for wrestling, showing weight, and height of team members;
- Photographic, video, or electronic images of students, and/or artwork or writing that may be published on the Worldwide Web, a part of the Internet.

This information may also be disclosed to outside organizations without a parent's prior written consent. For example, but without limitation, directory information may appear or be disclosed in the form of news releases in the media or companies that manufacture class rings or public yearbooks. In some circumstances, directory information may be released to third parties under the Michigan Freedom of Information Act.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with students' names, addresses, and telephone listings unless parents/guardians or eligible students have advised the LEA that they do not want their student's information disclosed without prior written consent.

The Board of Education of the Traverse City Area Public Schools has designated the following personally identifiable information contained in a student's education records as "directory information":

- A. Student's name, address, telephone listing, e-mail address.
- B. Parent/Guardian name, address, telephone listing, e-mail address.
- C. Date and place of birth.
- D. Participation in officially recognized activities and sports.
- E. Weight and height of members of athletic teams.
- F. Dates of attendance, honors, degrees and awards received, grade placement.
- G. Most recent previous school attended.
- H. Photographic, video or electronic images of students.
- I. Information generally found in yearbooks.
- J. Major field of study.

Parents or eligible students who do not want Traverse City Area Public Schools to release any or all directory information, must inform the District of their objection(s) by providing written notice to the student's building Principal by the third Friday in October.

STUDENT - VISITATION

It is understood that families may have unique situations regarding custody and visits by family members. Therefore, it is the responsibility of the custodial parent to supply a copy to the school office of any official documentation that specifically prohibits an individual from contacting a student at school. Without official documentation, a non-custodial parent will be granted the same access to the student and school records as the custodial parent. This information may be shared with school personnel as needed. Typically this would include the building administrator, administrative assistant, teacher, counselor, nurse, school social worker, and transportation.

STUDENT SCHEDULE CHANGES

Every effort is made to determine the most appropriate courses for students commensurate with their needs, interests, and capabilities. Class and teacher assignments are arranged to accommodate courses selected by students. Therefore, any request for a schedule change will be considered only for the most compelling of reasons. Such reasons are: (1) Your schedule does not include the courses and alternate courses previously approved by parents and counselors. (2) Your schedule does not include a requirement for graduation, which must be completed. If your schedule contains such an error or omission, the student needs to immediately contact his/her counselor.

At the beginning of each semester/trimester, some schedule changes may occur during the drop/add period, which is approximately five (5) full school days. After the drop/add period, withdrawal from courses and schedule changes are quite rare, but may be justifiable under certain circumstances. Whether a schedule change is pursued during the drop/add period or later in the semester/trimester, any decision regarding a schedule change will involve the student, his or her parent(s)/guardian(s) and school counselor. All student schedule changes require a parent(s)/guardian(s) signature. The Principal has the final authority to drop or add a student's class.

Once class lists have been established and the drop/add period has ended, the following five-step procedure is to be followed for all schedule changes. These steps are a problem-solving process that allows opportunity for all parties (students, parents/guardians, teachers, counselors, and administrators) to be informed and find solutions. Class changes will be directed by an Administrator only after all other alternatives have been explored. In extenuating circumstances, the Administration may expediate this process. Parents/Guardians will be informed in any case.

- STEP 1. A private conference between the involved teacher and student must be held. The student should request an appointment where he/she and the teacher can sit down and discuss their concerns. The respective counselor is to be briefed on the conference conclusions.
- STEP 2. If a problem continues and a parent contact is received, a parent-teacher conference is to be held. It is to be a personal conference either during a conference period or after school, preferably on an appointment basis. Notes should be kept by the teacher for future reference.
- STEP 3. If a parent still pursues a change, the concerns should be put in writing and sent to the Administrator. The date, student, and teacher's name must be included.

- STEP 4. The Administrator will communicate with the parties involved, research, and decide upon a course of action. If a class change is to be implemented, he/she will write a directive to the appropriate counselor.
- STEP 5. The Administrator will meet personally with the teacher involved and go over the parent's letter and explain the rationale for the class change.

VISITORS

All persons visiting any Traverse City Area Public Schools facility are to report to the office. Prospective students who wish to visit or tour a school are encouraged to schedule an appointment in advance of their visit. To schedule an appointment please contact the school registrar. Every effort will be made to develop a planned tour and answer individual questions.

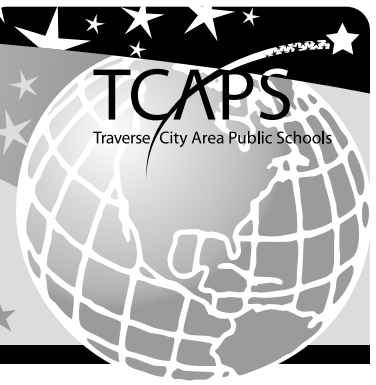
TEXTBOOK ISSUE AND COLLECTION

For courses where individual copies of textbooks are available they are to be issued and collected according to the following guidelines:

1. Upon issue, all textbooks should be signed in ink on the inside front cover.
2. Teachers may have periodic book examinations to check for damage and ownership.
3. Books are to be cleaned and returned on the designated days at the end of the semester/trimester/year.
4. Any student with a schedule change or who moves during the year must return all books to the school office.
5. Any lost or destroyed book will require the student to purchase a replacement book at full cost.



II. Health Service Procedures (Policy 5310)



ACCIDENT OR SERIOUS INJURY (Policy 5340)

In the event of an accident or serious injury the immediate concern is to aid the victim. The following procedures are to be followed:

1. Take immediate steps to assess the victim and render first aid.
2. Stay with the injured person and send word to the Grade/Wing Office and/or Main Office, school nurse, and/or person designated to handle emergencies. This person takes charge and renders any further first aid needed.
3. DO NOT MOVE a severely injured person unless absolutely necessary for his/her immediate safety.
4. IF INJURY IS LIFE THREATENING, CALL 911 IMMEDIATELY. Otherwise, a principal, school nurse, or other person designated to handle such emergencies shall determine in the course of aid to call the appropriate personnel and agencies. When using interoffice telephones, CALL 911.
5. The office will check for medical information and locate the emergency telephone numbers, notify the parent(s)/guardian(s), and agree on a course of action.
6. DO NOT GIVE any medicine without a physician's order.
7. Involved staff shall fill out a student accident/incident report for ALL accidents in accordance with district policy. Complete the "Follow Up" section of the form before forwarding to the Nurse's Office.

ACUTE ILLNESS

The function of school personnel is not to diagnose illness, but rather to monitor, isolate, and exclude the student from class/school and refer for treatment if necessary. The decision to notify parents in regard to a student's illness requires judgment based on the student's statement of symptoms and observation of behavior and appearance.

When a student is ill, he/she should report to the Grade/Wing Office, or to the Nurse's Office. If the illness is of sufficient severity, a call to the parent should be made. If the illness is minor, a student may use the Nursing/Health Room to rest. The student must receive clearance from the grade/wing staff or nurse before using the Health Room.

When assessing a student who is ill, the following general principles will be followed:

- Students with expressed or observed breathing difficulty, severe pain, or altered consciousness may have a life threatening condition which requires immediate medical attention. Parents should be contacted regarding a treatment plan. If the symptoms are severe, call 911. When using interoffice telephones, CALL 911.
- Students who are suspected of having a communicable disease that is spread by casual contact should be isolated from other children and excluded from school until they are no longer ill or have medical clearance. Students with a communicable disease may exhibit the following symptoms: fever, rash or skin eruptions, congestion, sore throat, cough, reddened eyes, nausea, vomiting, abdominal pain, and/or diarrhea.
- In the case of suspected overdose and poisonings, the Poison Control Center: 1-800-222-1222, will be contacted for recommendations and the parents will be notified.

CHRONIC OR SERIOUS ILLNESS

Traverse City Area Public Schools staff is committed to providing appropriate educational opportunities for students with chronic and/or serious illnesses. The school nurse is available to coordinate services for students with medical conditions. The nurse, and other staff members will work cooperatively with the student, parents, and health care professionals. When they are physically able, students benefit from school attendance. The staff realizes that at times the student's educational program may have to be adapted to the student's individual needs. In the case of prolonged absences, students may qualify for homebound or other support services.

SPECIAL MEDICAL CONDITIONS

Students with both chronic and acute medical problems should have their medical condition indicated on the Student Information Questionnaire (Enrollment Form) and updated annually. It is imperative that the staff members are informed in order to adequately care for students in medical emergencies or adapt their educational programs. Medical conditions that should be noted include, but are not limited to: ADHD, allergies, asthma, cardiac problems, diabetes, hearing and vision problems, orthopedic conditions, seizure disorders, medications taken.

COMMUNICABLE DISEASE (Policy 8453)

Traverse City Area Public Schools is committed to providing educational and employment opportunities in a safe, orderly, and healthy environment. The District is also committed to protecting the rights of the individual infected with a communicable disease and the rights of the populous who may come in contact with an individual infected with a communicable disease.

Students or employees suspected of having a communicable disease which requires isolation may be excluded from school by the school nurse or principal until a definite diagnosis has been made. Students or employees who have been diagnosed as having a communicable disease which requires isolation shall not attend school until they have been adequately treated, the appropriate time has elapsed, or they have been released by their health care provider.

Students and employees who are infected with a serious communicable disease which does not require isolation (Hepatitis B, AIDS, and HIV infection) may remain in the school setting until their case is reviewed by the Communicable Disease Review Panel (CDRP) (see Board Policy 8453).

Recommendations of the CDRP shall be submitted in writing to the Superintendent and shall include precautions which should be taken within the school environment. Records of the panel's activities will be kept by the Superintendent with access limited to those persons involved in the process.

All persons participating in the proceedings, deliberations, and meetings shall act in accordance with the Freedom of Information Act, the Employee Right to Know Act, and the Family Education Rights and Privacy Act and will be required to treat all proceedings, deliberations, and documents as confidential information. The number of persons who are aware of the infected individual's condition shall be kept at a minimum and shall be determined by the CDRP, the individual, and the parents/guardians of a minor. All employees and students shall follow the UNIVERSAL PRECAUTIONS FOR HANDLING BODY FLUIDS as outlined in Board Policy 8453.01.

MEDICATION (Policy 5330)

Whenever possible medications should be scheduled outside of the school day, however, the Board of Education recognizes that the use of medications and/or medically prescribed treatments during the school day may enable students to participate at their fullest independent capacity.

Furthermore, the Board recognizes that medications and medically prescribed treatments may be required by a students' Individual Educational Program (IEP) or Section 504 Plan. The administration of medication/medically prescribed treatments by school personnel or the self-possession/self-administration of medications/medically supplied treatments shall be in compliance with Section 380.1178 of the School Code, Section 333.7101 of the Public Health Code, the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act and the guidelines of this policy.

For the purposes of this policy, "medication" shall include, prescription, non-prescription and herbal medications, and includes those taken by mouth, by inhaler, those that are injectable and those applied as

drops to eyes, nose or medications applied to the skin. "Controlled Substances" are defined as substances that have abuse potential and may lead to psychic or physical dependence according to the Michigan Public Health Code Act 386 Part 72 of 1978, as amended. "Treatment" refers both to the manner in which a medication is administered and to health care procedures which require special training such as catheterization.

The Board shall not be responsible for the diagnosis and treatment of student illness.

The Medication Treatment Authorization form should be completed to comply with the requirements of this Policy.

A copy of the Medication Treatment Authorization form is included on page 20 in this handbook. The forms are available in school offices, some physician's offices, or may be downloaded from the TCAPS Web site. (www.tcaps.net)

SELF-ADMINISTRATION (Policy 5330)

Students self-administering medication must follow the District's policy, which includes having written health care provider's instructions as well as written parent permission. Grade level guidelines for self-administrations:

- Students 6th through 8th grade may self-administer any medication except controlled substances such as Ritalin, Adderall, Phenobarbital, and Tylenol with Codeine.
- Students 9th through 12th grade may self-administer any medication.

STUDENT RESPONSIBILITY (Policy 5330)

Students assume the responsibility for taking the prescribed medication if self-administering and for presenting themselves on time to the appropriate school office if school personnel administers medication. The student's parent(s)/guardian(s) shares responsibility to instruct their child to appear for dispensation of the medication at the designated medication time.

Students shall not share, transfer, or otherwise distribute any medication to other students. Students who violate this conduct standard shall be subject to disciplinary penalties.

PARENT(S)/GUARDIAN(S) RESPONSIBILITY (Policy 5330)

All medication should be kept in a labeled container as prepared by a pharmacy, physician, or pharmaceutical company and labeled with the student's name, name of medication, time to be given, dosage, frequency, and expiration date.

Any changes in time or dosage of medication requires written instructions from a health care provider and written parent permission. Written notification from the parent(s)/guardian(s) is required for discontinuation of medication. Medications and treatment supplies, which are administered by school personnel, will be brought to school by the parent(s)/guardian(s) unless other safe arrangements are necessary and approved by the school nurse. Medications administered by school personnel left over at the end of the school year should be picked up by the parent(s)/guardian(s) or the school will dispose of the medication according to school policy.

IMMUNIZATION REQUIREMENTS

(Policy 5320 & Guidelines 5320)

All children who enter and attend schools in Michigan are required by state law to have a certificate of immunization on file. Before a child can be permitted to attend school and for children entering 6th grade, parents/guardians must present documentation that required immunizations have been received. Waiver forms (5320 F1 & 5320 F2) for religious, philosophical reasons, or medical exemption are available in each school. If you have questions, contact your school nurse or the Nursing Department at 933-5610. A summary of the requirements follows:

Requirements for ages 3 years – 4 years

- 4 doses of Diphtheria-Tetanus-Pertussis vaccine
- 3 doses of Polio vaccine
- 3 doses of H. influenza type b (Hib) vaccine
- 1 dose of Measles-Mumps-Rubella (MMR) vaccine on or after 12 months of age
- 3 doses of Hepatitis B vaccine
- 1 dose of Varicella (chickenpox) vaccine on or after 12 months of age, or date of the Chickenpox disease
- 4 doses, or 1 dose after 24 months, of Pneumococcal Conjugate vaccine

Requirements for ages 4 years – 10 years

- 4 doses of Diphtheria-Tetanus-Pertussis vaccine including a booster dose on or after the 4th birthday
- 3 doses of Polio vaccine including a booster dose on or after the 4th birthday
- 2 doses of Measles-Mumps-Rubella vaccine at least one month apart and with one dose on or after 12 months of age
- 3 doses of Hepatitis B vaccine
- 2 doses of Varicella (chickenpox) the first dose of vaccine on or after 12 months of age, or date of the Chickenpox disease*; the second dose of vaccine on or after 4 years of age

Immunization Requirements for Children between the ages 11-18 years

- 1 dose of Tdap (Tetanus/Diphtheria/Attenuated Pertussis) if 5 years have passed since last DtaP, Td or DT
- 4 doses of Diphtheria-Tetanus-Pertussis (DtaP) (of which one must be after 4 year birthday)
- 3 doses of Polio vaccine
- 2 doses of Measles-Mumps-Rubella vaccine, at least 1 month apart and with first dose on or after 12 months of age
- 3 doses of Hepatitis B vaccine
- 2 doses of Varicella (chickenpox) vaccine, or date of Chickenpox disease
- 1 dose of Meningococcal (Meningitis)

Date of immunizations is important in determining protection achieved. Written proof of immunization from a healthcare provider or waiver signed by a parent/guardian must be provided to the school.

Immunizations are available from:

1. Your family health care provider, by appointment.
2. Grand Traverse County Health Department, for an appointment call 922-4831.

3. Munson Medical Center Specialty Immunization Walk-In Clinic at 106 S. Madison St., Traverse City, for uninsured or Medicaid patients only, Saturday and Sunday 10:00 a.m. to 6 :00 p.m., Monday 6:00 p.m. to 9:00 p.m. Call 935-6270 for information.
4. Youth Health & Wellness Center, for an appointment call 922-6416, ages 10-21.

***Bring immunization records. Parent or guardian must accompany child under 18 years. Your health insurance may cover vaccines. If no health insurance or health insurance denies coverage of vaccines, ask about the Vaccines for Children Program (VFC).**

VERIFICATION OF BIRTH DATE

A certified birth certificate is required for all transfer students entering Traverse City Area Public Schools.

PHYSICAL EXAMINATIONS

Traverse City Area Public Schools recommends that students have regular physical examinations. A green "Health Appraisal" form is provided in the enrollment packet. Use this form to record immunizations, health history, and physician's findings and recommendations.

IMMUNIZATION RECOMMENDATION

Gardasil (Human Papilloma Virus) is a new vaccine that is being recommended for girls ages eleven – twenty-six. This vaccine helps to prevent some strains of Human Papilloma Virus, which can cause cervical cancer in females. Questions regarding this vaccine should be discussed with your child's primary healthcare provider.

SCHOOL HEALTH SERVICES

Middle Schools

The district nurse works collaboratively with our buildings on a consultation basis. If your child has a medical need that requires the nurse's assistance, you may contact the Nursing Department at 933-5610.

West Middle School and West Senior High School

A nurse is on campus on a regular schedule. For attendance purposes, students should get a pass from their Wing Office and sign the health log prior to seeing the nurse and /or using the Health Room. Questions or referrals from staff, students, or parent(s)/guardian(s) are welcome.

WMS Nurse 933-5613 WSH Nurse 933-7524

DISEASE	SYMPTOMS	INCUBATION PERIOD	CONTAGIOUS PERIOD	SPREAD BY
CHICKENPOX (Varicella)	Lesions appear in bunches with most on the upper body. Typical lesions have teardrop shape surrounded by reddened area.	10–21 days Average: 14–16 days	5 days before to 5 days after rash first starts	Direct contact, including respiratory droplets from nose, throat, and mouth by sneezing, coughing, and speaking
FIFTH DISEASE	Rash begins as a solid red area on cheeks (slapped cheek appearance), spreading to upper arms and legs, trunk, and hands and feet; occasional fever. Pregnant women should contact their health care provider immediately.	4–20 days	Patients are most infectious before the onset of illness	Direct contact See above
HEAD LICE	Scalp becomes dry and pink with itching and burning. Nits (white-brown eggs) stick to hair shafts near the scalp.	6–10 days	As long as live lice or eggs remain on the hair or scalp of the infected person. Hair should be treated and eggs should be removed close to the scalp.	Close contact with infested persons, including their belongings
HERPES	An infectious disease characterized by thin walled blisters, which tend to recur in the same area of skin.	2–12 days	Up to 7 weeks after first infection	Direct Contact with infected lesions and discharge
IMPETIGO	Isolated pus filled spots, which become crusted and break releasing a straw colored fluid, around the mouth and nostrils.	4–10 days	As long as pus filled lesions continue to drain	Direct contact See above
INFLUENZA (Viral influenza)	Starts suddenly with chills, fever, headache, muscle pains, and coughing, followed by other cold symptoms.	24–72 hours	1 day before to 7 days from the onset of symptoms	Direct contact, including respiratory droplets from nose, throat, and mouth by sneezing, coughing, and speaking
MEASLES, MUMPS, RUBELLA, WHOOPING COUGH	Call Grand Traverse County Health Department at 922-4831 or Nursing Department at 933-5610 for symptoms, incubation and contagious period for each specific disease.			Direct contact See above
MENINGITIS (Bacterial)	Sudden onset of fever, intense headache, stiff neck, rash, nausea, and often vomiting. Delirium and coma often appear.	2–10 days Most common: 3–4 days	Until bacteria is no longer present, usually disappears within 24 hours of treatment with antibiotic	Direct contact See above
MENINGITIS (Viral)	Sudden onset of fever, headache, pain and stiffness in neck and back. May develop a rash.	3–7 days	3 days after being infected until 10 days after developing symptoms	Direct contact, including respiratory droplets from nose, throat, and mouth by sneezing, coughing, and speaking
MONONUCLEOSIS (Infectious)	Fever, sore throat, enlarged lymph glands in the neck, enlarged spleen, and fatigue.	4–6 weeks	May be prolonged	Direct Contact with the saliva of an infected person
PINKEYE	An irritation of the mucus membranes which line the eye accompanied by a discharge of tears, swelling of lids, extreme sensitivity to light, and a buildup of a sticky fluid which dries to a straw colored crusty material and tends to accumulate at the corners of the eye.	27–72 hours	During the period of active infection. Some recover in only a few days but many cases take 2–3 weeks.	Direct Contact with discharges from the eye and upper respiratory tract and contaminated articles of an infected person
PINWORM	A mild illness with itching in anal area, disturbed sleep, irritability, and local irritation due to scratching.	Unknown	As long as worm survives in the intestine	Direct transfer of infective eggs from anus to mouth by hand, food, drink or objects placed in the mouth
RINGWORM	Ringworm of the scalp grows and spreads; leaving scaly patches of temporary baldness. Ringworm of the body appears as flat, spreading ring-shaped lesions, red inside and lighter outside.	Unknown	As long as lesions and spores are present	Direct or indirect contact with the skin and scalp of the infected person, and contaminated articles
RESPIRATORY SYNCYTIAL VIRUS (RSV)	Respiratory tract infection whose symptoms depend on site of involvement: bronchitis, pneumonia and/or ear infection.	3–7 days	Infants: 1–3 weeks Children: 3–7 days	Direct contact, including respiratory droplets from nose, throat, and mouth by sneezing, coughing, and speaking
SCABIES	A linear rash with intense itching. Areas most affected are skin folds, such as between fingers, inside elbow, inner thighs, waistline, genital area, and between buttocks.	4–6 weeks	Until mites are treated	Direct contact with an infected person, and infected articles
SCARLET FEVER	Caused by the streptococcal bacterium. Illness begins with fever and sore throat. Rash appears as a pink-red flush, that spreads to all parts of the body. Often tongue has a “strawberry” appearance.	2–5 days	Variable. If not treated, can be contagious for weeks	Direct contact, including respiratory droplets from nose, throat, and mouth by sneezing, coughing, and speaking
STREP THROAT	A sore throat and fever are the most common symptoms.	2–5 days	See above	Direct contact See above
VIRAL GASTROENTERITIS	Nausea, vomiting, diarrhea, abdominal pain and discomfort. Fever, if present, is usually low grade. Very contagious illness.	24–72 hours	Up to 6 days after onset of symptoms	Fecal-Oral (contamination of hands, food and drink or of objects placed in the mouth)

If you are concerned that your child may have one of these conditions, please contact your school nurse or your health care provider.

REQUIRED CHILDHOOD IMMUNIZATIONS FOR MICHIGAN CHILD CARE/PRESCHOOL AND SCHOOL SETTINGS

CHILD CARE/PRESCHOOL REQUIREMENTS

Birth – 4 years

Diphtheria, Tetanus, Pertussis	4 doses
Pneumococcal Conjugate	4 doses or 1 dose after 24 months or age appropriate complete series
Polio	3 doses
H. Influenzae/Type b (HIB)	1 dose after 15 months, or series completed earlier
MMR (Measles/Mumps/Rubella)	1 dose on or after 12 months of age
Hepatitis B	3 doses
Varicella (Chicken Pox)	1 dose on or after after 12 months of age or current lab immunity, or reliable history of disease
Meningococcal (Meningitis)	

SCHOOL ENTRY REQUIREMENTS

	4 years – 10 years	11 years – 18 years
Diphtheria, Tetanus, Pertussis	4 doses of which one must be on or after 4 year birthday	4 doses of which one must be after 4 year birthday 1 dose Tdap*
Pneumococcal Conjugate		
Polio	3 doses of which one must be on or after 4 year birthday	3 doses
H. Influenzae/Type b (HIB)	None	None
MMR (Measles/Mumps/Rubella)	2 doses of which one must be on or after 12 months of age	2 doses on or after 12 months of age
Hepatitis B	3 doses	3 doses
Varicella (Chicken Pox)	2 doses at or after 12 months of age or current lab immunity or reliable history of disease	2 doses at or after 12 months of age or current lab immunity or reliable history of disease
Meningococcal (Meningitis)		1 dose

*DTP/Dtap/DT/Td/Tdap (diphtheria, Tetanus, Pertussis)

One dose of **tetanus/diphtheria/acellular pertussis (Tdap)** vaccine

(if 5 years have passed since last dose of **tetanus/diphtheria** vaccine – **Dtap, Td or DT**)

MEDICATION/TREATMENT AUTHORIZATION FORM

Name of Student _____ Birth Date _____

School _____ Grade _____

SECTION I - To be completed by the physician or licensed health care provider on all medications (REQUIRED):

Diagnosis/Purpose of Medication/Treatment (optional) _____

Name of Medication/Treatment _____

Dosage _____ Frequency _____ Time _____ Route _____

Start Date _____ Stop Date _____ Indefinite _____ Instructions, Adverse Reactions, Storage

Requirements, etc. _____

Physician's Signature _____ Date _____

Physician's Name (print or stamp) _____ Phone _____

Address _____

Verbal Order by School Nurse, Signature _____ Date _____

SECTION II - To be completed by parent/guardian (REQUIRED):

Medications and treatment supplies will be brought to school by the parent/guardian unless other safe arrangements are necessary and possible. All medication should be kept in a labeled container as prepared by a pharmacy, physician, or pharmaceutical company and labeled with the student's name, name of medication, route, time to be given, dosage, and frequency. The prescription renewal and medication/treatment supply shall be the parent/guardian responsibility.

The student is responsible for presenting himself/herself on time and for taking the medication as prescribed. The undersigned parent(s)/guardian(s) shall notify the school district in writing in the event the prescription shall be discontinued.

I request that the medication/treatment be administered in conformance with the physician's/licensed health care provider's directions and according to the school district's policy. I give permission for the physician's/health care provider's/staff and School District staff to share information needed to assist my child with medication needs. I have reviewed Traverse City Area Public Schools Policy entitled "Administration of Medication to Students" and agree to abide by the terms.

Parent(s)/Guardian(s) Signature _____ Date _____

SECTION III - Self-Administration to be completed by parent/guardian and student:

In certain circumstances students are permitted to self-administer medications and treatments. The decision to self-administer is determined by the student's health condition, his/her level of maturity and responsibility, and the type of medication. Students shall not distribute or share their medication or he/she will be subject to disciplinary actions.

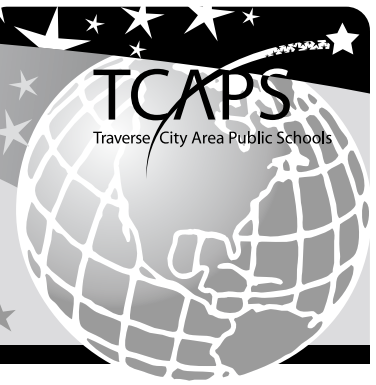
Elementary K-5	Emergency medication only (with school nurse approval)
Middle School 6-8	Emergency medication and medication that is not a controlled substance
Senior High 9-12	All medication

I request that my child be allowed to self-administer the above medication according to school policy. I feel that he/she is both capable and responsible to hand carry and self-administer this medication.

Parent(s)/Guardian(s) Signature _____ Date _____

Student Signature _____ Date _____

III. Emergency Procedures (Policy 8430)



CRISIS MANAGEMENT PLANS

All TCAPS secondary schools have Crisis Teams and Crisis Management Plans in place. These plans are continually reviewed and adapted to fit circumstances in our rapidly changing world. For safety and security reasons, these plans are kept confidential.

Good information is still the best deterrent to a developing crisis. Parent(s)/Guardian(s) are strongly encouraged to trust their instincts and inform building administrators at the first sign of danger.

FIRE

Whenever a fire is noticed or there is suspicion that a fire is present due to odors, smoke, heat or flames, the fire alarm should be pulled and the affected building(s) or complex evacuated following outlined fire drill procedures. Staff or students should contact the nearest office immediately in case of fire.

The Main Office and/or Wing Office shall be notified immediately through intercom, telephone, or in person. The Main Office is responsible for notifying the Fire Department in case of fire. The Secondary Principal shall also notify Central/Superintendent Office personnel, Maintenance Department, Transportation Department, and Law Enforcement Agencies as the situation warrants.

Injured persons should be first removed from the danger zone(s) and then followed up with Accident or Serious Injury Procedures.

In case of injuries, the Main Office, Central/Superintendent Office, and School Emergency Team members shall coordinate medical, transportation, communication, and media efforts. The staff's first priority in cases of fire emergency is to evacuate students and personnel from the danger area(s) and to maintain control and supervision over the students during the emergency. The second priority is to assist in all efforts to maintain the students' control and safety.

FIRE DRILL PROCEDURES

(Six minimum required)

When the fire alarm is pulled, one continuous horn will be heard and lights will flash. Students shall file out of the building through designated exits. Fire exits are posted in each room.

Teachers will shut the doors upon leaving their classroom. Each teacher will check the safety of the escape path prior to the exiting of any students. The teacher will be the last person to leave the room after the last student has exited. A class roster must be carried outside the building and attendance will be taken by the teacher in charge. All students must remain with the assigned class. Any missing students shall be reported to the building's Emergency Team or Principal.

The students will be taken by the teacher to the designated safe location away from the building. The teacher will not leave the students at any time during the emergency. The principal shall designate the "all-clear" signal for re-entry into the building or, assisted by the building emergency team, shall notify teachers of further evacuation plans if warranted.

LOCKDOWN/SHELTER IN PLACE PROCEDURES

(Two drills required)

Michigan Law requires a minimum of two drills per year in which occupants are restricted to the interior of the building and the building is secured. Drills of this type include measures that are appropriate to emergencies such as the release of a hazardous material or the presence of a dangerous individual on or near campus. These drills are coordinated with local Emergency Management, Law Enforcement, and Fire agencies.

LOCAL EMERGENCY ALERTS

During a major emergency, WTCM 103.5 FM and 580 AM are the designated Emergency Alert System representatives for Northwestern Michigan including Grand Traverse County and the City of Traverse City. If there is a major emergency or a Local State of Emergency declared, important and updated information will be shared on these radio stations.

"Too often we enjoy the comfort of opinion without the discomfort of thought."

- John F. Kennedy



TORNADO/WIND STORM PROCEDURES

(Two drills required)

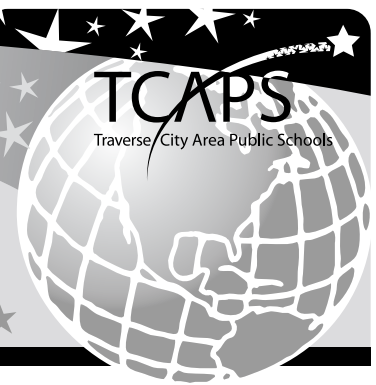
Traverse City Area Public Schools facilities monitor the National Oceanic and Atmospheric Administration (NOAA) Radio Channel for weather emergencies.

When the NOAA issues a tornado or wind storm warning for the Traverse City area, or the civil defense sirens are sounded, or observed weather conditions warrant it, the tornado alarm will be sounded from the Main Office or over the P.A. system. The following procedures are to be followed:

- Students in each classroom will be relocated to a pre-designated area. Said areas are posted in each room. Wind storms hit very quickly with little warning - usually less than two minutes! Never travel nor allow anyone else to travel through an unsafe area (i.e. a building area with lots of glass; a large room; area with high ceilings) in order to get to what is considered a safe area.
- Students shall kneel on the floor with faces to the INSIDE WALL, placing a book or hands over their heads for protection. Care should be taken to be located away from all windows and outside doors.
- Teachers will shut all doors as a precaution against flying debris and glass. They will have possession of their class rosters or class book and a flashlight during the emergency procedure.
- No talking will be allowed so that verbal signals can be heard. The teacher is responsible for student control and will see that no talking is allowed and that students respond quickly and correctly to all instructions.
- Supervisors in charge of an assembly program or the cafeteria will be familiar with the closest shelter areas.
- The Main Office must be notified as soon as possible with information regarding the nature and location of building damage or injuries.
- The Main Office will notify the appropriate agencies and personnel by calling 911 and will then notify the Superintendent.
- Depending upon the situation, the Principal, in cooperation with the Superintendent and Director of Transportation, will determine if school dismissal should be delayed due to inclement weather.



IV. Extra/Co-Curricular Student Activities Policies, Procedures and Rules (Policies 2430 & 5500)



EXTRA/CO-CURRICULAR STUDENT ACTIVITIES POLICIES, PROCEDURES, AND RULES STATEMENT OF PHILOSOPHY (Policies 2430 & 5500)

Students are encouraged to become involved in extra-curricular and co-curricular activities. Student participation in such activities is defined as any students who:

- acts as a member of any Traverse City Area Public Schools student organization;
- is a member of a music ensemble;
- is a member of an athletic team;
- attends an event at school or a school sponsored activity; and/or
- is a fan, an audience member, a spectator or acts as an interested person.

The participation in such activities is provided as an opportunity for students as long as they comply with the policies, procedures, and rules of the School District. Inasmuch as participation is a privilege (not a right), students who violate the policies, procedures and/or rules of the School District will be subject to penalties, up to and including suspension from participation in such activities and/or school.

Participating students will be subject to penalties with respect to their participation in extra-curricular or co-curricular activities as prescribed below for violation of the policies, procedures, and/or rules of conduct specified in Section V - Student Discipline - A. Policies and Procedures (Policies 5600 & 8600), B. Safe Schools (Policies 5610, 5610.01, 5611), and C. Code of Conduct (Policies 5500, 5610, 5610.01) in addition to the penalties prescribed therein. Additionally, the policies, procedures, and rules contained herein will apply to all students and their involvement in all extra-curricular and co-curricular activities at the secondary schools. The rules contained herein will apply on a twelve-month basis.

Extra-curricular and co-curricular student activities rules apply at all times throughout the student's high school career, including off-season and all vacation periods. The rules are not limited to the time period in which the student participates in a particular activity, nor are the rules limited to a student's behavior at school-sponsored activities or on school property. A student who violates the rules contained herein will be subject to disciplinary action as prescribed on page 24 in **PENALTIES**.

All penalties shall begin with the student's freshman year, regardless of whether the freshman becomes part of a senior high team, or activity, or participates or is eligible for participation only at the middle school level.

ATTENDANCE EXPECTATION FOR STUDENTS INVOLVED IN EXTRA/CO-CURRICULAR AND/OR ATHLETIC ACTIVITIES

Students involved in extra/co-curricular and/or athletic activities are expected to be in attendance each and every class period on the day of an extra/co-curricular event and/or athletic contest. In extenuating circumstances, students may apply to the Administration to request some leeway with the attendance policy. The Administration will render a decision for each application on a case-by-case basis.

STUDENT SPORTS, MUSIC, AND ACTIVITIES ATTENDANCE GUIDELINES (Policy 5200)

The Board of Education is committed to providing students with the opportunity to meet their full human and intellectual potential. While many opportunities are available, there may be times when scheduling conflicts occur between music, athletic, and other school-sponsored extra-curricular activities. In the best interest of the student, in taking responsibility for resolving conflict through communication and considering implications of their choice, the following guidelines will be enforced:

The student is responsible for reviewing schedules at the beginning of every season and/or semester/trimester and informing the coach, director, advisor, sponsor and/or music teacher of any conflicts as soon as the student becomes aware of the conflict so resolution occurs prior to events. When conflicts are identified, students will make the involved coaches, sponsors, or teachers aware of each conflict at the earliest possible date, no later than two weeks (ten school days) prior to the days in conflict. Coaches, music teachers, and extra-curricular directors/advisors/sponsors will first attempt to assist the student in resolving the conflict without penalty to the student.

- | | |
|--------------------------|--|
| A. Practice vs. Practice | Student decides which practice to attend. |
| B. Game vs. Rehearsal | Student attends game, no penalties or make up assigned for missed rehearsal. |
| C. Practice vs. Concert | Student attends concert, no penalties or make up assigned for missed practice. |

- | | |
|--|---|
| D. Game vs. Concert | Student/Family decides which event to attend. If a major concert is impacted, an alternative assessment will be assigned. |
| E. District/Regional/
State/World/Game/
Concert Activity | Student/Family decides which event to attend. If a major concert is impacted, an alternative assessment will be assigned. |

THE FOLLOWING BEHAVIORS CONSTITUTE A VIOLATION OF TRAVERSE CITY AREA PUBLIC SCHOOLS EXTRA-CURRICULAR AND CO-CURRICULAR RULES AND MAY SUBJECT THE STUDENT TO PENALTY AS OUTLINED IN THE “PENALTIES” SECTION:

ALCOHOL AND SUBSTANCE ABUSE (Policy 5530)

Use, possession, concealment, distribution, sale, or being under the influence of:

- a. Tobacco or tobacco products in any form;
- b. Alcohol or alcoholic beverages in any form;
- c. Illegal drugs, including but not limited to those substances defined as “controlled substances” pursuant to Federal and/or State statute;
- d. Steroids, human growth hormones, or other performance-enhancing drugs;
- e. Substances purported to be illegal, abusive, or performance-enhancing, i.e., “look-alike” drugs;
- f. All chemicals, including inhalants which release toxic vapors; and/or
- g. Any medications not in compliance with Policy & Guidelines 5330.

It shall not be a violation of the activities rules for a student to use or possess a prescription or patent drug when taken pursuant to a legal prescription issued by a licensed physician or for which permission to use in the school has been granted pursuant to Board Policy. A student shall notify his/her coach or activities sponsor if he/she is taking a prescription medicine which could alter the student’s behavior or affect the student’s ability to participate in the activity.

STUDENT DISCIPLINE VIOLATIONS

Student participants in extra-curricular and/or co-curricular activities who engage in misconduct in violation of the policies, procedures, and/or rules of conduct specified in Section V. STUDENT POLICIES & PROCEDURES, SAFE SCHOOLS & CODE OF CONDUCT, while in school or at a school activity or event, while participating in an extra-curricular or co-curricular activity, or at other times and places in the conduct of their personal lives outside of school or school activities or events, shall be subject to penalties with respect to the student’s participation in the extra-curricular or co-curricular activity, up to and including suspension from participation in such activities as determined appropriate for the violation.

Students shall not engage in behavior or offenses under the District Student Code of Conduct (Section V, Handbook) which, if they were to occur in or out of school, the student would be:

- Suspended three (3) or more times for three (3) or less days each time; or
- Suspended for five (5) or more days for one offense.

If it is alleged that a student has violated the co-curricular/athletic code, the Administration will conduct an investigation. As a matter of courtesy, the Administration will contact the parents of any student involved at the first convenience.

PENALTIES

A. Athletes

1. Level I - First violation

- a. The athlete will lose eligibility for 30% of the regularly scheduled events in the athlete’s present sport season. Any suspension not completed in the present sport season will be carried over to the athlete’s next sport season. The athlete will be referred to the Student Assistance Program (SAP) and will be required to follow the recommendations of the SAP.
- b. If during the calendar year following the suspension the athlete has no further violations, he/she will be considered as an athlete with no violations. (Another violation after a full calendar year would be treated as a first violation.)

2. Level II - Second and subsequent violations

- a. The athlete will lose eligibility to participate in any interscholastic athletic competition for one calendar year from the date of the second or subsequent suspension(s). The athlete will be referred to the SAP and will be required to follow the recommendation of the SAP in order to restore eligibility for future years subsequent to the one-year suspension.
- b. After the second violation, the athlete is ineligible to participate in any interscholastic athletic competition for one year. If during the calendar year following the suspension the athlete has no further violations, he/she will be considered as an athlete with no violations. (Another violation after a full calendar year would be treated as a first violation.)

3. Any cost incurred to implement the recommendation(s) of the (SAP) is the responsibility of the student.

B. Extra/Co-curricular

1. Level 1 - First violation

- a. A student involved in an extra/co-curricular activity and/or student organization will lose eligibility to participate in 30% of the out-of-classroom scheduled events in the present school year. Any suspension not completed in the present school year will be carried over to the participant’s next activity. The student will be referred to the Student Assistance Program (SAP) and will be required to follow the recommendations of the SAP.

- b. If during the calendar year following the suspension the student has no further violations, he/she will be considered as a participant with no violations. (Another violation after a full calendar year would be treated as a first violation.)

2. Level II - Second and subsequent violations

- a. The student will lose eligibility to participate in any out-of-classroom scheduled events for one calendar year from the date of the second or subsequent suspension(s). The student will be referred to the SAP and will be required to follow the recommendation of the SAP in order to restore eligibility for future years subsequent to the one-year suspension.
- b. After the second violation, the student is ineligible to participate in any out-of-classroom event for one year. If during the calendar year following the suspension the student has no further violations, he/she will be considered as a participant with no violations. (Another violation after a full calendar year would be treated as a first violation.)

3. Any cost incurred to implement the recommendation(s) of the (SAP) is the responsibility of the student.

SUSPENSION FROM SCHOOL

Any student athlete or participant in extra/co-curricular activities who is suspended from school for violation of the secondary Student Code of Conduct, will be ineligible to participate in practices, competitions and/or any outside of classroom activities for the duration of the suspension.

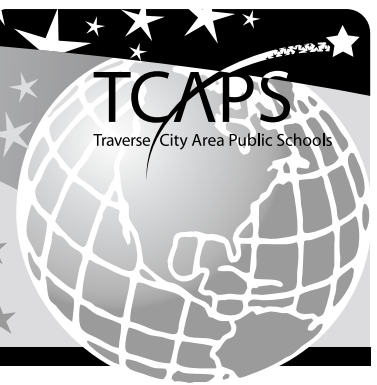
APPEAL PROCEDURE

Any suspension of athletes and students in extra/co-curricular activities for violations of this Code of Conduct may be appealed within five (5) school days from notification of the penalty by the Athletic Director, Activity Advisor, or designated school official.

All appeals must be based on questions of fact and presented in writing to the principal. Parent(s)/Guardian(s) and/or student may request a meeting with the principal prior to the appeal decision being rendered. The principal will render a written decision within five (5) school days to the student, and his/her parent(s) or guardian(s).



V. Student Policies & Procedures, Safe Schools, & Code of Conduct



A. POLICIES & PROCEDURES (Policies 5517, 5600 & 8600)

BULLYING, TAUNTING, STALKING, HAZING AND OTHER FORMS OF HARASSMENT, INCLUDING SEXUAL HARASSMENT ARE PROHIBITED

(Policy 5517)

A. STATEMENT OF PURPOSE

Traverse City Area Public Schools is committed to providing all students with a safe and supportive school environment. Bullying, taunting, stalking, hazing and other forms of harassment, including sexual harassment of students by other students, or by any member of the staff are contrary to the Board of Education's commitment to provide a physically and psychologically secure environment in which to learn and may in circumstances be a violation of federal or state law. Bullying, taunting, stalking, hazing and other forms of harassment including sexual harassment of students by other students or by any member of the staff are strictly prohibited. Any student or staff member found to have bullied, taunted, stalked, hazed or harassed a student in any form will be subject to discipline in accordance with the District's policies and applicable law.

B. PROHIBITED CONDUCT

1. Bullying, taunting, stalking, hazing and other forms of harassment, is the physical or verbal communication (written or oral) directed toward a student or a student's property or possessions by another student or staff member in a single incident or on repeated occasions.
2. Bullying shall be defined as:
Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:
 - a. Substantially interfering with educational opportunities, benefits, or programs of one or more students;
 - b. Adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
 - c. Having an actual and substantial detrimental effect on a student's physical or mental health; or
 - d. Causing substantial disruption in, or substantial interference with, the orderly operation of school.Retaliation or false accusation against a target of bullying, anyone reporting bullying, a witness, or another person

with reliable information about an act of bullying is strictly prohibited.

3. "Garret's Law", MCL 750.411t, prohibits a person who attends, is employed by, or is a volunteer of an educational institution from engaging in or participating in the hazing of an individual. This law applies to those attending the high schools or middle schools of the District. "Hazing" is defined as 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, participating in, holding office in, or maintaining membership in any organization. Hazing includes:
 - a. Physical/brutality, such as whipping, beating, striking, branding, electronic shocking, placing a harmful substance on the body, or similar activity;
 - b. Physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics, that subjects the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual;
 - c. Activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the individual to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual;
 - d. Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.

Activity that is normal and customary in an athletic, physical education, military training, or similar program sanctioned by the educational institution is excluded. A student who engages in or participates in the hazing of an individual in violation of "Garret's Law" shall be subject to discipline from the school District in addition to any criminal punishment.

4. Sexual harassment is unwelcomed sexual advances or any form of sexual remarks or non-consensual sexual contact of a student by a student or any member of the staff.
5. Other prohibited conduct constituting harassment includes conduct, physical or verbal communication (written or oral), which has the purpose or effect of creating an intimidating, provoking, hostile, discriminatory, or objectively offensive environment on the basis of race, color, national origin, sex, disability, age, religion, height, weight, marital status, genetic

information, or sexual orientation that disrupts or interferes with a student's ability to attend school or participate in school activities in an environment conducive to learning and to courteous and peaceable social interaction.

C. OTHER PROHIBITED CONDUCT

Bullying, taunting, stalking, hazing and other forms of harassment, including sexual harassment by students or staff members, fellow students, or other persons present on the school premises or at a school activity (e.g. visiting speakers, athletic team members, volunteer and/or parent) is strictly prohibited. Any student found to have harassed a staff member, student, or other person present on school premises or at a school activity, will be subject to discipline in accordance with the Code of Conduct and applicable laws.

D. PROTECTED CONDUCT

The expressions of ideas, opinions, or beliefs in a manner that is not disruptive or harassing constitute the legitimate exercise of constitutionally protected free speech in the school setting and will not be infringed on.

E. REPORTING PROCEDURE

If a student, staff member, or other individual believes there has been an incident of bullying, taunting, stalking, hazing, and/or other forms of harassment, including sexual harassment in violation of this policy, s/he shall promptly report such incident to the principal or designee. A report may be made in person, via telephone, or in writing (including electronic transmissions). If an incident of bullying is reported to a staff member who is not the appropriate principal or designee, or a Responsible School Official, the staff member shall promptly report the incident to one or more of the aforementioned individuals.

All such reports are to be investigated by the principal or designee promptly. Anyone found to have violated this policy and/or the Code of Conduct shall be subject to disciplinary action up to and including suspension, expulsion, or termination.

Complaints Against Certain School Officials

Complaints of bullying by any administrator may be reported to the Superintendent or designee. Complaints of bullying by the Superintendent may be reported to the President of the Board of Education.

F. INVESTIGATION

All reported allegations of a policy violation or related complaint about bullying shall be promptly and thoroughly investigated by the building principal or designee. A description of each reported incident, along with all investigation materials and conclusions reached by the principal or designee shall be documented and filed separately with similar materials in the District's central administrative office.

G. NOTICE TO PARENT/GUARDIAN

If the principal or designee determines that an incident of bullying has occurred, s/he shall promptly provide written notification of same to the parent/guardian of the victim of the bullying and the parent/guardian of the perpetrator of the bullying.

H. POSTING/PUBLICATION OF POLICY

Notice of this policy will be:

- a. Incorporated into student handbooks providing annual notice.
- b. Posted in conspicuous locations in all school buildings and departments within the District.

M.C.L.A. 750.411†

July 2002

Revised August 2003

Revised November 2004

Revised April 2011

Revised May 2012

BUS TRANSPORTATION

It shall be the policy of Traverse City Area Public Schools to provide safe and efficient transportation services to eligible students. Eligibility shall be determined within the limitations established by State law and TCAPS Transportation Policy. All eligible students must submit a request, in writing, to their school's office in order to receive transportation services. Transportation Request Forms are available in all school offices and on the District Web site: www.tcaps.net/transportation. Students are reminded that it is a privilege to be able to ride a District vehicle and this privilege may be revoked if the student's conduct is in violation of the guidelines and/or expectations of the Transportation Department or the Student Code of Conduct.

BUS TRANSPORTATION – Behavior Expectations (Guidelines 8600)

Students shall maintain appropriate behaviors on the bus and abide by the following guidelines:

1. Use assigned bus stop and proper crossing procedure.
2. Be on time and board in an orderly manner.
3. Remain seated, face forward, and share seat.
4. Use proper volume (no shouting, screaming, or whistling).
5. No fighting, pushing, hitting or kicking.
6. Use appropriate language.
7. Keep all body parts and belongings to self and inside the bus.
8. Keep aisle clear. All carry on items will be held on lap.
9. Refrain from eating, drinking, and chewing gum on the bus.
10. Follow instructions of adult on bus.
11. Keep bus clean (no littering).
12. Camera usage is prohibited.

**Bus driver is authorized to assign seats. **

Infractions of these guidelines by students may result in a loss of riding privileges. In the event the student's conduct is of such a serious nature as to recommend suspension or expulsion from school as well as temporary suspension from riding the bus, the Discipline Coordinator shall make appropriate recommendations to the building principal. The building principal shall administer consequences, in accordance with the suspension and expulsion policies of the school.

BUS TRANSPORTATION – Discipline

Guidelines (Guidelines 8600)

The following procedural steps shall be observed in bus discipline matters. Common sense and good judgment shall be an integral part of how the driver deals with students who are disruptive or distracting on the bus. Any unusual circumstances not covered in the rules will be dealt with on an individual basis.

BUS TRANSPORTATION – Minor

Misconduct (Guidelines 8600)

Any student who is engaged in misconduct while riding on a school bus shall be promptly addressed by the bus driver and warned that any continuation may result in further disciplinary action. The incident shall be logged by the bus driver.

Any Minor Misconduct could become a Major Misconduct with persistent, consistent noncompliance and be subject to consequences under the Major Misconduct Guidelines. A Minor Misconduct shall be defined as behavior that is disruptive, but not necessarily a serious safety violation.

Examples include, but are not limited to: excessive noise; touching others; putting gum on seats; profane language; eating or drinking on bus; changing seats; putting head, hands or feet out the window; being uncooperative; tossing things; not staying seated. This list should not be considered all inclusive but a general descriptor of Minor Misconduct.

The process for addressing Minor Misconduct will be:

- Single Incident - driver to log incident
- Oral warning to student, logged by driver
- Possible temporary seat assignment
- Second Incident - driver to log incident
- Written warning to student
- Assigned seat
- Notice to parent for signature

3 infractions 3 days suspension
4 infractions 10 days suspension
5 infractions 20 days suspension
6 infractions 90 days suspension
7 infractions 180 days suspension

Student will remain in an assigned seat pending return of signed notice from parent. Notices will be in triplicate and distributed to: parent/guardian/student, driver, Transportation Department.

Suspension of less than ten (10) days may result in a bus behavior contract at the discretion of the Transportation Department or parental request.

Suspension of ten (10) or more days may require a bus behavior contract. Suspension of ninety (90) days or more may be re-evaluated only after half of the suspension has been served. Evaluation will require a parent conference and a transportation behavior contract for the student.

Pursuant to Section 600.2913 of the Michigan Revised Judicature Act of 1961, the School District may recover damages against parent(s)/guardian of a minor in an amount not to exceed \$2,500 for any willful or malicious damage caused by the student. These damages include, but are not limited to, cutting or defacing school bus seating material, breaking windows, or any damage of a similar nature inflicted against any school property, including school buses.

BUS TRANSPORTATION – Major

Misconduct Process (Guidelines 8600)

Major Misconduct is defined as an illegal or disruptive act that is detrimental to the health and safety of the driver/aide or students. Major Misconduct will include, but not be limited to: significant insubordination; persistent, consistent non-compliance; physical aggressiveness or assaultive behavior; inappropriate sexual behavior or comments; throwing objects; intimidation; assaultive or threatening actions; gross misbehavior; and/or carrying or brandishing any real or look-alike substances, explosives, or weapon of any kind.

Major Misconduct will result in immediate suspension from the bus pending the investigation. If conditions warrant, a police report may be filed. In addition, the following steps would be adhered to:

First Infraction 10 days immediate suspension *

Second Infraction 20 days immediate suspension *

* There will be a consideration of a long-term bus suspension exceeding 10 or 20 days based on number of prior minor and/or major misconducts.

CITIZENSHIP/PERSONAL MANAGEMENT

Any conduct out of the ordinary which is disruptive to the educational process is unacceptable. Inappropriate vocal outbursts, arguments, name calling, profanity, improper sign language and gestures, or threats will not be tolerated. Students will address all staff members, visitors, and each other with respect. Public displays of affection are not permitted on campus. Students are to show consideration for others at all times.

CORPORAL PUNISHMENT (Policy 5630)

It is Traverse City Area Public Schools policy not to use corporal punishment in disciplining students. However, teachers may use reasonable physical force on a student as necessary to maintain order and control in a school or school-related setting for the purpose of providing an environment conducive to safety and learning in accordance with Section 1312 of the Revised School Code, MCL380.1312.

DETENTION

On occasion, students may be assigned to detention as a penalty for certain types of misbehavior including chronic tardiness. Students will receive a written notice of a detention for the particular day(s) assigned. Students refusing to serve detention or not showing up for detention on their assigned day/time may be suspended.

DRUG PREVENTION (Policy 5530)

The Board of Education recognizes that the unlawful possession or use of alcohol and other drugs, including tobacco, is wrong and harmful.

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

- A. dangerous controlled substances as so designated and prohibited by Michigan statute;
- B. chemicals, including inhalants, which release toxic vapors;
- C. alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. "look-alikes" (Examples of "look-alikes" may include but are not limited to the following: Spice, Incense, K2 and Blaze)
- F. chemicals used to make "Bath Salts" (mephedrone, methylenedioxypyrovalerone [MDPV] and methylone)
- G. synthetic stimulants sold under the guise of "Bath Salts" or "Plant Food" (examples may include but are not limited to the following: "Ivory Wave", "Purple Wave", "Vanilla Sky", or "Bliss");
- H. performance enhancing drugs as determined annually by the Department of Community Health;
- I. other illegal substances so designated and prohibited by law;
- J. tobacco products for students under 18 years of age.

In accordance with Federal and State law, the Board hereby establishes a "Drug-Free School Zone" that extends 1000 feet from the boundary of any school property. The Board prohibits the use, possession, sale, concealment, delivery, distribution, or intent to deliver or distribute of any drug or any drug-related paraphernalia at any time on District property, within the Drug-Free School Zone, or at any District-related event (including out-of-district events). Furthermore, the Superintendent shall take the necessary steps so that an individual eighteen (18) years of age or older who knowingly sells, delivers or distributes controlled substances so designated and prohibited by Michigan statute within the Drug-Free School Zone to another person is prosecuted to the fullest extent of the law.

Malt beverages labeled as "non-alcoholic" (including but not limited to Sharp's, O'Doul's, Kingsbury Malt Beverage, and Zing Malt Beverage) may contain alcohol. The possession or consumption of malt beverages (regardless of their alcoholic content) on school grounds or while a student is associated with any school activity is inappropriate conduct and will subject the student to disciplinary measures under the Student Code of Conduct.

The Superintendent or designee shall prepare guidelines for the identification, amelioration, and regulation of drug use in the schools. Such guidelines shall:

- A. emphasize the prevention of drug use;
- B. provide for a comprehensive, age-appropriate, developmentally based drug and alcohol education and prevention programs which:
 - 1. addresses the legal, social, psychological, and health consequences of tobacco, drug and alcohol use; and
 - 2. provides information about effective techniques for resisting peer pressure to use illicit drugs, tobacco, alcohol, and "look-alikes"; and
 - 3. promotes positive emotional health, self-esteem, and respect for one's body; and
 - 4. meets the minimal objectives as stated in the essential performance objectives for health education as established by the State's Department of Education.

- C. include a statement to students that the use of illicit drugs and the unlawful possession, sale, and use of tobacco, alcohol, and "look-alikes" is wrong and harmful;
- D. provide standards of conduct that are applicable to all students which clearly prohibit, at a minimum, the unlawful possession, sale, use, or distribution of illicit drugs, alcohol, and "look-alikes" by students on school premises or as a part of any school activity;
- E. include a clear statement that disciplinary sanctions, including referrals notification to the appropriate law enforcement authority, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school standards of conduct and a description of those sanctions;

The sanctions will include a referral to appropriate school personnel, punitive action, and referral to appropriate persons or agencies for screening and assessment. Such referral may only be made to qualified and properly licensed individuals or programs.
- F. provide information about any drug and alcohol counseling and rehabilitation and re-entry programs available to students and provide procedures to direct students and their parents to the appropriate programs;
- G. require that all parents and students be given a copy of the standards of conduct regarding the unlawful possession, sale, use, or distribution of illicit drugs, alcohol, and "look-alikes" by students;
- H. require the notification to parents and students that compliance with the standards of conduct is mandatory;
- I. provide for parental notification when there is an infraction of the standards of conduct;
- J. provide a biennial review of the school district's program to determine its effectiveness and implement changes as needed and to ensure that disciplinary sanctions are consistently enforced.

Rules developed by the Superintendent or designee shall follow these guidelines:

In the discipline of students involved with drugs, the following factors should be considered and should serve to mitigate such punitive sanctions as are imposed:

- 1. the potential harm of the specific drug itself, the physical hazard posed by it, and its tendency to habituate users;
- 2. the degree and kind of involvement with drugs evidenced by the activities of the student offender; the number of other students affected by him/her; and his/her possible profit motive;
- 3. the number of times the student has been disciplined for drug involvement previously;
- 4. the overall disciplinary record of the student;
- 5. the student's willingness and desire to participate in an approved substance-abuse program or to seek help from professionals, organizations, or other individuals qualified to provide services.

The Superintendent or designee shall develop a curriculum for instruction in the harmful effects and legal restrictions against the use of drugs of abuse, alcoholic beverages, and tobacco for students at each grade level and conduct such in-service training programs for staff members necessary to ensure effective teaching about drugs and assistance to students with drug problems.

The Superintendent or designee shall take such steps as may be necessary to notify all students likely to be affected and their parents, the community, and appropriate law enforcement agencies of the Board policy on the use of drugs.

M.C.L.A. 380.1170, 333.26301 et seq., 333.7410, 380.1318

A.C. Rule R388.271 et seq.

Senate Bill 350, 1990

Drug-Free Schools and Communities Act of 1986, 20 U.S.C. 3171 et seq.

20 U.S.C. 3224A

Revised

3/1995

5/1997

7/2000

8/2003

4/2007

4/2010

6/2011

11/2011

2/2012

DUE PROCESS RIGHTS (Policy 5611)

To better ensure that appropriate due-process is provided for our students, the Board of Education has established the following guidelines for:

STUDENTS SUBJECT TO SHORT-TERM SUSPENSION

A short-term suspension is a suspension of the student from attendance at school by an administrator for ten (10) school days or less. A student to be suspended for a period of ten (10) school days or less shall be advised of the reason(s) and given an opportunity to respond to the charges against him/her prior to the suspension. If immediate removal of the student from school premises is necessary, the student will be advised of the charges and given an opportunity to respond to the charges as soon thereafter as possible. A student may be suspended for up to ten (10) school days pending a hearing before the Board or its designee upon the recommendation for a long-term suspension or expulsion of the student.

STUDENTS SUBJECT TO LONG-TERM SUSPENSION AND EXPULSION

A long-term suspension is a suspension of the student from attendance at school by the Board or its designee for specified period of time longer than ten (10) days. Expulsion is an action by the Board or its designee to bar a student from attendance at school indefinitely, subject to reinstatement by a decision of the Board. A student to be suspended for more than ten (10) school days or expelled, shall be advised in writing, sent to the student and his/her parent or guardian, of the intention to suspend or expel, the reason(s) and the opportunity to appear and respond to the charges in a hearing before the Board or its designee. The student and his/her parent or guardian is to be provided with an explanation of the hearing procedure, a list of witnesses who will provide testimony to the Board or its designee and a summary of the facts to which the witnesses will testify. The student and his/her parent or guardian shall be advised of the right to be represented by

their own legal counsel or advocate at their expense. The student and his/her parent or guardian shall be advised that the hearing may take place in a closed session at their request, but that the decision of the Board or its designee must be made in open session as required by law.

HALL CONDUCT

Running, pushing, or any behavior that endangers the welfare and safety of self or others is forbidden. Students are to have a pass from a staff member when they are out of the classroom during class time. Elevator use is restricted to those with a physical need. Students with this need should notify office of this need prior to use.

GANG ACTIVITY

TCAPS does not tolerate any gang or gang-like activity on any TCAPS campus. TCAPS considers gang or gang-like activity to constitute gross misbehavior, which could result in a lengthy suspension and/or expulsion of a student.

Gang activity means: any activity by a group of two or more, or by an individual student on behalf of a group, whose purpose includes but is not limited to, the commission of one or more illegal, delinquent or disruptive acts that interfere with or cause a disruption in learning or an unsafe school environment, or is reasonably likely to cause such interference or disruption, or acts in violation of the Student Code of Conduct and/or Board of Education policies, or the formation of a group to defend its members (by the use of physical force, threats, or intimidation) against a perceived threat by another group or known gang; where the group or gang is identifiable by name, sign, clothing, symbol, etc, and/or other conduct.

Students wearing, carrying, or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined.

PERSONAL PROPERTY

Students are not to bring personal property to school that is not needed for educational purposes. Items that are involved in or cause a disruption to the school environment will be confiscated and held in the appropriate Administrative Office until a parent picks the item up. If an item of Personal Property is brought to the school, the care and maintenance of the item is the sole responsibility of the students. TCAPS will not assume any responsibility for such items. **The following items are deemed inappropriate and are not to be brought to school. The items include, but are not limited to:**

- Chains
- Glues /solvents
- Knives of any size
- Laser pointers
- Lighters/matches
- Liquid whiteout
- Pepper spray/mace
- Razors/razorblades
- Roller skates, in-line skates, or shoeskates
- Rubber cement
- Skateboards

CELL PHONES AND OTHER ELECTRONIC COMMUNICATION DEVICES

A student may possess or use a cellular telephone and/or other electronic communication devices (including net books and iPad, iPad like devices) in school, on school property (including school buses),

at after school activities, and/or at school-related functions; however, use of a cellular telephone and/or other electronic communication device is prohibited while in the classroom or engaged in a learning environment such as a field trip or assembly unless the use is instructed by instructional staff. (Board Policy 5136)

Possession of a cellular telephone and/or other electronic communication devices by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. At all times in school, on school property (including school buses), at after school activities, and/or at school related functions, when a student is directed to discontinue use or put away cell phones or other electronic communication devices (including net books and iPad, iPad like devices), students are expected to comply. Failure to do so will be considered insubordination and is subject to disciplinary action. Violations of this policy may result in the confiscation of the cell phone or other communication device (including net books and iPad, iPad like devices) and held for a parent/guardian to pick up.

Violations of this policy may result in disciplinary action against the student which may result in confiscation of the cellular telephone and/or other electronic communication devices.

A student who possesses a cellular telephone and/or other electronic communication devices shall assume responsibility for its/their care. At no time shall the District be responsible for preventing theft, loss or damage to cellular telephones and/or other electronic communication devices brought onto its property.

PA 132, 2003

June 2004

Revised March 2011

Any use of a cellular phone or other communication device during State or Federal testing is prohibited by those organizations and can result in disqualification and voiding of any test being administered and/or disqualification from the entire testing window (example – ACT week). These guidelines are issued from the State or Federal testing organization and adherence to these guidelines is necessary for certification of TCAPS test results.

DIGITAL MUSIC PLAYER/MP3 PLAYER/IPOD/IPOD-LIKE DEVICE

A student may possess a digital music player/mp3 player/IPOD/IPOD-like device in school or on school property. Possession of such device by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. At all times in school, on school property (including school buses), at after school activities, and/or at school related functions, when a student is directed to discontinue use or put away Digital Music Players/MP3 Player/IPOD/IPOD-Like Device, students are expected to comply. Failure to do so will be considered insubordination and is subject to disciplinary action. Violations of this policy may result in the confiscation of the Digital Music Players/MP3 Player/IPOD/IPOD-Like Device and held for a parent/guardian to pick up.

Students who possess a digital music player/mp3 player/IPOD/IPOD-like device shall assume responsibility for its/their care. At no time shall the District be responsible for preventing or investigating theft, loss, or damage to digital music player/mp3 player/IPOD/IPOD-like device brought onto its property.

TCAPS cannot be responsible for items of such value. It is advised that you not bring these items to school.

SCHOOL GROUNDS CONDUCT

For health and safety reasons, students are not allowed to throw, kick, or propel snow or any other objects, i.e. dirt, rocks, paper, containers, or boxes in any manner on school grounds.

The Administrator will keep records of all students referred. On all referrals, a copy will be returned, with a note of action by the Administrator. Any helpful information as a result of that contact will also be forwarded. All school personnel will be responsible to enforce rules, especially in cases where no one person is totally responsible for the conduct of the students, i.e. halls, cafeteria, auditorium, or school activities.

SCHOOL IN-HOUSE SUSPENSION

(Policy 5610.02)

TCAPS high schools and middle schools operate a supervised Time-Out/Focus Room for students who have received an in-school suspension. The time-out rules are as follows:

1. Students must report to the Time-Out/Focus Room by the beginning of the assigned class period with assignments, textbooks and reading material.
2. Students are responsible to get their assignments from each teacher before school starts.
3. Students must work on their assignments the entire period. All assignments must be completed and turned in to the teachers for assessment. Assignments not satisfactorily completed will result in the student being placed back in the Time Out/Focus Room to complete the assignment(s).
4. Students must follow the directions of the supervisor in charge.
5. Talking will be restricted during in-school suspension.
6. At times, students may be assigned to tasks on the campus.
7. Misbehavior will not be tolerated and will result in out-of-school suspension.
8. Students repeatedly assigned to in-house suspension may receive out-of-school suspension.
9. Students must satisfactorily complete the suspension learning packet. Students not satisfactorily completing the suspension learning packet will be placed back into the Time-Out/Focus Room to complete the packet.
10. Students are not allowed in the area of the Time-Out/Focus Room unless they have a pass or are assigned to that area.

STUDENT APPEARANCE

(Policy 5511)

In order to establish and maintain a productive and appropriate learning environment and instill student respect for the educational environment, students shall maintain a reasonable standard of wearing apparel that is not disruptive to the educational process.

*"Go confidently in the directions of your dreams;
live the life you have imagined."*

- Henry David Thoreau

Students are strictly forbidden to wear any clothing or attire that creates disorder or distraction, or otherwise disrupts the learning environment. This includes but is not limited to items that:

- Promote or encourage the use of drugs, alcohol, or tobacco products.
- Exhibit illegal activities, vulgarities, obscenities, profanity, sexually explicit language/suggestions, or ethnic intimidation.
- Reveal bare midriff or shoulders.
- Reveal undergarments.
- Are extreme mini-skirts/dresses or minishorts.
- Have shoulder straps less than two fingers in width (and shoulder straps must cover undergarments/ undergarment strapping)
- Sleepwear.

As a matter of courtesy, hats, bandanas, and/or hoods (all generally termed head coverings) may not be worn at the middle schools or senior high schools. Failure to comply will be considered insubordination and is subject to disciplinary action. Violations of this policy may result in the confiscation of the head covering and held for a parent/guardian to pick up. An Administrator may request a change in attire when a student's apparel creates a disruption and/or distraction to the educational environment. If a student has a medical or other need that may necessitate a head covering, they should see an administrator in advance to discuss that need. Those needs will be dealt with on a case-by-case basis by an administrator.

STUDENT REMOVAL FROM CLASS

(Policy 5610.03)

Staff may remove a student from class when the actions of the student disrupts the educational process of the school. A student must report immediately to the appropriate administrative office. A student may also be removed for persistent misbehavior or disrespect. Students will not be sent to the hall, cafeteria, or media centers for disciplinary reasons. The staff will provide a written report of the incident to the Administrator by the end of the school day. The Administrator will determine the length of time a student will remain out of the classroom and/or other penalties.

SUSPENSION AND EXPULSION

(Policies 5610, 5610.01)

An Administrator has the authority to suspend for up to ten (10) school days. In cases where long-term suspension or expulsion is appropriate, the administration will refer the incident to the Board of Education or its designee.

Students under suspension are not eligible to attend and/or participate in any before or after school activities for the duration of the suspension. (Suspension is defined as the length of time during which a student is removed from class/school for disciplinary reasons until such time they are allowed to return to class/school.)

SEARCH AND SEIZURE

(Policy 5771)

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property

such as lockers used by students, desks or storage areas used by students or the person or property, including vehicles, of a student.

A personal search of a student may be conducted by the Principal when he/she has reasonable suspicion to conduct a search of that student or objects or clothing in the student's possession or control.

(Revised 2/2012)

LOCKERS, DESKS AND OTHER STORAGE AREAS

(Policy 5771)

All lockers, desks, and other storage areas provided for use by students are provided only for the convenience of students and remain the exclusive property of the District. A student using the locker, desk, or storage area has no expectation of privacy in that locker, desk, or storage area or the contents therein, including but not limited to purses/handbags/backpacks/coats/pullover/wallets/gym bags etc. According to School Board Policy, lockers, desks, and other storage areas provided for student use are subject to inspection, access for maintenance, and search by District officials for any reason, at any time, without notice, without obtaining student or parental consent, and without obtaining a search warrant. The privacy rights of a student regarding any items that are not illegal or against school policy shall be respected in the course of conducting a search. Students shall not lock or otherwise impede access to any locker, desk or storage area, except with a lock provided by or approved by the Principal. Unapproved locks will be removed and may be damaged or destroyed in the process.

The District reserves the right to have any Law Enforcement Agency having jurisdiction over the school (i.e. Grand Traverse Sheriff's Office) assist in conducting searches of lockers, desks, or storage areas and the contents contained therein. This includes the use of canine units from the Law Enforcement Agency.

Lockers, desks, and other storage areas should be kept neat and clean at all times. The District may deny or restrict use of lockers, desks, and other storage areas to any student for failure to comply with use requirements. Items that are illegal or against school policy must not be kept in any locker, desk, and/or storage areas provided to students. Items prohibited include, but are not limited to, cigarettes, look-a-like illegal drugs, and controlled substances, drug related paraphernalia, weapons, explosive devices and/or materials, and incendiary devices. Any such items found in a locker, desk, or other storage area provided to students will be sent to the office with the locker number or identifiable information attached and the responsible student(s) will be held accountable according to the disciplinary measures established in the student handbook.

All personal items must be removed from the lockers by the end of the school year. Students are advised not to have/keep large sums of money or valuable items in their lockers or at school.

TECHNOLOGY ACCEPTABLE USE

(Policy #'s 5540.01, 7540 & Guidelines 5540.01)

Traverse City Area Public Schools acquires and makes available certain materials, in the category of technology hardware and software, to aid in the effective conduct of teaching, learning, and non-instructional operations. These technologies are acquired with the understanding that they contribute access to information, methods of presentation, and communication. Staff and students as well as interested persons outside of Traverse City Area Public Schools recognize that these technologies are a productive means of carrying out the mission and instructional goals of Traverse City Area Public Schools.

Listed below are specific responsibilities and limitations which must be observed by any person using technology owned by Traverse City Area Public Schools or on Traverse City Area Public Schools premises. These apply to any use of technology, whether owned by Traverse City Area Public Schools or the personal property of the user. Violations can lead to the denial of network services.

- A. The user is responsible for his/her behavior and communication on the Internet. Users are responsible for compliance with existing laws while using technology. The Board of Education Policies and Administrative Regulations apply to the use of technology.
- B. Users are responsible for reporting the misuse of technology.
- C. The user may only access the Internet by using their assigned network login and password. Use of another person's login and password is prohibited.
- D. The user may not intentionally seek information on, obtain copies of, or modify files, data, or passwords belonging to other users, or misrepresent other users on the network.
- E. Users have full responsibility for the confidentiality of any accounts or passwords related to the use of technology. Circumventing passwords and/or security is not allowed. All violations of this regulation that can be traced to an individual's account name will be treated as the responsibility of the owner of that account.
- F. The user may not use the Internet to engage in "hacking", "phishing", or pursue any method of identity theft or other unlawful activities.
- G. Malicious use of the Board's computers/network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or compiling system is prohibited. Users must avoid wasting limited resources.
- H. Transmission of any material in violation of any State or Federal law or regulation, Board Policy or Board Guidelines is prohibited.
- I. Use of Internet to access, process, distribute, display, or print any type of pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to an interest in nudity and/or sex, material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. Offensive messages and pictures, inappropriate text, files, or files dangerous to the integrity of the Board's computers/network (e.g., viruses) are also prohibited.
- J. Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited. Any and all uses of technology are for instructional, operational and administrative functions of the District.
- K. Traverse City Area Public Schools network is intended for curricular and administrative use. Access to games is not appropriate or acceptable.
- L. Users are expected to use proper network etiquette.
 1. Cyberbullying or personal attacks are an unacceptable use of technology.
 2. Never post personal information about yourself or anyone else.

3. Diligently delete old files and email on a regular basis.
 4. Minimize spelling errors and make sure your message is easy to understand and read.
 5. Users must use language appropriate for school situations as indicated by the school's code of conduct, and avoid offensive or inflammatory speech, obscene, profane, vulgar, sexually explicit, defamatory, or abusive language.
- M. All content accessible via the Internet should be assumed to be private property (i.e., copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected. Information (including text, graphics, audio, video) obtained from Internet sources should be cited in references.
 - N. Use of the Internet and any information procured from the Internet is at the user's own risk. The Board is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions. The Board is not responsible for the accuracy or quality of information obtained through its services.
 - O. Disclosure, use and/or dissemination of personal records or identification information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent(s)/guardian(s).
 - P. An Internet Filtering Service will provide a level of protection to all stations connected on Traverse City Area Public Schools network. This does not absolve the user from attempting to access inappropriate sites on the Internet as stated in the Technology Acceptable Use Guidelines.
 - Q. Proprietary rights in the design of web sites hosted on the Board's servers remains at all times with the Board without prior written authorization.
 - R. Students utilizing technology provided by Traverse City Area Public Schools must have the permission of and be supervised by Traverse City Area Public Schools staff.
 - S. It is the user's responsibility to ensure that transmission and/or reception of information by means of technology is appropriate. Electronic mail is not guaranteed to be private. People who manage the system do have access to all mail. Inappropriate or illegal use of email may subject the individual to consequences stated elsewhere.
 - T. All activity on the network is traceable to each user. Misuse of technology will not be tolerated.
 - U. Only authorized users may install, remove, or relocate software. All software must be approved and original media with licensing documents are to be maintained by the Technology Department.

Failure to comply with this regulation may result in loss of privileges, disciplinary action, and/or civil or criminal action against the user.

H.R. 4577, P.L. 106-554, Children & Internet Protection Act of 2000
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended.
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended.

18 U.S.C. 2256

18 U.S.C. 1460

18 U.S.C. 2246

Revised June 2006

Revised June 2009

Revised January 2012

B. SAFE SCHOOLS (Policies 5610, 5610.01, 5611)

The Governor of the State of Michigan has signed into law a number of school safety laws. These Public Acts (laws) are also included in the District's Board Policy and Guidelines. **The Board of Education is continually concerned about the safety and welfare of District students and staff and, therefore, will not tolerate behavior that creates an unsafe environment or a threat to safety.**

A. Physical Assault

1. In compliance with Section 1311a (1) of the Revised School Code, MCL380.1311a (1), the Board or its designee shall permanently expel a student in grade six or above if that student physically assaults a District employee, volunteer, or contractor at school. The Superintendent or Principal shall forward the report to the School Board.

"At school" means in a classroom, on school premises, on a school bus or other school-related vehicle or at a school-sponsored activity or event (whether or not on school premises) at anytime of day, any day of the year.

2. In compliance with Section 1310 (1) of the Revised School Code, MCL380.1310 (1), the Board or its designee shall also suspend or expel a student in grade six or above for up to 180 school days if the student physically assaults another student at school.
3. The Board believes that students, staff members, and visitors are entitled to function in a safe school environment. Therefore students are required to report any knowledge of a student intending to or engaging in a physical assault of a District employee, volunteer, or contractor at school to the school Principal or a school Administrator. Failure to promptly report such knowledge to the school principal or school administrator will subject the student to disciplinary action.
4. For purposes of this Policy, the following definitions shall apply:

- a. Physical assault means intentionally causing or attempting to cause physical harm to another through force or violence.
- b. At school means in a classroom, on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event on or off school property.
- c. School premises means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school.

Making a false bomb threat is a federal offense punishable by up to ten years in prison, \$250,000 fine, or both. This penalty also applies to juvenile offenders.

B. Verbal Assault/Bomb Threat

1. In compliance with Section 1311a (2) of the Revised School Code, MCL380.1311a (2), the Board or its designee shall suspend or expel a student in grade six or above, for a time determined in the discretion of the School Board if the student verbally assaults a district employee, volunteer, or contractor on or off school property.
2. The Board shall expel a student in grade six or above, for a time determined in the discretion of the School Board or permanently expel a student who makes a bomb threat or similar threat directed at a school building, property, or a school-related activity.
3. Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report any knowledge of a student intending to or engaging in a verbal assault of a district employee, volunteer, or contractor at school or intending to make or making a bomb threat or similar threat directed at a school building, property, or a school-related activity to the school Principal or a school Administrator. Failure to promptly report such knowledge to the school principal or school administrator will subject the student to disciplinary action.
4. For purposes of this Policy, the following definitions shall apply:
 - a. Verbal assault means any statement or act, oral or written, which can reasonably be expected to induce in another person(s) an apprehension of bodily injury or harm.
 - b. At school means in a classroom, on school premises, on a school bus, or other school-related vehicle, or at a school-sponsored activity or event (whether or not on school premises).
 - c. School premises means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school.

"The richest person alive is the one who uses the time most other people throw away."

- Unknown



C. Weapons, Arson and Criminal Sexual Conduct

1. In compliance with Section 1311 of the Revised School Code, MCL380.1311, the Board will permanently expel any student who possesses a dangerous weapon in a weapon-free school zone.
2. Possession of any kind of weapon or object used or to be used as a weapon at school will subject a student to permanent expulsion or suspension for a time determined by the Board in its discretion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that the weapon was brought onto school premises by a student other than the one who was found in possession of the weapon provided the weapon to the one who was found in possession of it, that student shall also be subject to the same disciplinary action.
3. In compliance with Section 1311 of the Revised School Code, MCL380.1311, the Board will permanently expel any student who commits arson or criminal sexual conduct in a school building or on school grounds.
4. The Board believes that students, staff members, and visitors are entitled to function in a safe school environment. Therefore students are required to report any knowledge of a student's intention to possess or a student's possession of a dangerous weapon or any other kind of weapon or object used or to be used as a weapon and/or any act or intention to engage in an act of arson or criminal sexual conduct by a student at school to the school principal or school administrator. Failure to promptly report such knowledge to the school principal or school administrator will subject the student to disciplinary action.
5. For purposes of this Policy, the following definitions shall apply:
 - a. "Dangerous Weapon" means a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by mechanical device, iron bar, or brass knuckles. "Firearm" means:
 1. a weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by an explosive, or by gas or air;
 2. the frame or receiver of any such weapon;
 3. any firearm muffler or firearm silencer; and/or
 4. any destructive device, including explosives, incendiaries, poison gas, mace, pepper spray or other spray irritants, or any weapon which will (or may readily be converted to) expel a projectile by the action of an explosive or other propellant. **For purposes of application and enforcement of this policy, a B-B gun, soft-air gun, paint gun or a "look-a-like" gun is considered a "firearm."**

"School premises" means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school. The definition of school premises is in effect all day, every day of the calendar year.

- b. "Dangerous Weapon" means any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to, padlocks, chains, pencils, laser pointers, jewelry, and butane or other kinds of lighters. **Any object, even toy, which looks like or may be mistakenly perceived to be a gun, knife, or other dangerous weapon will be considered to be a weapon for purposes of the expulsion policy.**
- c. As defined in Section 237a of the Michigan Penal Code, MCL750.237a, "weapon free school zone" means school property and/or a vehicle used by the school to transport students to or from school property. Also, as defined in Section 237a of the Michigan Penal Code, MCL 750.237a, "school property" means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses.
- d. As defined in Section 1311(11)(a) of the Revised School Code, MCL380.1311(11)(a), and for the purpose of compliance with Section 1311, of the Revised School Code, MCL380.1311, the term "arson" means a felony violation of Chapter X of the Michigan Penal Code, MCL 750.71 to MCL 750.80. In addition to arson as defined in Section 1311(11)(a) of the Revised School Code, MCL380.1311(11)(a), setting a fire or doing any act which results in the starting of a fire at school or aiding, counseling, inducing, persuading, or procuring another to do such an act or acts shall constitute "arson" under Board Policy and a student who engages in such conduct shall be subject to the same disciplinary action for committing arson in a school building or on school grounds under Section 1311 of the Revised School Code, MCL 380.1311.
- e. As defined in Section 1311(11)(b) of the Revised School Code, MCL380.1311(11)(b), and for the purpose of compliance with Section 1311 of the Revised School Code, MCL380.1311(11)(b), and Board Policy, the term "criminal sexual conduct" means conduct by a student that is a violation of Sections 520b, 520c, 520d, 520e or 520g of the Michigan Penal Code, MCL 750.520b, 750.520c, 750.520d, 750.520e or 750.520g.

Decisions regarding expulsion of student(s) will be dependent on the outcome of a Hearing as per Board Policies 5610 and 5610.01.

"Age is not a guarantee of maturity."
- Lawana Blackwell



C. STUDENT CODE OF CONDUCT (Policies 5611, 5610, 5610.01)

1. GENERAL PROCEDURES

Students in TCAPS secondary schools, are expected to behave appropriately while at school during the school day and at school-sponsored activities. Possible consequences if misconduct occurs follow.

Minor misbehavior will be handled by the classroom teacher, but more serious or persistent misconduct will be referred to the appropriate Assistant Principal. The purpose of this Code of Conduct is to give examples of various categories of misconduct that may result in suspension or expulsion. The general procedures that will be followed to ensure that you are treated fairly and with due process are listed.

The examples of misconduct are not meant to be all-inclusive. The Code of Conduct is intended to cover all inappropriate behavior. The penalties indicated are guidelines. The administration has authority to determine the specific penalty or corrective action for each situation.

When you are referred to an administrator for some kind of alleged misconduct, you can expect the following to happen. (The order and actions required may vary with the type and seriousness of the complaint).

- A. The Administrator or Supervisor will confer with those involved to get a fair and accurate account of the facts.
- B. You will have an informal meeting with the Administrator or Supervisor, usually prior to suspension.
 - You will be informed of the specific charges and evidence against you.
 - You will have an opportunity to tell your version of the incident, to deny the charges, and rebut the evidence.
- C. Your parent(s)/guardian(s) will be contacted by telephone or written report and will be informed of the alleged misconduct and possible disciplinary actions. A conference can be requested by student, parent(s)/guardian(s) or administrator.
- D. Unlawful acts will be reported to proper authorities and appropriate legal action will follow. Disciplinary action may be taken by the school regardless of whether criminal charges result.
- E. The appropriate school penalty or corrective action will be determined. This may include Time-Out/Focus Room (in-school suspension), out-of-school suspension or suspension pending the outcome of a hearing for long-term suspension expulsion.
- F. Suspension may be short-term for a period of one hour up to ten days, or long-term for a period of more than ten days, depending upon the severity and frequency of the offense.
 - Suspension may be out-of-school for part or all of the time when the nature of the misconduct or the length of the suspension makes it advisable.
 - Detention may be assigned in lieu of suspension.
- G. Expulsion is complete separation from all school activities for an indefinite time. Expulsion will occur only following a hearing conducted by the Board of Education or its designee.
- H. If you or your parent(s)/guardian(s) are dissatisfied with a disciplinary decision, you may appeal in the following way:
 1. Ask the Assistant Principal involved to review the decision.
 2. Appeal the decision to the Principal.



2. STUDENT BEHAVIOR AND CONSEQUENCES

Possible Consequences	Description
Discretionary	Shorter term (less than a school day) action or consequence that may include parent contact, "time-out" in office, lunch detention, after-school detention or a short time in the In-School Suspension Room.
School In-House Suspension (ISS)	Also known as In-School Suspension (ISS). Length of time may vary from one to more than one day. While having the consequence the student must report with assignments, textbooks, and reading material to the ISS room. Students are to get their assignments from their teachers before school starts. Students must work on their assignments the entire period. All assignments must be completed and turned in to the teacher for assessment. Assignments not completed satisfactorily will result in the student returning to the ISS room to complete the assignment. Students must follow the directions of the supervisor in charge. Talking is not allowed during the day. At times, students may be assigned to physical labor on campus. Misbehavior will not be tolerated and will result in Out-of-School Suspension. Students must satisfactorily complete the suspension learning packet.
Suspension To Home (OSS)	Also known as Out-of-School Suspension (OSS) - A student may be suspended from school for a definite period of time up to ten days by a principal or his /her designated agent. Any such suspension by a principal or his/her designated agent may be a suspension pending a hearing before the Board of Education for a long-term suspension or expulsion.
Long Term Suspension/ Expulsion (LTS or Expel)	Long-Term Suspension or Expulsion may be considered when a student has substantially interfered with the maintenance of good order or the school finds it necessary to protect that student or other students' physical/emotional safety or well being. Expulsion may also be considered if a student violates the Safe School Laws found in Section V.b. of this handbook. If a student is being considered for suspension or expulsion, all due process rights will be followed as found in Policy 5611 (Section V of the Discipline Policies - Handbook).

Behavior	Description	Discretionary	ISS	OSS	LTS or Expel
Arson	Purposely setting a fire (arson): Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will be subject to expulsion. This policy is in effect all year around.			●	●
Behavior Dangerous to Self or Others	Any behavior which may cause harm to oneself or others, such as running and/or pushing in the hallway and/or any behavior that endangers the safety of others is forbidden.	●	●	●	
Bodily Harm-Accident	Accidentally hurting another individual.	●	●	●	
Cafeteria Misconduct	Students are expected to be courteous and respectful at all times. Cutting in line, shoving, tripping, running, or other inappropriate behaviors will result in disciplinary action. Additionally, students are expected to take good care of the cafeteria furniture and facility, clean up after themselves, and to cooperate with lunchroom staff. Failure to do so, may result in disciplinary action.	●	●	●	
Closed Campus Violation	This means students are not allowed to leave the school campus at any time unless leaving on school transportation or being picked up by parent(s)/guardian(s). The same rule applies to students staying after school for athletic or any other activities. Students with a valid drivers license may transport themselves to and from campus at appropriate times. Students from the middle school are not permitted to drive motor vehicles to and from school without permission from the Administration.	●	●	●	

Behavior	Description	Discretionary	ISS	OSS	LTS or Expel
Computer Misuse	Incorrect use of programs, files, network, and/or venturing into areas on the web that are prohibited (Abuse of Computer Privileges, Technology Acceptable Use Violation).	●	●	●	●
Displays of Affection	Students demonstrating affection between each other is personal and not meant for public display. This includes: touching, kissing, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school.	●	●	●	
Disruptive	Any actions or manner of dress that interfere with school activities or disrupts the educational process are unacceptable. Such disruptions also include delay or prevention of classes, assemblies, field trips, athletic, and/or performing arts events. Violations of this rule could result in suspension or expulsion.	●	●	●	●
Extortion	Extortion is the use of threat, intimidation, force, or deception to take or receive something from someone else. Violations of this rule will result in suspension or expulsion.		●	●	●
Failure to Identify Self	Students are provided with student identification cards. Identification cards must be carried at all times while on campus or at any school-sponsored activity and must be presented immediately upon request of any representative of the school.	●	●	●	
False Alarm	It is a criminal offense to intentionally cause a false alarm. These include tripping a pull station, exposing a smoke detector to a smoke source, or otherwise causing activation of an alarm system in a non-emergency situation.		●	●	●
False Report	A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community, and the persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule will result in suspension or expulsion.		●	●	●
Fireworks or Explosives	Explosives, fireworks, and chemical-action objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule will result in suspension or expulsion.		●	●	●
Gambling	Making bets or wagers on school activities is prohibited. The act of gambling is also prohibited on school grounds.	●	●	●	
Gross Misbehavior	Public indecency and/or deliberate, malicious, or willful conduct detrimental to the normal functioning of school or school activities.		●	●	●
Harassment/ Bullying/ Hazing/ Intimidation/ False Accusations	Prohibited conduct includes any hostile, intimidating, provoking, threatening, coercive or objectively offensive conduct which has the purpose or effect of disrupting or interfering with a person's ability to attend school or participate in school activities in an environment conducive to learning and to courteous and peaceable social interaction.	●	●	●	●

Behavior	Description	Discretionary	ISS	OSS	LTS or Expel
Insubordination	Schools have the independent legal authority to educate, protect, and discipline their students. Therefore, when a staff member makes a reasonable direction, students are expected to comply. Disobedience or noncompliance may result in suspension or expulsion.	●	●	●	●
Loitering	To linger without appropriate relative educational purpose.	●	●	●	
Obscenity	Offensive drawings, gestures, or remarks (gross, vulgar, indecent, or profane language).	●	●	●	
Persistent/ Chronic Tardiness	Persistent tardiness is a disruption to the school and the classroom learning environment. When a student is suspended for persistent tardiness, parents will be contacted.	●	●	●	
Physical Altercation	This includes, but is not limited to: fighting, pushing, shoving, punching, tripping, slapping, or body slamming another person.	●	●	●	
Physical/Verbal Assault	Assault on a person which may cause injury will result in charges being filed and the student will be suspended or expelled. The school will have jurisdiction during the school day and at school activities. Verbal threats or assault as well as profanity directed toward a staff member in a threatening tone may result in suspension or expulsion.		●	●	●
Possession of Personal Property	Students are not to bring personal property to school that is not needed for educational purposes. Items which are involved in or cause a disruption to the school environment will be confiscated and held in the appropriate administrative office until a parent(s)/guardian(s) picks the item up.	●	●	●	
Record Falsification/ Cheating/ Plagiarism	Falsification of school work, identification, or forgery are forms of lying and are not acceptable. This includes but is not limited to forgery of hall/bus passes, I.D.'s, copying another person's work, plagiarism, and/or cheating.	●	●	●	
Repeated Violations of School Regulations	Consistent and/or repeated violations of the Student Code of Conduct will result in a disciplinary action.	●	●	●	●
School Grounds Conduct	For health and safety reasons, students are not allowed to throw, kick, or propel snow or any other objects (i.e. dirt, rocks, etc.) in any manner on school grounds.	●	●	●	
Serious Violations of Bus Regulations	Major misconduct will result in immediate suspension from all transportation (See Policy #5600, #8600).		●	●	
Sexual Conduct	This includes, but is not limited to: sexually suggestive or provocative behavior, sexual contact and/or criminal sexual conduct.	●	●	●	●

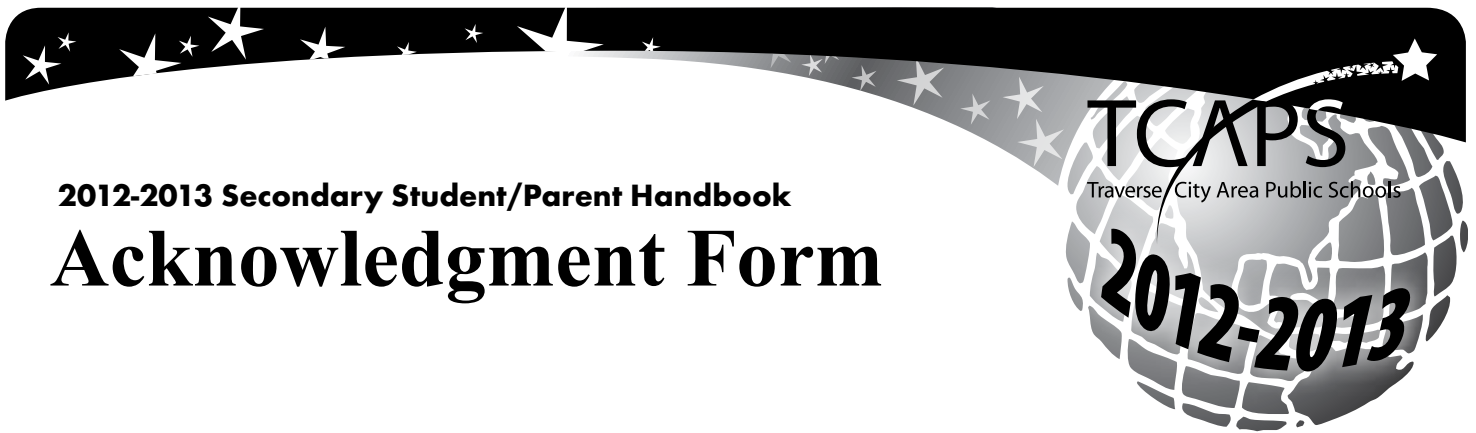
Behavior	Description	Discretionary	ISS	OSS	LTS or Expel
Substance Abuse	<p>The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and/or transportation.</p> <p>This means that any activity, possession, concealment, distribution, planning to distribute, or intending to distribute, or use of the following is <u>prohibited</u>.</p> <ul style="list-style-type: none"> · Drugs · Fake drugs · Look-alike drugs (including but not limited to Spice, Incense, K2, Bath Salts, Plant Food, Ivory Wave, Purple Wave, Vanilla Sky, Bliss, and Blaze or the like) · Drug paraphernalia · Alcohol (including but not limited to non-alcoholic beer, wines, and champagne or the like) · Steroids · Inhalants · Tobacco <p>For purposes of application and enforcement of this policy, the</p> <ul style="list-style-type: none"> · Distribution · Intent to Distribute · Planning to Distribute <p>drugs, alcohol (including but not limited to non-alcoholic beer, wines, champagne, or the like), fake drugs, look-alike drugs (including but not limited to Spice, Incense, K2, Bath Salts, Blaze or the like), drug paraphernalia steroids, inhalants, or tobacco is defined in the following ways:</p> <ul style="list-style-type: none"> · Giving or intending/planning to give to another person · Selling or intending/planning to sell to another person · Sharing or intending/planning to share with another person · Bartering, trading, or intending/planning to barter or trade with another person <p>Students violating these guidelines could be suspended or expelled and law officials may be contacted. Distribution of drugs, fake drugs, look-alike drugs, alcohol, and tobacco will result in a disciplinary hearing for long-term suspension or expulsion.</p>				
Tardy	Not being on time or "tardy" is defined as not being in the room on time for the class to start. Students who develop a pattern of tardiness will receive disciplinary consequences. Excessive or chronic tardiness will be considered a form of truancy and may result in in-school suspension and/or referral to the Truancy Intervention Program.	●	●	●	
Technology Acceptable Use	Failure to comply with the Technology Acceptable Use Policy of Traverse City Area Public Schools may result in loss of privileges, disciplinary action, and/or criminal action against the user.	●	●	●	●

Behavior	Description	Discretionary	ISS	OSS	LTS or Expel
Theft	Burglary, taking another's belongings or willful possession of stolen items.	●	●	●	●
Trespassing	Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended or expelled, the student is not allowed on school property without authorization of the administrator. Violations of this rule will result in suspension or expulsion.	●	●	●	
Truancy	Excessive absences and/or tardiness without permission or valid reason or skipping.	●	●	●	
Unauthorized Student Protest or Distribution of Printed Material	Students will not be denied their right of freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, he/she is encouraged to contact an administrator to discuss the proper way to plan such an activity. Students who instigate or cause a disruption to the educational process of the school, may be subject to suspension or expulsion.	●	●	●	●
Unsafe Driving	Unsafe driving on or around school property or in areas of school-sponsored events or activities will not be tolerated. Unsafe driving includes: speeding, recklessness, straying out of traffic lanes, failure to yield right-of-way to pedestrians, or similar type of infraction.	●	●	●	●
Vandalism	Vandalism (including littering and graffiti) and disregard for school property/personal (student or staff) property will not be tolerated. Violations will result in suspension or expulsion with restitution to the school/personal property owner.	●	●	●	●
Weapons	Possession of a weapon includes conventional objects like guns, pellet guns, knives, or club-type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlocks, pens, chains, jewelry, etc. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to the expulsion process. This policy is in effect all year around.		●	●	●

It is noted that due to our policy regarding violence, aggressive acts and substance abuse, principals may report the following to the Youth Liaison Officer/Civil Authorities for possible prosecution:

- Theft
- Concealment/possession of weapons, fireworks, explosives
- Drug, alcohol, and tobacco use, possession or sale, or intent to sell. Includes look-alikes
- Assaults, extortion, fighting
- Vandalism
- Bullying/taunting/stalking/hazing/harassment/intimidation (ethnic, sexual, etc.)
- Arson
- Criminal sexual conduct

TCAPS acknowledges a parents right to contact the police at any time when the parent/parents deem it necessary.



2012-2013 Secondary Student/Parent Handbook

Acknowledgment Form

Student Name: _____ Grade: _____

School: ☐ EMS ☐ WMS ☐ CHS ☐ WSH ☐ TCHS

Teacher Who Presented Handbook: _____

STATEMENTS TO BE READ AND SIGNED BY STUDENT/PARENT(S) GUARDIAN(S):

I have received a copy of Traverse City Area Public Schools 2012-2013 Secondary Student/Parent Handbook and have been given the opportunity for receiving and/or discussing all the information contained in it. I understand and accept my personal responsibility for following all information and expectations presented in the 2012-2013 Student/Parent Handbook.

Student Signature: _____ Date: _____

I have received a copy of Traverse City Area Public Schools 2012-2013 Secondary Education Student/Parent Handbook. I have had the opportunity to review the material and information in the handbook and accept my responsibility for helping my son/daughter to understand and live up to all expectations, guidelines, and policies presented in the handbook. In addition, my son/daughter has my permission to accompany their athletic teams or other school sponsored activity groups on in-town or out-of-town trips.

Parent(s)/Guardian(s) Signature(s) _____ Date: _____

Email Address _____

- This form must be signed and returned to the teacher.
- Teachers will turn in all ACKNOWLEDGMENT FORMS to the Grade Level Office.

The U.S. Department of Education encourages all school districts to allow parents/guardians the opportunity to re-identify a student's ethnicity and race according to new federal categories. The first question identifies ethnicity and the second question identifies race.

Is this student Hispanic/Latino?

- ☐ No, not Hispanic or Latino
☐ Yes, Hispanic or Latino

What is this student's race?

- ☐ American Indian or Alaska Native ☐ Native Hawaiian or other Pacific Islander
☐ Asian ☐ Black or African American
☐ White

9TH ACT VOCABULARY LIST

adulation
adversity
amicable
anecdote
antagonist
benevolent
camaraderie
censure
clairvoyant
collaborate
compassion
compromise
condescending
conditional
congregation
convergence
diligent
discredit
empathy
florid
frugal
hackneyed
hypothesis
impetuous
incompatible
inevitable
integrity
intuitive
lobbyist
longevity
nonchalant
novice
orator
parched
pretentious
procrastinate
prosperity
reclusive
reconciliation
renovation
restrained
subtle
superficial
superfluous
suppress
tactful
wary

10TH ACT VOCABULARY LIST

abbreviate
abstinence
aesthetic
anonymous
arid
asylum
conformist
demagogue
digression
disdain
divergent
emulate
enhance
exasperation
exemplary
extenuating
inconsequential
jubilation
resilient
scrutinize
spontaneity
spurious
submissive
substantiate
tenacious
transient
vindicate

11TH ACT VOCABULARY LIST

anachronistic
assiduous
circuitous
deleterious
enervating
ephemeral
evanescent
fortuitous
haughty
hedonist
impute
intrepid
mundane
opulent
ostentatious
perfidious
precocious
prosaic
provocative
prudent
querulous
rancorous
reverence
sagacity
surreptitious
venerable



TCAPS

Traverse City Area Public Schools

2012-2013

Traverse City Area Public Schools

Vision Statement

Every learner will reach his or her potential in an engaging, inspiring, and challenging environment.

Mission Statement

Through actively engaged local and global communities, Traverse City Area Public Schools will inspire students to achieve:

- Academic excellence,
- Productive citizenship,
- Global competency, and
- Healthy and innovative skills for life-long learning.

