



**2010-2011  
Student-Parent  
Handbook**

**TEKONSHA MIDDLE SCHOOL  
GRADES 5-8**

Accredited by the North Central Association

# 5<sup>th</sup> – 8<sup>th</sup> Grade Handbook

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## INTRODUCTION

On behalf of the entire staff we would like to welcome all students and parents to the Tekonsha Middle School and the Tekonsha Junior High School. It is our hope that this year will be a very successful one for all students. We also hope that at the end of the year both parents and students will look back and feel this has been a successful year. However, for this to happen, we must all work together to accomplish this goal.

Students, this is our school, and it is only as good as we make it. Our school is like a community with many people living and working together in a common cause, each realizing a responsibility to the other.

Parents, please feel free to contact us whenever you have a question or concern about school. We are here to serve you in providing the type of education that you and your child find meaningful.

The information in this handbook is to provide students and parents with information concerning the Tekonsha Middle School and the Tekonsha junior High School. By knowing and following its contents, your years in the middle school and junior high school will be most successful.

We encourage you to read the Tekonsha Middle School/Junior High School mission statement developed by our entire staff, which is printed below this introduction.

Tekonsha Middle School

Junior High School Staff

### DISTRICT VISION STATEMENT

The Tekonsha Community School District will be a community excelling in life-long learners, incorporating partnerships in education, and working collaboratively to develop caring, competent, responsible, well-educated citizens.

### DISTRICT MISSION STATEMENT

The Tekonsha Community School District is committed to providing a safe secure environment that fosters the love of learning in which individuals can realize their full potential.

### M.S. /J.H. MISSION STATEMENT

The Tekonsha Middle School/Junior High School family, in partnership with parents, accepts the responsibility of providing all students with a positive educational experience in a pleasant setting. During this transitional time, we expect each student to attain the knowledge and social skills necessary to prepare him/her for additional school success and lifelong learning.

### MIDDLE SCHOOL/JUNIOR HIGH SCHOOL MOTTO

**“EDUCATION IS THE KEY TO SUCCESS”**

### TEKONSHA COMMUNITY SCHOOLS WEBSITE

[www.tekonsha.k12.mi.us](http://www.tekonsha.k12.mi.us)

#### Information

Superintendent	Martin Chard	767-4121 ext. 101/316
Interim K-12 Principal		767-4121 ext. 200
Elementary Secretary	Madilyn Upston	767-4121 ext. 300
Jr/Sr High School Secretary	Bertha Phelps	767-4121 ext. 100
Guidance Office	Wendy Livingston	767-4121 ext.117
Transportation	April Cole	269-425-0529

### **SCHOOL DAY**

School opens to students	7:45 AM
Warning bell	8:03 AM
Class begins	8:05 AM
School day ends	2:50 PM

### **REGULAR SCHOOL SCHEDULE**

First Hour	8:05-8:56
Second Hour	9:00-9:51
Third Hour	9:55-10:46
Fourth Hour	10:50-11:41
Lunch	11:41-12:10
Fifth Hour	12:10-1:01
Sixth Hour	1:05-1:56
Seventh Hour	2:00-2:50

### **ATTENDANCE CALLBACK PROGRAM**

In an attempt to provide better monitoring of students' safety as they travel to school, there is a callback program.

1. Each day your child is not going to attend school, you should call the school at 767-4121 between 8:00 AM and 8:30 AM
2. Each day a student is absent and we have not received a phone call, we will try to call that student's parents. Thus if your child left for school and did not arrive, you will know that early in the day.

### **SCHOLASTIC MARKS**

- A. Means excellent. It represents the best scholarship mark. It is the result of supplementary work, of close attention and application, or exceptional interest, and of frequent contribution to the work of the class.
- B. Means above average in attainment, yet not reaching the standard obtained by the student who receives an "A".
- C. Represents average attainment. This standard is reached, usually, by about half of the students in the school.
- D. Indicates a less-than-average attainment, often caused by an attitude of indifference, lack of attention, and by half-hearted application.
- E. Indicates failure: the result of lack of attention, misunderstanding, and absence of application. Credit is not given for work receiving the mark of "E".
- I. Incomplete – student has two weeks after report cards are in to complete work unless prior arrangements have been made with the principal and teacher involved.

### **HONOR ROLL**

Students who meet all of the following will be placed on the Honor Roll.

1. Attain a B (3.00) average.
2. Have all grades of C- or better.
3. A student may not have a "4" or "5" in citizenship.

### **HOMEWORK PHILOSOPHY**

The amount of student homework will reflect a fair consideration by the teachers in relation to and respect for the school's curriculum.

## **REPORT CARDS/PROGRESS REPORTS**

Report cards are issued every nine weeks during the year. Students will receive them twice each semester.

Parents should read the reports carefully and retain for checking the student's progress during the school year.

Progress reports will be sent home mid-point of each marking period for all classes of each student.

## **PARENT-TEACHER CONFERENCE**

Parent-Teacher conferences are held each semester. It is the hope of the administration and faculty that parents will take advantage of the opportunity to review the progress of their children.

## **MIDDLE SCHOOL/JUNIOR HIGH PROGRESS REPORTS**

Progress reports will be sent home mid-point of each marking period for all classes of each student.

## **CAREER PATHWAYS**

Michigan's Career Preparation System is designed to provide all students completing the Michigan educational system with the necessary academic, technical, and work behavior knowledge and skills for success in a career of their choice and lifelong learning. The System is composed of a variety of programs and strategies fashioned to advance implementation of Career Preparation System goals.

Career Pathways structure learning to aid educators and students in making meaningful connections to broad areas of actual career opportunities reflective of the current and emerging world of work. A Career Pathways approach helps students by engaging them in a process that will provide a number of opportunities to fully identify, assess, and prepare for their career goals.

Career Pathways are broad groupings of careers that share similar characteristics whose employment requirements call for many common interests, strengths and competencies.

The six Career Pathways identified for implementation in Michigan are designed to cover all career opportunities and reflect these critical characteristics:

1. Encompass the entire spectrum of career options available to students;
2. Share common characteristics for careers within each pathway;
3. Provide opportunities for all students and all ability levels;
4. Offer significant potential for knowledge and skill transferability within the pathway; and
5. Encompass the full range of work requirements within each pathway from basic entry level to the more advanced.

Some careers may have connections to more than one pathway. Education agencies will determine how best to include these in their pathway structure to provide appropriate experiences for students.

## **MICHIGAN'S SIX CAREER PATHWAYS**

### **ARTS AND COMMUNICATIONS**

Careers related to the performing, visual, literary and media arts. These may include creative or technical writing, illustrating, graphic designing, publishing, theatre arts, journalism, languages, radio and television broadcasting, photography, advertising and public relations. Specific examples include artists, journalists, industrial designers, musicians, photographers, and theatre technicians.

## **BUSINESS, MANAGEMENT, MARKETING, AND TECHNOLOGY**

Careers related to all aspects of business including accounting, business administration, finance, information processing, and marketing. These may include entrepreneurship, sales, marketing, hospitality and tourism, computer/information systems, finance, accounting, office administration, personnel, economics, and management. Specific examples include accountants, business managers, salespersons, buyers, computer network administrators, secretaries, and stock analysts.

## **ENGINEERING/MANUFACTURING AND INDUSTRIAL TECHNOLOGY**

Careers related to the technologies necessary to design, develop, install, or maintain physical systems. These may include occupations in designing, engineering and science, service technicians, manufacturing technology, transportation, and construction. Specific examples include architects, airplane pilots, engineers, carpenters, microcomputer specialists, equipment operators, technicians, and mechanics.

## **HEALTH SCIENCES**

Careers related to the promotion of health as well as the treatment of injuries, conditions, and disease. These may include medicine, dentistry, nursing, therapy and rehabilitation, nutrition, fitness and hygiene, public health and veterinary science. Specific examples include physicians, nurses, pharmacists, health facility administrators, dental assistants, veterinarians, physical therapists and, medical technicians.

## **HUMAN SERVICES**

Careers in child-care, civil service, education, hospitality, and the social services. These may include law and legal studies, law enforcement, public administration, child and family services, and social services. Specific examples include postal workers, police officers, lawyers, teachers, counselors, school administrators, fire fighters, clergy, and social workers.

## **NATURAL RESOURCES AND AGRISCIENCE**

Careers related to natural resources, agriculture, and the environment. These may include agriculture, earth sciences, environmental sciences, fisheries management, forestry, horticulture, wildlife management, and many agri-business/agri-industry occupations. Specific examples include environmentalists, turf grass managers, farmers, landscape architects, plant scientists, marine biologists, and agricultural equipment mechanics.

## **STUDENT CONDUCT AND DISCIPLINE**

1. The Board of Education authorizes its representatives, the right and responsibility to maintain proper disciplinary measures to protect the rights of the individuals to learn as well as control the operation of the school.
2. A student shall:
  - a. Obey all the rules of the school.
  - b. Respect the authority of teachers.
  - c. Respect school property and others' property.
  - d. Conduct himself/herself properly in school, on school grounds, on buses, at school functions, and to and from school.
  - e. Apply himself-herself to the established course of study.
  - f. Be regular and punctual in attendance.



## GENERAL RULES

The following general rules pertaining to student behavior have been designated as important to the efficient operation of the school, the safety of the student body, and the protection of the building facility. It is, of course, impossible to state a rule for every possible situation. Given the proper direction and guidance, we are hopeful that students will develop self-discipline patterns, which will guide them in most situations. If you are in doubt concerning any rule or regulation in the school, be sure to ask someone in authority.

1. Insubordinate or disrespectful behavior toward any adult will not be tolerated. Students are answerable or responsible to all staff members including other grade-level teachers, substitute teachers, secretaries, aides, custodians, and lunchroom workers.
2. You are to remain at school during lunch periods.
3. Students are expected to obey the rules teachers set up for their individual classes.
4. Students are expected to come prepared with textbook, paper, pencil, and whatever else is needed for the day's work in each class.
5. If you feel it is necessary for you to leave class, you must first request permission from your teacher.
6. Students who wish to sell merchandise must obtain permission from the Building Administrator.
7. No food or drinks are allowed in the School Buildings.
8. Other students will not be permitted to visit school.
9. Swearing is to be avoided at all times.

## SCHOOL BUS REGULATIONS

1. All school rules will be in affect on the bus for students the same as at school.
2. Pupils must obey bus drivers promptly as they are in full charge of buses and pupils while in transit.
3. Pupils should be on time at the designated bus stops. **Buses cannot wait.**
4. Pupils should stay off the roadway at all times while waiting for buses.
5. Pupils should cross in front of a bus when crossing a highway or road, not in back of a bus.
6. Pupils should wait until the bus has come to a stop and the door is open before attempting to enter or leave the bus.
7. Pupils should keep their hands and heads inside the bus at all times.
8. There should be no moving around or changing of seats on buses.
9. There should be no loud talking, but conversation or singing in normal tones is permissible. At no time shall **profanity**, loud talk, or unbecoming conduct be tolerated.
10. Any student causing trouble by teasing, pulling hair, scuffling, or using unfit language will be warned and on a second offense, may be suspended from riding.
11. Throwing articles of any kind in a bus will not be tolerated.
12. Any damage to a bus should be reported to the driver at once.
13. Any student disfiguring or mutilating a bus will be required to pay for the damage and may be denied further use of buses.
14. Pupils may have to walk as far as one half to one mile to bus stops.

- 15. No student shall be allowed to ride on any bus other than the one to which he has been assigned, unless he has a written permit, signed by an administrator.
- 18. The use of tobacco products on buses is prohibited.
- 18. Failure to obey any of the above regulations may result in suspension of the student's bus riding privilege.
- 18. Personal CD players will be allowed on the bus at the driver's discretion and may be confiscated.

**Consequences:**

**First Offense**

Talk with student about the offense and reason he/she is being disciplined and/or assigned a specific seat where the student can be closely watched.  
First Warning – Send slip home.

**Second Offense**

Second warning. Conference with student, administrator, and driver. Making student more aware of consequences. Send slip home and assign a seat on bus and administrator assigns a detention.

**Third Offense**

Suspension from riding the bus, three (3) days. Call parents and send slip home.

**Further Offenses**

Suspension from riding all regular bus routes for five (5) days.

Further offenses may result in the student losing bus riding privileges for an extended period, the remainder of the semester or the school year.

**DRESS CODE**

Research shows a definite relationship between good dress habits, good work habits, and proper school behavior. Any type of attire, which attracts undue attention to the wearer, and thus causes a disturbance in the school, is in bad taste and not acceptable school attire.

- Shoes or other appropriate footwear are required at all times as per state law and health regulations.
- Hats or caps or other headgear are not to be worn in the school buildings between 7:30 AM and 3:00 PM and shall be removed when you enter the building.
- Jackets and coats will not be worn to class.
- Tank tops (boys or girls), halter-tops, muscle shirts, shorts, and clothing advertising alcohol and/or drugs, violence, profanity, ethnic slurs, and cults are not considered appropriate dress (Co-Ed Naked, Marlboro, Jack Daniels, etc.).
- Shorts, skirts, or dresses must be hemmed and fingertip length.
- Spandex cannot be worn by itself.

Students wearing inappropriate dress or clothes in bad repair will be sent to the office. Parent contact will be made and appropriate attire will be brought to school for them.

Final interpretation of the dress code will be at the discretion of the Building Administrator. Students in violation of this dress code must rectify their dress before they will be allowed to attend classes.

## **EARLY DISMISSALS, SCHOOL CLOSINGS AND DELAYS**

In case of inclement weather, please listen to the following radio and TV stations:

WWMT (Channel 3) – Kalamazoo

WOOD-TV (Channel 8) - Grand Rapids

WILX-TV (Channel 10) – Lansing

WKFR (103)

WNWN FM (WIN 98.5) – Coldwater

### **DO NOT CALL THE SCHOOL AS THIS TIES UP THE PHONE LINES.**

There are times during the school year when it becomes necessary to close school during the day due to bad weather conditions. Students would be dismissed to return home at that time. Please discuss these arrangements immediately. Each student needs to know exactly what he/she is to do if such a situation should arise.

On days when it is necessary for the opening of school to be delayed, buses will begin their runs the amount of time of the delay. Thus, with a one-hour delay, the bus should arrive at your house about one hour later than the regular time; with a two-hour delay, the bus should arrive at your house about two hours later than the regular time.

### **HOMework**

If a student is absent for three or more days, the parent may call on the morning of the third day to request the student's make-up work and to make arrangements to pick it up or to have it sent home with another student. For less than 3 days the school will provide homework assignments when the student returns. Students will be given the same amount of time of the absence to make up and turn in the work missed. The student will have 1 day to make up the assignments for each day missed.

### **VISITORS**

In order to maintain the appropriate classroom atmosphere, visitors (students) are not allowed. Parents are encouraged to visit. Please make arrangements to visit by contacting the school office.

### **CLOSED CAMPUS**

The Tekonsha School is a closed campus. Students are not allowed to leave the school grounds at any time without approval from the Administrator's office. This includes the noon lunch period. The gym will be available with supervision at noon unless special activities require its closing.

### **HIGH SCHOOL GYM**

The high school gym will be off limits to all students before and after school.

### **MONEY AND VALUABLES**

It is recommended that students not bring unnecessary money and other valuables to school.

### **CARE OF TEXTBOOKS**

Students are reminded that the textbooks assigned in each class are expensive items provided by local taxpayers. Each student is responsible for the care of the text. The books will be checked carefully at the end of the course, and students will be financially responsible for any damages.

### **DAMAGE DEPOSIT (7<sup>th</sup> & 8<sup>th</sup> grade only)**

Tekonsha Community Schools has a deposit of \$15.00 to cover damage to books and lockers.

## **DISCIPLINARY REFERRALS**

All disciplinary action not handled within the classroom will be recorded by teachers on the disciplinary referral forms provided in the office. Information on these forms will provide documented evidence of the offense, action taken by the teacher prior to referral, and final action and recommendation of the Building Administrator.

The teacher retains one copy, a copy is filed in the office, and a copy is mailed to parents for their information. If necessary, additional information may be presented in writing supplementing the report.

## **MIDDLE SCHOOL PARTIES/DANCES/FUN NIGHTS**

Tekonsha Middle School parties/dances/fun nights are not public parties. They are sponsored or approved by the administration to meet the social needs of members of this middle school.

In order to ensure the smooth running and success of all parties/dances/fun nights, the following guidelines must be followed:

1. All events are to be planned by the middle school student council and approved by the administration.
2. Tekonsha Middle School students only (no visitors).
3. Once a student has entered, he/she may **NOT** leave and return (once gone-always gone).
4. Anyone misbehaving will be required to leave.
5. All school rules are in effect.
6. Chaperones are there to help make the evening an enjoyable one for you. Try not to make it boring and unpleasant for them. Cooperate with them and let them know you appreciate their efforts.
7. Unexcused absences and/or removal from class may cause a student to forfeit his or her rights to attend extra-curricular activities during that week.
8. Use of, being in possession of, or under the influence of tobacco, alcoholic beverages or drugs will not be allowed. Any student violating this rule will have his/her parents notified immediately and suitable action taken.

## **HEALTH – MEDICINE**

**Administering Medicines to Students:** Medications are rarely necessary for pupils during the school day. They are justified only in chronic health conditions or short-term acute health conditions.

If under exceptional circumstances a student is required to take oral medication during school hours and the parent cannot be at school to administer medications, only the school nurse or the nurse's designee will administer the medication in compliance with the following regulations:

1. The medication must be brought to school by the parent or guardian in a container appropriately labeled by the pharmacy or physician.
2. Medication will be stored with the nurse.

Unless these requirements can be met, medication will not be administered at school.

The school will not supply Tylenol or any other non-prescription medication to any student.

## **TEKONSHA MIDDLE SCHOOL CONDUCT CODE**

The provisions of the school discipline code will be in full force and effect during the normal school day, at all school events home or away, on any Tekonsha Community Schools property at any time, and in certain off campus situations related to the general order and discipline of the school. The following guidelines will be used in the administration of the school conduct code.

It is important to note that:

1. These are guidelines; in unusual circumstances the administrator may make consequences more or less severe.
2. Consequences escalate for each violation up to and including long-term suspension.
3. Additional rules may be developed for individual classrooms, different areas of the school and grounds as well as for special events. Nothing stated here or not stated here should be interpreted as to limit the ability of school officials to deal with unusual circumstances or to provide for individual differences.

### **VIOLATIONS AND CONSEQUENCES**

#### **Aggressive misbehavior towards any school employee**

Physical contact or threat of physical contact toward school employees with the intention of doing bodily harm by a student or a group of students.

#### **First Violation**

- a. Conference with administrator, student, and any concerned parties.
- b. Possible notification of proper police authorities
- c. Contact parent(s) or guardian(s) immediately either verbally or in writing to set up a meeting of all parties.
- d. Up to ten days of suspension.
- e. If appropriate, a recommendation for expulsion to the Superintendent for presentation to the Board of Education.

#### **Further Violations**

- a. Conference with administrator, student, and any concerned parties.
- b. Notification of proper police authorities.
- c. Contact parent(s) or guardian(s) immediately either verbally or in writing to set up a meeting with all parties.
- d. Immediate suspension from school and if appropriate, recommendation to the Board of Education that the student be expelled a minimum of 180 school days with the loss of credit for any class that the student is currently enrolled in.

#### **Assault on another person**

A student shall not behave in such a way that causes physical injury to an employee, student or other person while on the school grounds or at a school activity.

#### **First Violation**

- a. Conference with administrator, student, and any concerned parties.
- b. Possible notification of proper police authorities.
- c. Contact parent(s) or guardian(s) immediately either verbally or in writing to set up a meeting with all parties.
- d. Up to ten days of suspension.
- e. If appropriate, a recommendation for expulsion to the Superintendent for presentation to the Board of Education

## **Cafeteria Misconduct**

### **Cafeteria Rules**

1. No cutting in line.
2. Students are to remain seated while eating or drinking.
3. No throwing of paper or food is permitted.
4. Students are to take care of all dishes, silverware, food, and waste paper from their lunch.
5. If something is dropped, the person or persons involved are responsible for picking it up.
6. No food or beverages are to be consumed outside the cafeteria.

### **First Violation**

- a. Conference with administrator, student, and any other concerned parties.
- b. Notify parent(s) or guardian(s) either verbally or in writing.
- c. Clean all tables for three days.

### **Second Violation**

- a. Conference with administrator, student, and any other concerned parties.
- b. Notify parent(s) or guardian(s) either verbally or in writing.
- c. Clean all tables and the floor for five days.

### **Third Violation**

- a. Conference with administrator, student, and any other concerned parties.
- b. Notify parent(s) or guardian(s) either verbally or in writing.
- c. Suspension from the cafeteria for the remainder of the year.

## **Caps, Poppers, Firecrackers, Smoke Bombs, Incendiary Devices, Explosives, Arson Violations**

- a. Conference with administrator, student, parent, and other concerned parties.
- b. Notify parents verbally or in writing.
- c. Possible notification of proper police authorities.
- d. One to ten days of suspension
- e. If appropriate, a recommendation for expulsion to the
- f. Superintendent for presentation to the Board of Education.

## **Cheating/Plagiarism**

The use of unauthorized material or another person's answers for the purpose of completing an assignment.

### **First Violation**

- a. Conference with administrator, student, and any concerned parties.
- b. A zero grade on the assignment.
- c. Contact the student's parent(s) or guardian(s), either verbally or in writing.
- d. One detention.

### **Further Violations**

- a. Conference with administrator, student, and any concerned parties.
- b. A zero grade on the assignment.
- c. Conference with administrator, student, and parent(s) or guardian(s).
- d. One to three days of suspension.

**Controlled Substance, Alcohol Possession, Use of Drugs, Narcotic Drugs, Marijuana**  
Use, possession, sale, or delivery of controlled substances or their look-alikes

**First Violation**

- a. Conference with administrator, student, and any concerned parties.
- b. Notify parent(s) or guardian(s) immediately, either verbally or in writing.
- c. Possible notification of proper police authorities.
- d. Mandatory ten days of suspension.
- e. If appropriate, a recommendation for expulsion to the Superintendent for presentation to the Board of Education.

\*If the student enrolls and completes the Student Assistance Program certain portions of the above procedures may be reduced.

**Further Violations**

- a. Conference with administrator, student, and any concerned parties.
- b. Notify parent(s) or guardian(s) immediately either verbally or in writing.
- c. Possible notification of proper police authorities.
- d. Immediate suspension from school and a recommendation to the Board of Education that a student be expelled a minimum of 90 school days with loss of credit for any class that the student is currently enrolled in.

\*If the student enrolls and completes the Student Assistance Program, certain portions of the above procedures may be reduced.

**Criminal Sexual Conduct**

**First Violation**

- a. Conference with administrator, student, and any concerned parties.
- b. Notify parent(s) or guardian(s) immediately, either verbally or in writing.
- c. Possible notification of proper police authorities.
- d. Mandatory ten days of suspension.
- e. If appropriate, a recommendation for expulsion to the Superintendent for presentation to the Board of Education.

**Further Violations**

- a. Conference with administrator, student, and any concerned parties.
- b. Notify parent(s) or guardian(s) immediately either verbally or in writing.
- c. Possible notification of proper police authorities.
- d. Immediate suspension from school and a recommendation to the Board of Education that a student be expelled a minimum of 90 school days with loss of credit for any class that the student is currently enrolled in.

**Death Threats**

Threatening another Students life.

**First Violation**

- a. Conference with administrator, student, and any concerned parties.
- b. Notify parent(s) or guardian(s) immediately either verbally or in writing.
- c. Possible notification of proper police authorities.
- d. Suspension one to ten days.
- e. If appropriate, a recommendation for expulsion to the Superintendent for presentation to the Board of Education.

## **Electronic Devices**

Toys, electronic games, cameras, radios, pagers, laser pointers, cell phones, electronic pets, or any other electronic devices may not be brought to school. There are some exceptions such as planned events or show and tell in which teacher discretion may change this rule.

*A student may possess a "regular" cellular telephone (camera phones are not allowed) in school, on the bus, at after school activities and at school-related functions, provided that during school hours and on a school bus the cell phone remains off and **MUST** be concealed (not visible). Possession of a cell phone by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy.*

**However, the school is not responsible for any items brought from home.**

## **First Violation**

- a. Confiscation and return to parents

## **Second Violation**

- a. Confiscation and after school detention.

## **Fighting**

Students who mutually engage in physical contact for the purpose of inflicting harm.

## **First Violation**

- a. Conference with administrator, student(s), and any other concerned parties.
- b. Contact the student's parent(s) or guardian(s) either verbally or in writing.
- c. One to three days of suspension.

## **Second Violation**

- a. Conference with administrator, student(s) and any other concerned parties.
- b. Contact the student's parent(s) or guardian(s) either verbally or in writing.
- c. Suspended immediately for three to ten days.
- d. The student will not be readmitted to school until after a parent/guardian conference with the administration.

## **Further Violation**

- a. Conference with administrator, student(s) and any other concerned parties.
- b. Suspended immediately for ten days.
- c. A parent/guardian conference.
- d. Possible notification of proper police authorities.

## **Forgery**

### **Providing false documentation**

## **First Violation**

- a. Conference with administrator, student(s) and any other concerned parties.
- b. Contact the student's parent(s) or guardian(s) either verbally or in writing.
- c. Detention.
- d. Loss of credit for assignment, if applicable.

## **Harassment/Bullying**

Acts which are unwanted and unsolicited. Students will treat each other with respect at all times. Examples include but are not limited to:

1. Verbal/written-harassment such as derogatory comments, threats, jokes, teasing, intimidation, profanity, remarks/questions of a sexual nature, or rumors of a sexual or hurtful nature.

2. Physical harassment-such as derogatory or offensive posters, cards, clothing, cartoons, graffiti, drawing, looks, gestures, or any other media. Offensive and sexually suggestive photographs and other materials will not be posted on school property.

**First Violation**

- a. Conference with administrator, student(s) and any other concerned parties.
- b. Notification of parents either verbally or in writing.
- c. Possible notification of proper police authorities.
- d. One to three detentions or up to ten days of suspension.

**Further Violation(s)**

- a. Conference with administrator, student, and other concerned parties.
- b. Notification of parents either verbally or in writing.
- c. Possible notification of proper police authorities.
- d. Two to five detentions or up to ten days of suspension.
- e. Possible recommendation for expulsion.

**Horseplay**

Behavior potentially harmful to oneself or others.

**First Violation**

- a. Conference with administrator, student, and any concerned parties.
- b. Notification of parents either verbally or in writing.
- c. Detention.

**Inappropriate Dress**

Refer to student handbook for dress code.

**First Violation**

- a. Referral to office for parental contact and clothing change.
- b. Referral to administration – detention.

**Indecent Exposure**

(Includes mooning)

**First Violation**

- a. Conference with administrator, student, and other concerned parties.
- b. Notification of parents either verbally or in writing.
- c. Possible notification of proper police authorities.
- b. Three to ten days suspension.
- c. Possible recommendation for expulsion.

**Inflammatory Statement**

Any statement that creates fear or concern within the school community is prohibited.

**First Violation**

- a. Conference with administrator, student, and other concerned parties.
- b. Notification of parents either verbally or in writing.
- c. Possible notification of proper police authorities.
- d. After school detention or up to ten days of suspension.
- e. Possible recommendation for expulsion.

**Insubordination**

Behavior which undermines the authority of a staff member including threats, intimidation, lying, defiance of authority, and failure to respond or carry out a reasonable request.

**First Violation**

- a. Conference with administrator, student, and any other concerned parties.
- b. Notification of parents either verbally or in writing.
- c. Possible notification of proper police authorities.
- d. Up to ten days suspension.

**Lighters/Matches****First Violation**

- a. Conference with administrator, student, and other concerned parties.
- b. Contact the student's parents either verbally or in writing.
- c. After school detention.

**Non-Productive Classroom Behavior**

Not participating in class activities or doing assignments, not bringing books and materials to class.

**First Violation**

- a.. Failing grade for assignment. Teacher contacts parent.
- b. Teacher assigned detention (at teacher's discretion).
- c. Referral to administration –one to three days detention.

**Pantsing**

Pulling down another student's shorts or pants.

**First Violation**

- a. Conference with administrator, student, and other concerned parties.
- b. Contact the student's parents either verbally or in writing.
- c. One to three days suspension.

**Possession of Pornography****First Violation**

- a. Conference with administrator, student, and other concerned parties.
- b. Contact the student's parent either verbally or in writing.
- c. Possible notification of proper police authorities.
- d. One to three days suspension.

**P.D.A. (Public Display of Affection)**

Including kissing.

**First Violation**

- a. Conference with administrator, student, and other concerned parties

**Refusal to Serve Detention**

If an emergency arises and a student cannot serve his/her scheduled detention, their parent or guardian must call or send a note that must be received in the principal's office by 8:30 AM on the scheduled day of detention. If no parental contact is made, the consequences will escalate.

Athletic

events will not be accepted as reasons to change the scheduled detention.

**First Violation**

- a. Conference with administrator, student, and other concerned parties.
- b. Contact the student's parents either verbally or in writing.
- c. One to three days suspension.
- d. Increasing days of suspension.

**Skipping**

Not attending or leaving school without permission

**First Violation**

- a. Conference with administrator, student, and other concerned parties.
- b. Contact the student's parent either verbally or in writing.
- c. Contact truant officer – possible suspension.
- d. Three detentions and/or suspension.

**Snowballs****First Violation**

- a. Conference with administrator, student, and other concerned parties.
- b. Contact the student's parents either verbally or in writing.
- c. After school detention.

**Theft**

The taking of property not belonging to you. The student or the student's parent(s) or guardian(s) will be responsible to return or make restitution for the object(s).

**First Violation**

- a. Conference with an administrator, student(s) and any other concerned parties.
- b. Possible notification of proper police authorities.
- c. Notify parent either verbally or in writing.
- d. One to five detentions and/or up to ten days suspension.
- e. If appropriate, a recommendation for expulsion to the Superintendent for presentation to the Board of Education.

**Further Violations**

- a. Conference with an administrator, student(s) and any other concerned parties.
- b. Possible notification of proper police authorities.
- c. A conference involving the student(s), parent(s), or guardian(s), and an administrator.
- d. Up to ten days of suspension
- e. If appropriate, a recommendation for expulsion to the Superintendent for presentation to the Board of Education.

**Tobacco**

Use or possession of tobacco on school grounds or at school functions.

**First Violation**

- a. Conference with administrator, student, and any other concerned parties.
- b. Two days suspension.
- c. Contact parents verbally or in writing.

**Further Violations**

- a. Conference with administrator, student, and any other concerned parties.
- b. Three to ten days suspension.
- c. Contact parents verbally or in writing.

- d. In extreme cases, a recommendation for expulsion to the Superintendent for presentation to the Board of Education.

**Weapons: use or possession**

Use or possession of any instrument (gun, knife, lighter, clubs, chains, etc.) that can be used to inflict bodily harm to another person.

**First Violation**

- a. Conference with administrator, student, and any other concerned parties.
- b. Possible notification of proper policy authorities.
- c. Notify parent(s) or guardian(s) either verbally or in writing.
- d. At least two detentions and/or up to ten days suspension.
- e. If appropriate, a recommendation for expulsion to Superintendent for presentation to the Board of Education.

**Further Violations**

- a. Conference with administrator, students, and any other concerned parties.
- b. Possible notification of proper police authorities.
- c. Notify parent(s) or guardian(s) either verbally or in writing.
- d. Suspension from school, if appropriate, for up to ten days.
- e. If appropriate, a recommendation for expulsion to Superintendent for presentation to the Board of Education.

**Vandalism:**

Destruction or defacement of school property, or properties on school grounds or used in a school activity (home or away). The destroying or mutilating of objects or materials of the school or others including, but not limited to, planners, keys, books, and computers. Restitution and/or repair will be made by the offending student or student's parent(s)/guardian(s).

**First Violation**

- a. Conference with administrator, student, and any concerned parties.
- b. Possible notification of proper police authorities.
- c. At least two detentions and/or up to five days of suspension.
- d. Contact parent(s) or guardian(s) either verbally or in writing.
- e. In extreme cases, a recommendation for expulsion to the Superintendent for presentation to the Board of Education.

**Further Violations**

- a. Conference with administrator, student, and any concerned parties.
- b. Possible notification of proper police authorities.
- c. Mandatory suspension of up to ten days.
- d. Mandatory conference involving the parent(s) or guardian(s), the student, and an administrator. If appropriate, a recommendation for expulsion to the Superintendent for presentation to the Board of Education.

## TEKONSHA'S POLICY ON CIVIL RIGHTS COMPLIANCE

The Tekonsha Board of Education will continue to comply with federal laws prohibiting discrimination. It shall be the policy of the Tekonsha Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, or handicap shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible.

### GRIEVANCE PROCEDURE

If any person believes that the Tekonsha Community School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Education Amendment Act of 1972, (2) Title IX of the Education Amendment Act of 1972, and (3) Section 504 of the Rehabilitation Act of 1973, he/she may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the following address:

Superintendent, Tekonsha Schools  
245 South Elm Street  
Tekonsha MI 49092  
Phone: (517) 767-4121

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The *Family Educational Rights and Privacy Act (FERPA)*, a Federal law, requires that Tekonsha Community Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Tekonsha Community Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Tekonsha Community Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook
- Honor roll or other recognition lists'
- Graduation programs' and
- Sports activity sheets, such as for football, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local education agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965 (ESEA)* to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Tekonsha Community Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 15<sup>th</sup>. Tekonsha Community Schools has designated the following information as directory information:

- |                          |                                  |
|--------------------------|----------------------------------|
| -Student's name          | -Participation in officially     |
| -Address                 | recognized activities and sports |
| -Telephone listing       | -Weight and height of members    |
| -Electronic mail address | of athletic teams                |
| -Photograph              | -Degrees, honors, and awards     |
| -Date and place of birth | received                         |
| -Major field of study    | -The most recent educational     |
| -Dates of attendance     | agency or institution            |
| -Grade level             | attended                         |

**PARENT/STUDENT ACKNOWLEDGEMENT OF STUDENT HANDBOOK**

We, \_\_\_\_\_ and \_\_\_\_\_  
(Parent/Guardian) (Student)

have received the Tekonsha Middle School/Junior High Student-Parent handbook for 2011-2012. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the School District. We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects.

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
Date

**IMPORTANT NOTICE TO PARENTS**

**This form must be completed and returned to the High School office no later than Friday, September 30, 2011**