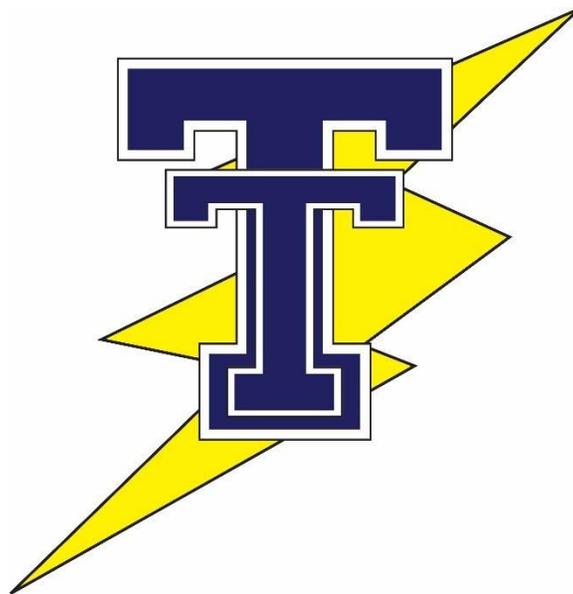


Teeland Middle School
Student Handbook
2017 – 2018



Jason Ross

PRINCIPAL

Brad Bell

ASSISTANT PRINCIPAL

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PRINCIPAL'S WELCOME

Dear Parents and Students,

The faculty and staff of Teeland Middle School welcomes you, and we look forward to working with you this year. We have every reason to expect that this year will be outstanding.

The District's mission, as well as our mission, is..."To prepare students for success." Teeland will accomplish this mission via lessons designed to meet, and perhaps at times exceed, the Alaska State Grade Level Equivalencies and by providing quality, hands-on experiences in the classroom. Coupled with technology infusion and the Capturing Kids' Hearts program our teaching and learning at Teeland will be complete.

We assure you the staff at Teeland will be prepared to teach your child according to "best practices." Our classrooms will be vibrant, fun places to discover and explore new knowledge. Nonetheless, we know we cannot successfully complete the task alone. Learning opportunities will be provided by the school, but we ask that your child come to school ready to learn. With our combined commitment our students can seize every opportunity to learn.

Once again, we are excited to begin the year at Teeland Middle School. Your young Titan will begin the tradition of "Striving for Excellence." Whether it be in the classroom or on the court, TMS students will be given the opportunity to learn and succeed. However, equally important to our success is the citizenship and valor displayed to our parents, peers, teachers, and community.

Lastly, we hope to meet each and every one of you personally in the year to come. We know that in order to develop a productive educational partnership, where the child is truly the beneficiary, our united support and communication are essential.

Sincerely,
Jason Ross
Principal

Excellence In...

We strive for **excellence in citizenship** by emphasizing and celebrating respect, responsibility, and personal growth resulting in a caring learning environment.

We strive for **excellence in academics** by creating 21st Century Learners through innovative teaching strategies using real-world applications.

CITIZENSHIP

ACADEMICS

CONNECTIONS

We strive for **excellence in our connections** with students, parents, and community through positive interactions, service-learning, involvement in co-curricular activities, and the celebration of success.

Teeland Middle School

The graphic features three overlapping purple boxes labeled CITIZENSHIP, ACADEMICS, and CONNECTIONS. The text is arranged around these boxes, with descriptions of excellence in each area. The school name is at the bottom left, and a small purple graphic is at the bottom right.

ATTENDANCE and ABSENCE

Alaska State School Law, Section 14.30.045 requires compulsory school attendance for those students under the age of sixteen (16). Students are expected to attend all class periods of the school day unless other arrangements have been made through the office.

In the event of an absence, **it is the responsibility of the student to approach his/her teachers for missed work.**

*Absence Reporting: Parents are required to let the school know the reason for their student's absence. This can be done in one of three ways:

1. Report absences electronically using i-Parent.
2. Call the front office at 352-7500.
3. Send a note in with your student when they return to school.

Front Office: Communicate student absences with student's teachers. Enter all absences on the school record via computer. Keep notes in student folders. Communicate with parent/s & counselors if excessive absences occur (10+).

Office & Counselors: Investigate serious absenteeism issues.

PREARRANGED ABSENCE

A parent and/or student must notify the school in advance if he/she plans on missing school. Arrangements must be initiated two weeks prior to the absence, and a Prearranged Absence form, available in the front office, must be used for this purpose. For absences up to 10 class days, teachers may provide work to be completed during the absence. Teachers may also elect to give the student time and the opportunity to complete the work after the student returns to school. The teacher's choice will be indicated on the Prearranged Absence form.

We strongly believe that students need to be in school on a regular basis. If a student is not in school for at least 20 days during a quarter, a grade cannot be assigned for a class. TMS course work is designed around class participation, presentations, and cooperative learning experiences.

TARDY POLICY

It is imperative that all students be present in class, on time, every class period. We have implemented a program called "Start on Time" to ensure that tardies are at a minimum. When a student is late to class, he /she will report to the office to record the tardy, and then will return to class with a tardy slip. The following consequences are by quarter:

- 1st tardy-** Student records tardy, warning
- 2nd tardy-** Student records tardy, warning
- 3rd tardy-** Student records tardy, parent contacted
- 4th tardy-** Student records tardy, parent contacted
- 5th tardy-** Student records tardy, parent contacted, lunch detention
- 6th tardy-** Student records tardy, parent contacted, lunch detention
- 7th tardy-** Student records tardy, SRC (Student Responsibility Classroom) referral

TRUANCY/SKIPPING

Truancy is defined as absence from school without the knowledge or consent of the student's parent or guardian. Students who are truant from school or from individual classes will be subject to disciplinary actions which may include a SRC referral and/or in-school suspension.

BICYCLES/MOTORIZED VEHICLES

ATV's, motorcycles, snow machines, etc. of any kind are *not* allowed on Teeland Middle School property. TMS students are not permitted to drive automobiles to school.

Bicycles ridden to school must be parked and locked to the bike rack on the north side of the building. The school is not responsible for lost, damaged, or stolen bicycles. Bikes may not be ridden around school property. **Students riding bicycles should wear a helmet and reflective clothing, especially during the dark winter months.**

BUILDING HOURS FOR STUDENTS

Students may be in the building from 7:15 a.m. until 2:30 p.m. Students should not be in the building before or after those hours unless they are being supervised by staff or parent/guardian. All supervising staff must remain with students until they have been picked up from school. While your children are encouraged to participate in the activities we offer, it is important that students leave the building when the practice or event is over. **Students who have no one supervising them may not stay after school.** Often, staff will stay after school to work with students on individual projects. When this is the case, the staff will notify you of the time your child will be with the staff and what time you will need to pick up your child.

CO-CURRICULAR ACTIVITIES

All activities will be governed by school policies and regulations and must be approved by the principal.

EXTRACURRICULAR ATHLETICS

Extracurricular athletics are part of a large and varied program of activities at Teeland Middle School. Extracurricular athletics and academics require a fee determined by the MSBSD. Some athletic activities will require tryouts to keep the number of students manageable for the number of coaching staff available. The following athletic activities require a fee: Cross-Country Running, Basketball, Cheerleading, Volleyball, Wrestling, and Track & Field. Science Olympiad also requires a participation fee.

To be eligible to participate in the interscholastic activities a student must:

1. Be currently enrolled as a student of the school.
2. Have a current physical on file.
3. Have a signed parent permission form and insurance form on file.
4. Follow attendance guidelines set by the coach and approved by the administration.

5. Be responsible for maintaining a passing grade in all subjects.
6. Be in attendance for the full day of school on the day of interscholastic competition unless excused by the principal prior to that day.
7. Maintain a positive attitude and good conduct at all times.

****Faculty will monitor student eligibility.**

INTRAMURALS AND CLUB ACTIVITIES

There will be many activities in addition to interscholastic athletics offered throughout the year. These may require a fee. Intramurals and club activities may include the following: Art Adventure, Band Festival, Battle of the Books, Bowling Club, Chess Club, Archery, Drama Club, ASL Club, Geography Bee, National Junior Honor Society, Native Youth Olympics, Poetry Slam, School Design Team, Science Olympiad, Soccer Club, Speech Competition, Spelling Bee, Student Council, Guitar Club, and Yearbook.

Other activities may be added to the list depending on student interest and financial support. All students are encouraged to participate in these activities. Participation leads to success.

SOCIALS

There may be socials scheduled throughout the school year. Only students enrolled at the Teeland Middle School may attend TMS socials.

Unless prior arrangements have been made, students must be in full day attendance the day of a social and be academically eligible to be allowed to attend. No student will be admitted to a social after the announced starting time unless permission is granted by the administration. No student is allowed to leave the building and then re-enter the social.

The same expectations of conduct that apply during the regular school day will be applied at socials.

GRADING

Grades represent an accurate evaluation of a student's achievement. Our teachers evaluate student work in relation to standards, which apply to all students at each respective grade level. Teeland Middle School is dedicated to giving grades based the quality of the student's work and his/her mastery of course content and objectives as demonstrated through classroom participation, class assignments, homework, and assessments. Grades will be reported for each quarter as follows:

A (90-100%) Outstanding Achievement

A+ (98-100%)

A (92-97%)

A- (90-91%)

B (80-89%) Above Average Achievement

B+ (88-89%)

B (82-87%)

B- (80-81%)

C (70-79%) Average Achievement

C+ (78-79%)

C (72-77%)

C- (70-71%)

D (60-69%) Below Average Achievement

F (0-59%) Little or No Achievement

I This represents an incomplete due to extenuating circumstances. A student receiving an incomplete will be given up to two weeks after the end of the quarter to make up his/her work unless the principal gives a special extension. If work is not made up, the students will receive NC (non-completion of course). NC has the same ramification as an F at the end of the school year.

HONOR ROLL

Students with an accumulated grade point average (GPA) of 3.5 or above with no incompletes will be on the Honor Roll. TMS recognizes student achievement. Special activities will be planned to celebrate all students receiving a GPA of 3.5 or higher.

Students who do not maintain at least a 1.9 GPA for the year may not be eligible to participate in the promotion ceremony.

MERIT CERTIFICATE

In keeping with the spirit of middle school as an exploratory time for students to experience a wide range of activities, TMS offers the opportunity for students to earn a merit promotion certificate in the 8th grade.

For each year at middle school, students must

- Maintain a 3.0 GPA
- Participate in an **academic** extra-curricular.
- Participate in a leadership activity.
- Participate in an **athletic** extra-curricular.

Once they meet all four criteria they may purchase a school letter.

At the end of the 8th grade, if they meet the criteria for all three years, they may earn a merit promotion certificate.

NJHS MEMBERSHIP

Procedure:

- 1) Students with a cumulative grade point average of 3.75 will be invited to apply for membership.
- 2) The application form must be thoroughly completed and turned in by the due date.
- 3) Teeland's Faculty Council will carefully review applications; point values will be assigned based on the following areas: scholarship, leadership, service, citizenship, and character.
- 4) The Faculty Council will submit names of candidates that have been selected for membership to the principal.
- 5) Applicants will be notified in writing of their selection or non-selection.
- 6) Selected applicants will be inducted into the Teeland chapter of National Junior Honor Society.

Obligations of membership:

- 1) Maintain a quarterly grade point average of 3.5 or higher.
- 2) Demonstrate outstanding character, leadership, service, and citizenship.
- 3) Attend at least 80% of scheduled meetings (approximately 2 meetings per month).
- 4) Complete at least 20 hours of service over the course of the school year.

REPORT CARDS & PROGRESS REPORTS

Report cards are issued at the end of each nine-week grading period. Progress reports may be given by a teacher at any time. They designate progress in a given subject at that point in time. Progress reports for poor work should precede incomplete grades. Progress reports will be given during the 5th week of each quarter.

You may access your child's grade, assignment data, attendance, and discipline via the web on I-Parent. See the front office for more details.

MOVIE POLICY

At Teeland Middle School, students on special occasions may have the opportunity to attend or view a movie. This may be a culminating activity to a literature unit or as an incentive or reward. Students may be invited to view G or PG movies only.

HOMEWORK POLICY

Philosophy: Homework is defined as out of class tasks assigned to students as an extension or elaboration of classroom work. There are three types of homework: practice, preparation, and extension. Practice assignments reinforce newly

acquired skills. Preparation assignments help students prepare for activities that will occur in the classroom. Extension assignments are frequently long term, continuing projects that parallel class work.

Time and Frequency: Students are expected to do approximately 10 minutes of homework per grade level. For example, a 6th grader should expect approximately 60 minutes of homework per night, a 7th grader 70 minutes, and an 8th grader 80 minutes. This is for the average student who is on task during class time. This timeline speaks to homework only, not class work that is unfinished. If a student does not have assigned homework for an evening, free choice reading should occur during the time allotted for homework.

Homework should be expected nightly, Monday through Thursday. Exceptions may be made for special projects or based on course requirements (i.e. High School Math which may be offered for credit).

Make- Up Policy

Course work that was missed due to absences is expected to be completed. The student has a period of time equal to the absence plus one day to complete the missed assignments. For example, if a student misses two days of school, he/she will have three days to make up the work once he/she has returned to school. **In the event of an absence it is the student's responsibility to approach his/her teachers for missed work.**

GUM / CANDY / POP

All food should be eaten in the cafeteria except on special occasions when classroom parties may include snacks with the permission of the teacher. Water is allowed in appropriate container. **Gum is not allowed on school grounds or in the building.** Carpeting throughout the school is protected by this policy.

CAFETERIA ETIQUETTE

Our cafeteria is a clean, friendly place. Please follow these expectations during your lunch period:

- Line up in single file.
- Do not cut into the line.
- Speak in a low conversation tone of voice.
- Pick up your trash.
- Remain seated - do not move around the cafeteria until dismissed.
- Display good table manners.
- Students are not allowed to return to their lockers during lunchtime without permission from staff.

LUNCH

Students will be given one-half hour to eat lunch in the school's main cafeteria. Students may choose to bring their own lunch from home, purchase a full-meal hot lunch, or purchase a-la-carte items at school. **Students will be seated at a table**

and are expected to clean the table and the floor underneath prior to being dismissed. It is the student's responsibility to keep the cafeteria clean by cleaning up his/her own area before being dismissed.

LIBRARY

The Library is to be used for study, reading, and research. Any damage to or loss of library materials will be charged to the student. The library is open during the day for student use. In order to check out a book or use the computers students must have a valid TMS ID card.

LOST AND FOUND

All lost and found items of a personal nature (watches, jewelry, money, etc.) are held in the school office. Library materials are routed to the library, and textbooks are sent to the appropriate teachers. The Physical Education department has its own lost and found. If a student has lost an item, he/she is to check at the appropriate place. If a student finds an item, it should be taken to the school office. All lost and found items not claimed will be donated to appropriate charitable agencies.

PERSONAL ENTERPRISE

Students may not sell any type of items to other students unless it is a school-sponsored activity approved by the administration.

MSBSD PROCESS REGARDING SCHOOL CLOSURES and LATE BUSES

District Personnel will determine by 5:00 A.M. the status of all school closures

Bus delay information will be sent when a bus is running more than 15 minutes late.

The following methods will be used to inform the public of school closures or bus delays:

1. MSBSD Facebook page - Like us on Facebook! Our page will be updated with the most current information.
2. MSBSD Website Headlines - Check the first headline for updated information.
3. Connect Ed - Text, Phone and Email messages with most current information will be sent to all contacts for students riding affected buses.
4. Where's My Bus - Parents can use this tool to see where their student's bus is. Use your district family number as the username and password.
5. New information will be posted on the MSBSD Facebook page

STUDENT TRANSPORTATION

Alaska statutes do not mandate pupil transportation in this state. School bus transportation is provided as a courtesy and is a **privilege**, not a right. If a student's conduct is such that the health, safety, comfort, or the well being of others is jeopardized, on or off the bus, the privilege of riding the bus may be denied by a school district official. The school bus driver is in charge

of the bus and all its passengers and has total authority and responsibility. Only designated school officials are authorized to suspend transportation privileges.

GENERAL POLICIES

1. Students are required to ride the bus assigned to them and to board and disembark at the stop assigned to them. Students may be transported to an unassigned bus stop or on a different bus on an occasional basis or for periods of time less than 30 days upon approval by the school office. **Parents should contact the school office with their written request for a bus pass.** Requests for students to be transported to unassigned bus stops or on different buses for more than 30 days must be directed to the Transportation Office. The student must give the driver a Bus Pass issued by the school office authorizing this transportation.
2. Parents may not remove a student from a bus after the student has boarded without a Bus Pass or approval by a school representative.
3. Students will be issued School Bus Conduct Reports for infractions of the rules by the bus driver. The school bus driver and the school principal are responsible for handling behavioral problems occurring on the school bus, but only the school principal, or his/her designee, has the authority to suspend a student's bus riding privileges.

MISCONDUCT POLICY AND PROCEDURES

Drivers are responsible for maintaining order on the buses. Administering sanctions for misconduct on the school bus is the responsibility of the principal at the school where the student is enrolled. Only the principal or designee has the authority to suspend a student's bus riding privileges. It is the responsibility of the principal to advise parents when a student has been suspended.

In the event of misbehavior on the part of the student riding the bus, the bus driver may issue the student a "School Bus Conduct Report" for minor and/or major infractions.

The School Bus Conduct Report will be completed by the driver. Three (3) copies will be forwarded to the Unit Principal and one (1) copy will be retained by the Transportation Department. The Principal will forward one (1) copy to the parents and return one (1) copy to the Transportation Department indicating any disciplinary action taken.

The following courses of action are considered as minimum:

1. Depending on the nature and severity of the incident, the first conduct report may result in a warning, or other disciplinary action, up to and including temporary or permanent suspension of bus privileges by the principal.
2. The second conduct report will result in the imposition of "PROBATIONARY" status. This process will include

counseling with the student and official notification to the parents of the probationary action. Bus riding privileges may be denied to the student for additional violations.

3. The third conduct report may result in suspension of bus privileges for a minimum of three (3) days, depending on the severity of the incident, and may not be reinstated until after a conference with the student and school personnel.

4. The fourth conduct report will result in suspension of bus privileges. In either case, privileges will not be reinstated until such time a conference has been held with the student, the parents, the principal and the Transportation Department.

This procedure will not preclude the right and responsibility of school officials to take other immediate action, as may be necessary in their judgment, for the preservation of good order and specifically for the safety and well being of other persons who ride the bus.

REMEMBER

1. Riding on the school bus is a privilege and not a right.
2. If a pupil's conduct is such that the health, safety, comfort, or well being of others is jeopardized, on or off the bus, the privilege of riding the bus may be denied by a school district official.
3. Parents should contact the front office with their written requests for a bus pass.

SCHOOL PROPERTY

Textbooks, lockers, and most school equipment are furnished free of cost to students. In case of loss or damage to these items, students will be assessed a replacement charge.

SCHOOL LOCKERS

The school assumes no liability for articles left in lockers. Lockers must be kept locked at all times and the locker combination must remain personal. Damage to the locker or lock may be charged against the student to whom the locker is assigned. Students who abuse the use of lockers may lose the privilege of having a school locker. As lockers are the property of the school, they may be examined by school officials as established in the Student's Rights and Responsibilities document.

Student lockers are a **privilege** at Teeland Middle School. Lockers can help students protect their belongings and be more organized. However, there are many responsibilities that come with locker privileges. Students will be assigned both a hallway locker as well as a P. E. locker. Personal locks are not allowed.

SPONSORS AND CHAPERONES

No student meeting is authorized without the presence and approval of an advisor. When students are preparing or working on a school activity, they must be under the direct supervision of at least one teacher or administrator at all times. Students shall not be permitted in or around the school building after the end of the last teaching period unless they have permission from a teacher or an administrator and are under his/her supervision. The teacher must be in the immediate area.

Chaperones are required at all activities, and will be responsible for opening and closing the school building.

STUDENT RIGHTS/RESPONSIBILITIES

Every right you have has an obligation attached to it. Your rights must be balanced against others, and their rights must be balanced against yours. The purpose of school and the requirements of the educational process must be weighed in deciding who has a right to do what behavior and who needs to have a consequence. That is why our society has laws and why a school has rules. If you are a student who wants to take full advantage of your rights and opportunities at this school while at the same time respecting the rights of others, we at Teeland Middle School will support and help you.

You will be held responsible only for the things you do or fail to do. The decision will be yours, and so will the consequences. Your first responsibility is to decide how you should conduct yourself while in school. Your second responsibility is to be prepared to accept the consequences of your actions.

Titans Code Of Conduct “The Titan Way”

The Titan Code of Conduct provides for the learning, safety and well-being of each individual in a school environment where students develop citizenship skills and self-discipline through intrinsic motivation. At TMS each student is held accountable for this school wide Code of Conduct. No one has the right to interfere with the learning, safety, or well-being of others. Do what is expected to the best of your ability. If a student chooses to interfere with the learning, safety or well-being of others, he or she is violating our Titans Code of Conduct. Brief descriptions of the consequences are as follows:

Notice 1: If a student is interfering with the learning, safety or well-being of others, he/she is handed a Check It! slip. This slip contains four questions to help the student focus and correct their behavior.

Notice 2: If a student continues to interfere with the learning, safety or well-being of others, the teacher will turn the Check It! slip over and the student will be required to provide a written response to the four questions regarding their disruptive behavior. Once the student has answered the questions, they are able to continue working in the classroom and the teacher will conference with the student at the end of the period. If a student refuses to answer the questions, they will be referred to the Student Responsibility Classroom.

Student Responsibility Classroom (SRC) referral

If a student has already been placed on notice twice in a single class period and continues to disrupt, he/she is sending the message that he/she is choosing an SRC referral.

When a student is referred to the SRC, the student will arrive with a written notice about the misbehavior and begin to take ownership on a SRC response sheet. Once the student has taken ownership of their behavior, the student will conference with the SRC supervisor and the referring teacher. Additionally, the parent/guardian will be contacted. During the parent/guardian phone call, the student will say, “I was referred to the SRC for _____. In order to return to my class, I must present this plan with my teacher. My plan is _____.” Students will not return to the class they were referred from on the same day as that is considered another disruption to the classroom environment. In order to return on the next day to the classroom where the misbehavior took place, the student must:

- Complete the SRC response sheet
- Discuss the plan with the SRC supervisor or an administrator
- Present the plan to the referring teacher and verbally state their plan for success in order to be readmitted to the classroom
- Call home to share their behavior plan with their parents/guardian.
- In cases of multiple SRC referrals, students will be required to complete an assigned behavior packet.

Hallway and common area expectations.

Students who are violating school rules in common areas are asked to state their behavior and what behavior they should be demonstrating. For example, a staff member will ask a student, “What are you doing?” The student will then state their behavior. The staff member will then ask, “What are you supposed to be doing?” Upon the student’s answer the staff will ask, “Are you going to do it? Thank you.” Students who continue to violate the rules or who do not respond appropriately will choose to go to the SRC. Each day is a new day for students to begin again, however, SRC referrals accumulate the entire year. Students who receive multiple SRC referrals will also be required to complete instructional behavior packets. These students are also subject to progressive disciplinary action, up to and including suspension. In an effort to work as partners to limit future behavior concerns, four or more SRC referrals serves as an indicator for staff and parents to meet to develop a collaborative plan of support for the student. Counselors, advisory teachers and/or administration will initiate contact with parents to set up a behavior intervention meeting when students have four or more SRC referrals.

Immediate Student Responsibility Classroom referral.

The following behavior will constitute an SRC referral without prior notice:

- Willful disobedience
- Harassment
- Misbehavior during an emergency drill
- Inappropriate language directed at another person (swearing, derogatory or harassing language)
- Academic dishonesty (cheating, plagiarism)
- Skipping a class on campus
- Public display of affection (kissing, etc.)
- Safety

Immediate office referral

The following behavior will constitute a referral to the Assistant Principal:

- Mutual altercation (fighting)

- Skipping a class off campus (truancy)
- Drug, alcohol, or tobacco possession
- Anything requiring a report to law enforcement (assault, weapons, illegal substances, theft, etc.)
- Any other offense that would require a student to be escorted to the front office because of serious safety concerns.

DISTRICT POLICY

In addition to the information given in this handbook, violations of district policy and presumptive sanctions are specifically outlined in the Mat-Su School District's Board Policy Manual which is located on the MSBSD home page.

Please note that information presented in this handbook is subject to change according to District policy and/or procedure review.

ARSON / FIREWORKS / FALSE FIRE ALARMS

Arson is malicious mischief or purposeful intent to destroy property by the setting of fire, or causing an explosion, or attempting to start a fire or cause an explosion.

Arson, the use of fireworks, or the setting of false fire alarms violate all of the school's standards, and can be extremely dangerous. The possession and/or use of any fireworks or fire-starting material or devices on school property is prohibited. Activating the fire alarm falsely is in violation of the Alaska State Statutes.

In addition to the school consequences that may occur with any misconduct, disciplinary action for offenses concerning fireworks or fire alarms will involve the following:

- confiscation of material
 - report to Fire Marshall/police
 - student subject to arrest
 - student liable for damages
 - psychological evaluation of student
- may be required for return to school

DISRUPTIVE BEHAVIOR

Disruptive behavior is student conduct which materially and substantially interferes with the educational process or with school sponsored activities and is not permitted. Examples of disruptive behavior include, but are not limited to: moving around the classroom without permission, profanity, vulgarity, uncomplimentary gestures or speech, threats, non-compliance with school or class rules, refusing to acknowledge or to obey a school employee's directions, and any behavior which jeopardizes the welfare or safety of other students and staff.

SELF IDENTIFICATION

All students must, upon request, identify themselves to authorized School District personnel who properly identify themselves as being in a position of authority.

FIGHTING/ ASSAULT

Students involved in fighting, intimidation, or conduct of this nature before, during, or after school, on school property or in the area, are subject to disciplinary action, regardless of who started the incident. It is expected that students who are provoked will maintain control and immediately remove themselves from a potential conflict and report to a staff member or the office.

ILLEGAL SUBSTANCE SANCTIONS

The following presumptive disciplinary actions will be taken against students shown to be guilty of selling or attempting to sell, delivery or attempting to deliver, possessing or attempting to possess, or being under the influence of illegal substances while under School District jurisdiction. In addition, the School District may request, in an appropriate case, that the student's Parents enroll the student, at their own expense, in a state certified substance abuse education or treatment program. Completion of, or enrollment in, such a program may be required in responding to any request that a student be returned to school prior to the completion of any suspension or expulsion.

UNDER THE INFLUENCE:

Under any of the following circumstances the appropriate law enforcement agencies may be notified.

- A. First offense: Any sanction appropriate under the circumstances with a minimum 10 day suspension up to and including a semester suspension.
- B. Second offense: Semester suspension.

POSSESSION:

- A. First offense: Any sanction up to and including a semester suspension.
- B. Second offense: Semester suspension.
- C. Third offense: Expulsion.

DELIVERY OR SALE:

- A. First offense: Semester suspension.
- B. Second offense: Expulsion.

INAPPROPRIATE DISPLAY OF AFFECTION

Although expressing affection is healthy, some expressions of affection are not consistent with what we are trying to accomplish at school. Some displays of affection can be a distraction, not only to the individuals directly involved, but to students and staff around them. When this happens, the standards of self-discipline, commitment, and respect for others has been violated. Examples of inappropriate displays of affection include holding hands, kissing, hugging, and any sexual contact.

MISUSE OF LUNCH CODES

Misuse of lunch codes such as using a lunch code other than your own or allowing other people to use your lunch code may result in disciplinary action and retribution.

ACADEMIC HONESTY

The acts of cheating, plagiarism, or forgery in connection with academic endeavors, school processes, or procedures are detrimental to the educational process and are subject to disciplinary action.

INTERNET USAGE

District computers and networks must be used in support of the educational goals and objectives of the Matanuska-Susitna School District. **Students are personally responsible for this provision at all times when using District computers.**

Misuse is defined as any malicious attempt to physically deface, disable, or destroy computers, peripherals, or other network hardware, to harm or destroy data of another user or any other agencies or networks that are connected to the system, to gain access or attempt to gain access to unauthorized systems or to access inappropriate materials from school computers. Attempting to bypass the District's internet filtering software is prohibited. Streaming non-educational music or video is not allowed. Any misuse will result in loss of computer privileges, disciplinary action, or possible legal referral.

ELECTRONIC DEVICES

Electronic devices can be a distraction to the learning environment. Cell phones and personal music devices are not permitted in class unless there is prior approval of the school principal and teacher. Teachers may permit the purposeful use of personal electronic devices in support of curriculum learning objectives. Cell phones are not allowed in the gym. Students are not allowed to use or check phones in the following areas:

Stairs

Considerate areas (Congested areas of hallway)

Bathrooms

These personal digital devices are the sole responsibility of the owners. The school is not responsible for the loss or theft of these devices. Consequences may be applied for any misconduct related to electronic devices. Disciplinary action may include:

- warning student to take the item(s) home.
- confiscation of item (s) and placement in the school vault until parent can come to school to claim them.

THEFT / MISUSE OF SCHOOL PROPERTY

Theft means stealing of any kind. Examples of theft include stealing something from another student's locker, taking a cash box or other collection of money, or even taking food from the cafeteria. Misuse of school property is a type of theft. Examples of misuse of school property include using the school's camera for personal use, or making an unauthorized long distance telephone call on a school telephone. Acts of theft are violations of the law. Such behavior is cause for suspension and/or other disciplinary action as restitution. Students participating in theft or in possession of stolen property may also be referred to appropriate law enforcement authorities in addition to school and district consequences. Students who are in possession of stolen property also face disciplinary action.

TOBACCO

Students who smoke any substance (other than illegal substance) or who otherwise use or possess tobacco or tobacco products anywhere on school property or at school activities will be subject to the following minimum sanctions.

- A. First offense: Three day suspension
- B. Second offense: Five day suspension
- C. Third offense: Ten day suspension

VANDALISM

Vandalism is the intentional destruction or defacing of objects or materials belonging to the school, school officials, or other persons. Vandalism of any kind is prohibited. In addition to the consequences that may occur with any misconduct, the disciplinary action for offenses concerning vandalism may involve:

- student liable for damages
- suspension
- report to proper authorities

WEAPONS

The possession of potentially dangerous items/weapons of any kind, or look alikes (this includes pocket knives of any size) or the use of any object to inflict bodily injury to another person is absolutely prohibited. The following minimum sanctions may be applied:

- A. Possession of a firearm or explosive device.

- Expulsion for one year
- B. Possession without permission of deadly weapon that is not a firearm.
- Suspension, up to expulsion.
- C. Possession of a BB gun, paint ball gun, pellet gun, or any similar device which discharges a projectile through the use of compressed air or gas.
- Suspension, up to expulsion.

GANG ACTIVITY

Staff, parents, and students recognize the harm done by the presence and activities of gangs in public schools such as violence and destruction of property. Gang activity also creates an atmosphere of intimidation in the entire school community. The immediate consequences of gang activity and the secondary effects disrupt and obstruct the process of education and school activities. It is, therefore, the policy of Teeland Middle School that gangs and gang activities are prohibited, according to the following:

Definition: For purposes of this policy a "gang" is any group of 3 or more persons whose purposes include the commission of illegal acts or acts in violation of disciplinary rules of the Matanuska-Susitna Borough School District.

Prohibitions: No students on or about school property or at any school activity shall:

1. Wear, possess, use, distribute, display, or sell any clothing, tattoos, jewelry, emblem, badge, symbol, sign or other items that evidences or reflects membership in, or affiliation with any gang.
2. Engage in any act, either verbal or nonverbal, including gestures of handshakes, showing membership or affiliation in any gang.
3. Engage in any act in furtherance of the interests of any gang or gang activity, including, but not limited to:
 - a. Soliciting membership in, or affiliation with, any gang.
 - b. Soliciting any person to pay for "protection," or threatening any person, explicitly or implicitly, with any other illegal or prohibited act.
 - c. Painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs on school property.
 - d. Engaging in violence, extortion, or any other illegal act or other violation of school policy.
 - e. Soliciting any person to engage in physical violence against any other person.

DRESS POLICY

Teeland Middle School recognizes that parents are responsible for their children's dress and general appearance and have established the following guidelines to aid parents and students in selecting the proper attire for the school year.

Bike pants, mutilated clothing, sleepwear, skin-tight clothing and any inappropriate attire is prohibited.

Shoes

Shoes must be worn at all times, including P.E.. House slippers are not allowed.

Shirts

Shirts must **at all times** cover the following: shoulders, backs, midsection and cleavage. Sleeveless shirts must be four

fingers wide at the shoulder.

Jeans and Sweatpants

Pants are to be pulled up to the waist and fastened so that they will remain in that position. Rips or tears in pants may not be above three inches above the knee.

Skirts, Shorts and Dresses

Skirts, shorts, and dresses must be no more than three inches above the back of the bend of the knee. Wearing tights underneath a skirt or dress does not negate this rule.

Coats

No winter coats, oversized coats or trench coats may be worn during the school day.

In addition

Keep hair neat and clean.

Clothing that does not cover undergarments is prohibited..

Pocket or wallet chains, hats, caps, (hoods must be worn in the down position) bandanas, sunglasses and attire that advertises alcoholic or tobacco ads are prohibited. Attire that is suggestive, abusive, advocates for racial prejudice, religious prejudice or other prejudices, or contains offensive language or artwork is prohibited.

The wearing of clothing or jewelry that through design projects violence or sexual innuendo is prohibited.

Students wearing prohibited attire will be required to cover it, change it, or call home and request that a parent/guardian bring the student appropriate clothing.

Definitions:

Skin-tight: undergarment lines clearly visible, anatomy apparent

Sheer: see-through

STUDENT SAFETY AND SECURITY

FIRE AND EMERGENCY DRILLS

The sound of the fire alarm is the signal to evacuate the building. Move rapidly and orderly, but do not run. After leaving the building, all students should proceed to a distance of at least 100 feet from the building and remain there in order to give the fire fighting equipment room to operate safely. Silently line up and remain with the class so the teacher can take role. Return to the classroom only after the all-clear signal is given.

All students are expected to become thoroughly familiar with the fire drill exit route posted in each room. Fire/emergency drills will be conducted periodically throughout the school year. Purposely setting off a false fire alarm is an Alaska State Law class A misdemeanor, punishable by a \$1,000.00 fine and/or one year in jail.

In addition, Teeland students and staff will be educated on and practice lockdown drills, active intruder drill, earthquake drills, and bomb threat drills.

HARASSMENT/ BULLYING/ DISCRIMINATION

Harassment, bullying, and discrimination are prohibited. Harassment is any unwanted and/or unwelcome behavior that interferes with a student's right to an education or participation in school activities. In school, harassment may result from someone's words, gestures or actions that make a person feel uncomfortable, embarrassed, offended, frightened, helpless or threatened. If you are the target of harassment, it may be very scary to go to school or it could be hard to concentrate on your school work.

- Harassment can happen once, several times, or even on a daily basis.
- Harassment can happen anytime and anywhere in school. Harassment can happen in areas such as (but not limited to): hallways, lunchroom, the school grounds, on the bus or bus stop, at an after school event or even on a field trip.
- Harassment can happen online.
- Harassment can happen to anyone. Both girls and boys are harassed by other students in school.
- Agreement isn't needed. The target of harassment and the harasser do not have to agree about what is happening. Harassment is defined by the girl or boy who is being targeted. The harasser may tell you that he or she is only joking, but if their words, gesture or actions are making you uncomfortable or afraid, and **you have told them to stop**, then you're being harassed.
- No one has the right to harass another person! School officials are legally responsible to guarantee that all students, you included, can learn in a safe environment that is free from harassment or discrimination. If you are being harassed, your student rights are being violated. Find an adult you trust and tell them what is happening so that something can be done to stop the harassment.

Harassment is taken very seriously at Teeland Middle School. There are four main types of harassment to be aware of: physical, sexual, verbal and cyber.

1. Physical harassment is repeated, annoying, offensive physical behavior perceived by the recipient or others as having a negative impact on an individual's safety or well-being. Examples are pushing, tripping, poking, kicking, etc.
2. Sexual harassment is any unwelcome sexual advance, request for sexual favor or other verbal or physical conduct of a sexual nature.
3. Verbal harassment is defined as using words perceived by the recipient or others as having a negative impact. Some examples are name-calling, swearing, put-downs and making threats.
4. Cyber harassment is defined as repeated, unsolicited, threatening behavior by a person or group using mobile or internet technology with the intent to bother, terrify, intimidate, humiliate, threaten, harass or stalk someone else.

If a student feels that he/she are being harassed, they should take the following action:

- Say “STOP”. Tell the harasser you do not like the behavior and you want it to stop.
- Tell someone. Talk to a teacher, counselor or principal.
- Keep records. If the behavior continues, write it down. Be sure to include dates, times and names, including witnesses and locations where the harassment occurred.
- Take action. Write a complaint describing your concerns and turn it into the front office.

Consequences of harassment

Listed below are established steps of progressive discipline for dealing with incidents of harassment:

- 1st report – Clarification of the harassment and a warning issued by counselor or administrator
- 2nd report – Positive Behavior Agreement signed and parents contacted
- 3rd and subsequent reports – Suspension from school starting with one day and progressing to three, five and ten days if future incidents occur.

Suspensions of greater duration or expulsion may be applied in serious or continual cases of harassment. Patterns of harassment may be reported to the Alaska State Troopers.

STUDENT ACCIDENTS

All students are encouraged to purchase accident insurance, either through an insurance carrier available at school or through regular family coverage. The School District does not carry accident insurance to cover students. Any accident on school property (including buses) must be reported to the school immediately. Insurance enrollment forms for student insurance program are available at the time of registration or may be picked up in the school office. The deadline for purchase of this insurance is September 30th, except for late enrollees.

STUDENT HEALTH SERVICES

A student who becomes ill during the school day must get permission from his/her teacher to see the nurse. If it is necessary to go home or to a doctor, the nurse will inform the parent and the student will be released from school. **No student should call home to be picked up.** A student leaving due to illness without properly checking out through the office will be counted as truant from missed classes.

All students will be expected to participate in health programs sponsored by the school unless special arrangements are made with the principal.

Medication: prescription and over the counter

1. All medications must be delivered to the school by the parent/guardian or his/her adult representative.
2. School nurses can give prescription medication with doctor’s orders and parent written permission.

3. During online registration, parents can give permission for the school nurse to administer Tylenol, tums, ibuprofen, and/or cough drops. The nurse has these over the counter medications. Students can bring a few cough drops with them to school for their use: no sharing.
4. Students cannot bring medication on the bus or deliver or sell or possess medication (prescription or over the counter) or illegal substances

(source: AR 5141.21, MSBSD Department of Transportation Pupil Transportation Handbook, and MSBSD Student Handbook)

Physical education participation

1. A student must have a written participation excuse. This excuse can be written by the parent and can last no more than two or three days for a particular injury or health concern. After that time, for a continued excused absence from PE participation, a note must be obtained from the student's health care provider.
2. The health care provider list includes those licensed to practice in the State of Alaska with job titles listed below;
 - Medical doctor
 - Chiropractor
 - Public Health Nurse or practitioner
 - Mat-Su District medical advisor
 - Physical therapist
3. When a note from a medical provider excuses absence from physical education, a release from a health care provider is required to participate in PE or after school sports.
4. If you cannot participate in physical education, you cannot participate in after school sports.

(source: board policy BP 5121 and nurse manual policy concerning excuse from participation)

The school nurse will be doing routine health screening on specific grades during the school year. These screenings will include: vision, hearing, height, weight, blood pressure, and scoliosis. The student will be given a screening report for your information. If a student fails the screening the parent/guardian will be contacted by the school nurse.

Please be sure to contact the Teeland Middle School nurse about any new disease/illness or accident your student may experience. The nurse will be glad to help with school management and provide care necessary for the recovery of your child.

Teeland Middle School staff encourages wellness for our students. We would ask for your participation in our wellness efforts by helping your student do the following: eat before coming to school, dress appropriately for our Alaska weather, sleep 8 to 10 hours nightly, and exercise at least 20 minutes daily.

TELEPHONE

The office phone are available before school, at lunch, and after school. **Calls should be limited to one minute.** Phone use during the day will be limited to emergency calls only.

