Teeland Middle School



TMS

Student Handbook

2026-2027

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PRINCIPAL'S WELCOME

Dear Teeland Titan Families,

Welcome back! As we kick off the 2026-2027 school year, I'm excited to see our hallways filled with eager students ready to take on new challenges and discover their strengths.

The middle school journey isn't always smooth sailing, but that's where the magic happens. When families, educators, and our broader community unite behind our students, incredible things unfold. Yes, we'll face obstacles together, but our commitment to student-centered solutions will guide us through every challenge.

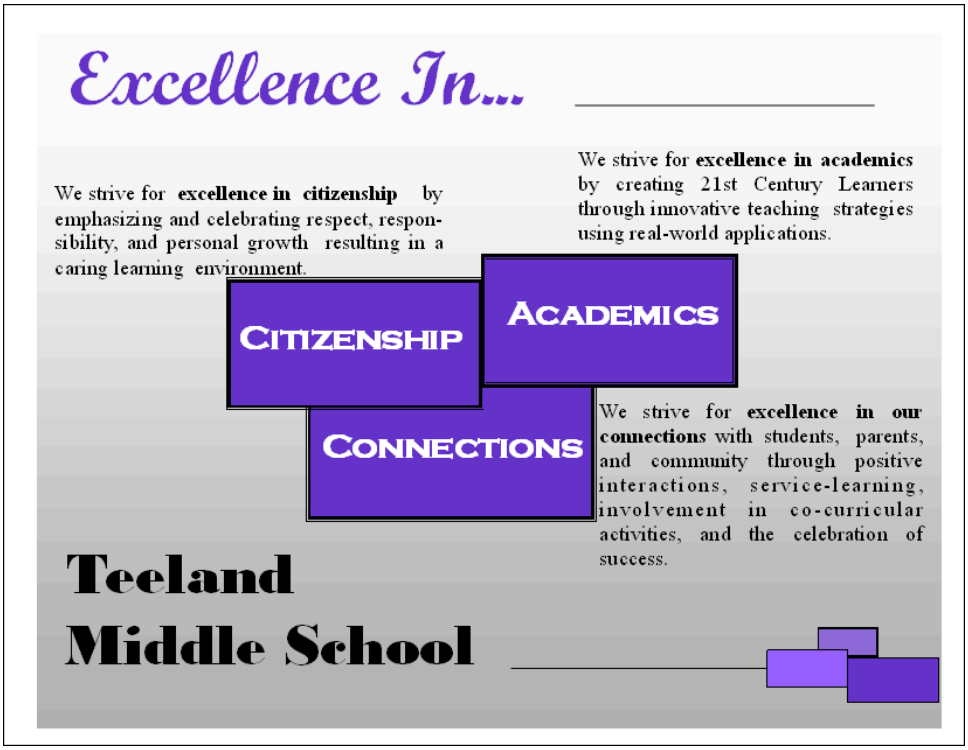
Here at TMS, we're passionate about unlocking each child's unique gifts and talents. Every single student brings something valuable to our Titan family, and our mission is to help them recognize and develop those special qualities.

Open dialogue makes all the difference, so please don't hesitate to connect with us whenever you have thoughts, questions, or concerns. Your partnership means everything to us.

Here's to an incredible 2026-2027 journey ahead, Titans!

Know that our entire team stands ready to champion your child's success at every turn. Go Titans!

With enthusiasm,
Brandt Bowen - Principal



ATTENDANCE and ABSENCE

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 **Parent Vue**(Synergy)
2. Call the front office at 907-352-7500.
3. Send a note with your student when they return to school.

The front office will communicate student absences with student's teachers by entering all absences on the school record in Synergy. If a student has excessive absences, parents will be contacted to develop a plan to support that student in improving attendance or looking into an alternative method of school (home school/transfer).

In the event of an absence**, it is the responsibility of the student to approach his/her**

teachers for missed work. All teachers maintain Synergy websites and Google Classroom, as a communication tool for students and parents.

PREARRANGED ABSENCE

A parent and/or student should notify the school in advance if the student plans on missing more than 2 days of school in a row. Arrangements should be initiated two weeks prior to the absence, and a Prearranged Absence form, available in the front office, should be used for this purpose. For absences up to 10 class days, teachers may provide the opportunity to complete the work after the student returns to school. The teacher's choice will be indicated on the prearranged absence. We strongly believe that students learn best when they attend regularly.

MAKE- UP POLICY

Course work that is missed due to absences is expected to be completed upon the student's return. 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.**

TARDY POLICY

TRAINING SLIDESHOW: **START ON TIME**

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. Tardies reset at semester. The following consequences are per semester:

1st tardy- Student records tardy, warning

2nd tardy- Student records tardy, warning

3rd tardy- Student records tardy, parent contacted, lunch detention

4th tardy- Student records tardy, parent contacted, lunch detention

5th tardy- Student records tardy, parent contacted, lunch detention

6th tardy- Student records tardy, parent contacted, 3-days of Serve/ SERVE Saturday School

7th tardy- Student records tardy, parent contacted, Administration issues Saturday School

8th and higher- Referral to administration for recommendation for suspension

SERVE/SATURDAY SCHOOL

When a student receives a disciplinary action, it may result in SERVE, or "giving back to the school." This will be performed after school from 2:30-3:30 and once a month on Saturday from 9:00-12:30. Saturday School is another disciplinary action that will be instituted from 9:00-12:30 one Saturday a month as a consequence of misconduct. Students that fail to attend without parent notification will receive a day of out-of- suspension the Monday following Saturday School/SERVE or the following school day if within a school week.

TRUANCY/SKIPPING

Truancy is defined as absence from school without the knowledge or consent of the student's parent or guardian, to include skipping one or more classes. Students who are truant from school or from individual classes will be subject to disciplinary actions, **Saturday School** from 9:00-12:30.

BICYCLES/MOTORIZED VEHICLES

ATV's, motorcycles, snow machines, etc. of any kind are ***not*** allowed on Teeland Middle School property.

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

TRAINING SLIDESHOW**: ARRIVAL**

Students may be in the building from 7:15 a.m. until 2:30 p.m. However, **on Mondays, students aren't permitted in the building until 8:15 AM**. Students may not be in the building before or after those hours, unless supervision is provided by staff or parent/guardian. 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.** Students arriving before 7:30 am., must remain in the cafetorium or gym. After 7:30, students may be in the hallway. Students still waiting to be picked up after 2:25, must be outside or in the front entry. NOTE: **Climbing and sitting on top of the school sign is unsafe and will result in consequences.**

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 their coach or an administrator and are under his/her supervision. The supervision must be in the immediate area.

PARENT/GUARDIAN VISITATION

Board Policy: 1250 BP

The Chief School Administrator/Superintendent or designee shall establish procedures to facilitate visits during regular school days and register all visitors at the school office when entering school grounds.

The Board recognizes the staff time and commitment required by school visits and encourages the staff to accommodate as many requests for visits as possible. To ensure

minimum interruption of the instructional program, visits during school hours should be first arranged with the teacher and principal or designee. If a conference is desired, an appointment should be set with the teacher during non-instructional time.

TMS requests that you provide no less than **24hr notification** for planned visits.

EXTRACURRICULAR ATHLETICS

TRAINING SLIDESHOW: **GET INVOLVED**

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. The following athletic activities require a fee: Cross-Country Running, Basketball, Cheerleading, Native Youth Olympics, Volleyball, Wrestling, and Track & Field. Fees can be reduced if a student qualifies for Free & Reduced Lunch.

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

1. Be currently enrolled as a student of the school, or claim TMS as their "school of choice" if attending another MSBSD school that does not offer athletics.
2. Have a current physical on file.
3. Register on Arbiter.
4. Parents will need to create a new account in Arbiter upon first use.
5. Follow attendance guidelines set by the coach and approved by the administration.
6. Be responsible for maintaining a passing grade (No Fs or Incompletes) in all subjects.****Faculty will monitor student eligibility.**
7. Be in attendance for the full day of school on the day of interscholastic competition unless excused by the principal prior to that day.
8. Maintain a positive attitude and good conduct at all times.

INTRAMURAL 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 Adventures, Battle of the Books, Bowling Club, Chess Club, Archery, Geography Bee, National Junior Honor Society, Science Olympiad, Robotics, Soccer, Speech Competition, Spelling Bee, Guitar Club, Flag Football, Yoga, and Yearbook.

Other activities may be added, or deleted, to the list depending on student interest . All students are encouraged to participate in these activities. **Participation leads to success!**

GRADING

Grades should 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 on 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:

Secondary grades shall be reported for each semester as follows:
A (89.5-100%) Outstanding Achievement 4.0 grade points
B (79.5-89.4%) Above Average Achievement 3.0 grade points
C (69.5-79.4%) Average Achievement 2.0 grade points
D (59.5-69.4%) Below Average Achievement 1.0 grade points
I (44.5%-59.4%) Incomplete 0 grade points
F (0-44.4%) Little or No Achievement 0 grade points
NG see below No Grade
WD see below Withdrawal
Alternative grade reporting must be approved by the Superintendent or designee.
I Incomplete * Indicates that course requirements were not completed by the student within the standard grading period.

*** An "I" in a middle school course (non-credit bearing) must be made up within the**

following quarter of when grades are issued to parents/guardians. If an "I" has not been replaced with a passing grade after one quarter, it will remain permanently on the student's record.

Late Work Penalties: After the penalty-free period ends, assignments lose 10% per day until reaching a maximum of 60% of whatever the student has correctly completed. Students may submit assignments marked incomplete/Missing until the end of the following quarter for a maximum grade of 60% of whatever the student correctly completed. This ensures students can demonstrate subject mastery and pass even if completing work a quarter late.

Some teachers may add in an employability grade, up to 5-10% of a student's grade, based on the following point system:

Standard		Unsatisfactory=0	Basic=1	Proficient=2
Productivity 	Do I stay on task during work hours?	I accomplished little in class today. I did not stay on task for most of the work time.	I made progress but I wasted some class time.	I used my work time efficiently and did a good job on all of my assignments.
Preparedness 	Do I arrive ready to start working?	I was missing materials for class.	I arrived to class without some needed materials.	I had all of my materials for class today.
Respect 	Do I work well with others (peer & staff).	I interfered with others' learning, safety, or well being several times in class.	I interfered with others' learning, safety, or well being once or twice in class.	I worked well with my peers and staff in class.

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.

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.

At the end of the 8th grade, if they meet the criteria for all three years, they may earn a merit promotion certificate. Here is the form to submit for **MERIT PROMOTION**

REPORT CARDS & PROGRESS REPORTS

Report cards are issued at the end of each nine-week grading period. Parents should monitor their student's progress weekly, by using the on-line district-wide program, ParentVue. Access to your child's grades, assignments, attendance, and discipline is available on Synergy. See the front office for more details.

HOMEWORK POLICY

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.

DRINKS/FOOD

All food and drinks should be consumed in the cafetorium (see Breakfast & Lunch below) except on special occasions with the permission of the teacher. Only water is permitted in classrooms/hallways.

BREAKFAST & LUNCH

Students will be given 30 minutes to eat lunch, and 15 minutes for breakfast. Breakfast will be eaten in the cafetorium. **NOTE: The only students permitted in the cafetorium after the 7:30 AM bell are students that are eating breakfast. After breakfast, students are expected to pick up their trash. Lunch will be eaten in the school's main cafetorium, library, and the lower 7th grade hall**. Breakfast can be purchased from 7:25-7:40. Students may choose to bring their own lunch from home, or receive a full-meal from school. **During lunch, students will clear all their trash and raise their hand to be dismissed from the cafetorium. Students aren't allowed to have food delivered via GrubHub/DoorDash.**

Vending Machine- The vending machine is accessible at breakfast and lunch only.

Pay for lunch or breakfast online: SCHOOLPAY

Lunch and Breakfast Menus: SCHOOLCAFÉ

CAFETERIA

TRAINING SLIDESHOW**: CAFETORIUM**

Our cafeteria is a clean, friendly place. Students, please follow these expectations during breakfast and lunch period:

- **At 7:30, only students that are eating breakfast may remain in the cafetorium**
- **Cold lunch and students not eating lunch will report directly to their seat.**
- Line up in a single file and **do not cut into the line**.
- **All students remain seated the first ten minutes of lunch.**
- Speak in a low conversation tone of voice. (Voice Level 2)
- Pick up your trash. Your seating space must be "checked" for cleanliness by an adult before you may leave. Raise your hand to be dismissed.
- Remain seated - do not move around the cafeteria/hallways until dismissed.

- Display good table manners. Taking of other's food will result in lunch detention (3 days).

LIBRARY

Any damage to or loss of library materials will be charged to the student. In order to check out a book or use the computers, students must know his/her ID #. The library will be open during lunches for students.

LOST AND FOUND

There is a designated lost and found area by the front office. However, some items of a personal nature (electronics, 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 PE 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 that does not belong to them, it should be taken to the school office or placed in the cafeteria lost and found area. All lost and found items not claimed will be donated to appropriate charitable agencies after each quarter. **Taking items that don't belong to you will be considered to be theft, resulting in consequences.**

CHROMEBOOKS

TRAINING SLIDESHOW: **CHROMEBOOKS**

All students will be issued a Chromebook. New students will report to the library to check out a device, cover, & charger. Students are responsible for carrying their Chromebook to every class and home every evening. **If a student experiences mechanical issues with their assigned computer, they are to report to the SRC (A107) for support.** Students are responsible for keeping their Chromebook safe and clean. **Clean** top, screen and keys with **alcohol** wipe. **Clean** bottom with **Lysol** wipe. Students will be held responsible for purposeful

damage done to their issued device, along with devices and equipment not returned at the end of the school year. Chromebooks are for educational purposes. Misuse of Chromebook such as: inappropriate searches, cyber bullying, and accessing social media may result in internet restriction, confiscation of the device, a behavior contract, and/or suspension.

SELLING ITEMS

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

MSBSD PROCESS REGARDING SCHOOL CLOSURES and LATE BUSES

- District Personnel will determine by 5:00 A.M. the status of all school closures.
- Notification of delayed start time for TMS Zone 3 or school closure will be on the school and district site.
- 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. The MSBSD app can be downloaded on your phone for updates and connectivity to district events.
2. MSBSD Facebook page - Like us on Facebook! Our page will be updated with the most current information.
3. MSBSD Website Headlines - Check the first headline for updated information.
4. ConnectEd - Text, Phone and Email messages with most current information will be sent to all contacts for students riding affected buses.
5. 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.
6. New information will be posted on the MSBSD Facebook page and the MSBSD app.

GENERAL BUS POLICIES

TRAINING VIDEO: **BUSSES**

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.

1. Students are required to ride the bus assigned to them, and to board and disembark, at their assigned bus stop. Students may be transported to an unassigned bus stop, or ride a different bus, on an occasional basis or for periods of time less than 30 days upon approval by the school office. **A signed written request from parents is needed to get a Bus Pass. Email or fax permission to TMS@matsuk12.us or fax 907-352-7585. Please include the student's first and last name, requested bus, and the student he/she is riding home with. Requests must be submitted by 1:30 PM.**
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. The school bus driver and the school administrators are responsible for handling behavioral problems occurring on the school bus.

LOCKERS

TRAINING SLIDESHOW: **LOCKERS**

Student lockers are a **privilege** at Teeland Middle School and may be used daily for storage. **Students may access lockers at the following times: start of day, during passing, at the beginning and end of lunch period, and at the end of the day.** Lockers can help students

protect their belongings and be more organized. **Students must store sports equipment, winter gear/coats, cell phones, and personal devices in lockers.** However, there are many responsibilities that come with locker privileges. Students may be assigned both a hallway locker as well as a P. E. or band locker. Personal locks, and the sharing of lockers, are not allowed. Lockers can be subjects to search at any time by school staff.

STUDENT RIGHTS/RESPONSIBILITIES

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. Board Policy 5144.01 Student Rights and Responsibilities

TITAN CODE OF CONDUCT ~ "The Titan Way"

TRAINING SLIDESHOW: **CODE OF CONDUCT**

The Titan Code of Conduct promotes an environment that allows learning to take place for all students, and ensures that all students will be protected physically and emotionally. 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, or the physical and emotional well-being of others.** Our expectation is: Do what is expected to the best of your ability. Behaviors which interfere with "The Titan Way", will be considered disruptive. Examples of disruptive behavior include, but are not limited to: moving around the classroom without permission, profanity, uncomplimentary gestures or speech, threats, non-compliance with school or class rules, refusing to acknowledge or to follow a school staff member's instructions, **shadowing,** and any behavior which jeopardizes the welfare or safety of other students and staff.

If a student chooses to interfere with the learning, or safety 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, or physical and emotional well-being of others, he/she is handed a Notice slip. This slip helps the student focus and correct their behavior. **Subs may send students to SRC after Notice 1.**

Notice 2: If a student continues to interfere with the learning, or safety of others, the teacher will prompt the student to move to the Notice 2 desk and provide a written response regarding their disruptive behavior. Once the student has filled out the slip, they are able to continue working in the classroom and the teacher will conference with the student after class instruction. If a student refuses to fill out the slip, or continues to interfere, they will be referred to the Student Responsibility Classroom (SRC).

NOTE: Teachers must collect Notice Slips before the end of class. Students don't keep them!

Shadowing- Interfering with a staff member as he/she is reprimanding a student. Examples: commenting on the situation/consequence of a peer, making comments/sounds when administration escorts a peer out of class, talking with a peer receiving a consequence, laughing/mocking a peer and/or teacher, arguing with teacher for giving a peer a consequence. **NOTE:** You'll receive the same consequence as your peer if you shadow.

HALLWAY AND COMMON AREA EXPECTATIONS

TRAINING SLIDESHOW: **HALLWAYS**

Students **MUST** remain in motion and travel directly to their next class. Students may utilize the bathroom during passing time and at lunch. Keep in mind that you only have 4 minutes of passing time. Students must be in motion from 7:40-7:45 AM. Standing may result in an unexcused tardy.

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 Notice 1, for another opportunity to correct their behavior, or proceed to the SRC. Repeated hallway violations may result in the loss of the student’s locker, a shortened passing time, loss of the common passing time, or a behavior contract. **No sports equipment in the hallway such as basketballs, footballs, etc.**

NOTE: Students are responsible for requesting permission to be out of class. Bathroom passes are to only be used for restroom needs. **Students in other areas of the school with a bathroom pass will be issued SRC if this behavior occurs repeatedly.** Teachers will document permission for students to be out of class by either signing the pass log in the student agenda or by providing a blue pass. Students will be sent back to class if they’re in the office without a pass specifically for a reason related to the office. Students without passes will receive SRC.

Bathroom Expectations

TRAINING SLIDESHOW: **BATHROOM**

- Restroom use is available during passing periods.
- When you enter, place your pass on the door hook/keep around your neck.
- If the bathroom is full, wait for an opening in the restroom or hallway.
- If too many students are waiting, please return to your classroom and come back later or use a nearby restroom.
- **WASH YOUR HANDS!**
- Sanitize the bathroom pass once you return to your classroom
- Only use the bathroom pass for restroom use, not to go to or visit other areas of the school.

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 will be referred to SRC. Students can receive automatic SRCs for unsafe/disruptive behavior.

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 written SRC response sheet. Once the student has taken ownership of his/her behavior, the student will conference with the referring teacher at the end of that class period. Additionally, the parent/guardian will be contacted. During the parent/guardian phone call, the student may 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 be permitted to return to the class where they earned the SRC referral until the following day. 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. The teacher decides if he/she approves of the plan.
- Call home to share their behavior plan with their parents/guardian.

  (**In cases of multiple SRC referrals,** students will receive Saturday SERVE School, out-of-school suspension and/or participate in a meeting with parents and an administrator to discuss a behavior plan).

Each day is a new day for students to begin again, however, SRC referrals accumulate the entire year. Students who receive multiple SRC referrals are subject to progressive disciplinary action, up to and including suspension. In an effort to work as partners to limit future behavior concerns, six or more SRC referrals serves as an indicator for staff and parents 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 six or more SRC referrals.

Immediate SRC referral with administrative intervention

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

• Mutual altercation (fighting)

• Skipping a class, on or off, campus (truancy)

• Drug, alcohol, or tobacco possession (including paraphernalia)

• Anything requiring a report to law enforcement (assault, weapons, illegal substances, theft, etc.)

• Profanity directed at staff

• Threat of harm (verbal/ written, gestured, electronic communication)

NOTE: Students with a behavior contract will receive an SRC referral with administrative intervention if the contract is violated.

Immediate SRC referral

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

• Willful disobedience (refusal to follow reasonable request from a staff member)

- **Disrespect towards a guest teacher** (Notice 2 isn't required)

• Harassment (Sexual- Admin referral) (verbal, written, physical- Safety Coordinator)

• Any other offense that would require a student to be escorted to the SRC because of serious safety concerns.

• Disruptive behavior during an emergency drill

• Academic dishonesty (cheating, plagiarism to be processed by admin)

• Safety concerns (throwing items, pulling out chairs, tipping chairs)

• Profanity and/or use of derogatory terms directed towards peers

NOTE: Disruptive behavior while in the SRC may result in suspension.

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. **NOTE: Students recording/sharing/possessing videos of fights are subject to disciplinary action.** Out of school suspensions will result from fighting in increments of 3, 5, 10 days.

ILLEGAL SUBSTANCE SANCTIONS

Presumptive disciplinary actions, such as suspension or expulsion, 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. **First offense is 5 to 45 days suspension, second offense is 30 to 45 days suspension, and a third offense is a semester suspension.**

INAPPROPRIATE DISPLAY OF AFFECTION

Although expressing affection is healthy, some expressions of affection are not consistent with the school environment. Some displays of affection can be a distraction, not only to the individuals directly involved, but to students and staff around them. Examples of inappropriate displays of affection include holding hands and kissing. Repeated PDA will result in an SRC.

ACADEMIC HONESTY

The act of cheating, plagiarism and misuse of AI, on school assignments are subject to disciplinary action. This offense will result in an SRC and 3-days of SERVE or Saturday School.

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. Any misuse will result in loss of computer privileges, disciplinary action, or possible legal referral.

PHONES/WIRELESS DEVICES

Phone/Wireless Devices Policy: **Phones and personal wireless devices** (cell phones, ear buds, headphones, handheld game consoles, fitbits, e-readers, and smartwatches) **are not permitted during the school day. Personal wireless device use is prohibited in the learning environment, restrooms, hallways, cafeteria, locker rooms, and school offices**.

Wireless devices must remain in backpacks or lockers and in silent mode (7:00 AM-2:15 PM). Earbuds/headphones are permitted by teachers for educational purposes.

Students that need to contact a parent/guardian about afterschool arrangements will call from the classroom. Teachers will no longer permit students to leave class to make calls from the office.

In the event of inappropriate use of wireless devices during the school day, the following consequences will occur:

Teachers will deliver the item to the office. The office will document the occurrence and lock up the electronics until a parent picks it up.

1st time:

Administration will contact a parent to report the offense and to coordinate a parent pick-up of the item.

2nd time:

Administration will contact a parent to report the offense, coordinate a parent pick-up of the item, and the student will be issued 1-day of SERVE.

3rd time:

Administration will contact a parent to report the offense, coordinate a parent pick-up of the item, and the student will be issued 3-days of SERVE or a day of SERVE on a Saturday.

A student whose physician has determined that she or he must possess a wireless telecommunication device for a health-related purpose may provide documentation of that health-related necessity to the school administrator.

TMS staff will be modeling these expectations by not having their cell phones visible to students.

THEFT / MISUSE OF SCHOOL PROPERTY

Theft means stealing of any kind, including from lost and found. Examples of theft include, stealing something from another student's locker, or taking the school's property without

permission. Such behavior is cause for suspension and/or other disciplinary action, such 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.

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 liability 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 and subject to disciplinary action, up to 30-days suspension.

NOTE: Pointer Lasers are prohibited on school property. It will be taken away and your parents will be responsible for picking it up.

GANG ACTIVITY

Staff, parents, and students recognize the harm done by the presence and activities of gangs in public schools. Gang activity also creates an atmosphere of intimidation in the entire school community.

Definition: For purposes of this policy a "gang" is any group of 3 or more persons whose

purposes include the acts in violation of disciplinary rules of the Matanuska-Susitna Borough School District.

Any type of gang activity, affiliation, or gang related symbols are prohibited.

DRESS POLICY

MSBSD Board Policy (BP) 5132 DRESS AND GROOMING

Student dress and general appearance is a shared responsibility among students, parents/guardians, and the school. The Board of Education believes that appropriate dress and grooming contribute to a productive and safe learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities, including industry requirements at the work site, in which they participate. Students have the right to make individual choices from a wide range of clothing and grooming styles, but they must not present a health, safety hazard, or a distraction which would interfere with the educational process. Students wearing prohibited attire will be asked to cover it, change it, or go home until proper attire is worn.

District and/or School Administration may address student dress and appearance trends as necessary through administrative regulation and/or school-based expectations. The following minimum standards will be enforced:

a. Clothing and accessories must be appropriate for school and may not present a substantial disruption in classrooms or common areas.

b. Clothing and accessories, to include but not limited to: Notebooks, patches, tattoos, and jewelry must not display racial or ethnic slurs or symbols, gang affiliations, vulgar, subversive, sexually suggestive, or otherwise inappropriate language or images.

c. Promotion of products that students may not legally buy such as alcohol, tobacco, illegal drugs, or the promotion of establishments that

are illegal for students; or anything that promotes harm to another or to oneself is prohibited.

d. Attire, accessories, etc. bearing expression or insignia which is obscene, libelous, or which advocates racial, religious, or other prejudice is prohibited.

e. Clothing that is overly revealing is not allowed. This includes shirts/dresses that are low cut, sleeveless shirts that do not cover undergarments, or that are not long enough to cover the waistband. The **midriff/stomach cannot be visible**.

f. **Pants/shorts/skirts/dresses must cover the legs to mid-thigh. Holes in pants must be below mid-thigh**. All undergarments must remain covered. No clothing may be see-through or transparent.

g. **Attire that resembles non-human characteristics is prohibited**.

h. Students are required to wear shoes at all times.

i. For safety reasons, nothing should obstruct or cover the head or face that would block identification. Items that may conceal a student's head or face are not allowed during the instructional day without administrative approval.

Reasonable accommodation for a student's religious beliefs will be made unless the accommodation creates an undue hardship.

Any individual who needs accommodation is encouraged to request it from the administration.

At the discretion of the building administrator, in special circumstances such as spirit days or field trips, exceptions may be made to student dress and appearance standards.

(cf. 5145.2 - Freedom of Speech/Expression)

Students and parents/guardians shall be informed about the school dress code at the beginning of the year and when revised. The following minimum standards will be enforced:

1. Clothing and accessories, e.g., notebooks, patches, tattoos, and jewelry must not display racial or ethnic slurs or symbols, gang affiliations, vulgar, subversive, sexually suggestive, or otherwise inappropriate language or images; promotion of products that students may not legally buy such as alcohol, tobacco, and illegal drugs; or anything that promotes harm to another or to one's self.
2. Prohibited items include studded jewelry or chains, sunglasses unless medically required, slippers, sheer clothing, and clothing lengths that reveal undergarments/skin.

(Board Policy 5144.1)

Additionally, for safety concerns, TMS does not permit hats, hoods, winter coats, oversized coats, or slippers to be worn in the building. Backpacks may be stored in student lockers. Cinch sacks and backpacks are permitted for students to use during passing time to carry their supplies if it fits in the size bin.

If a student chooses to wear inappropriate clothing, the student will be asked to change. If necessary, the student may call a parent to bring an appropriate change of clothes.

TOYS AT SCHOOL

School is a place of learning, where the TMS staff would like to support student achievement through instruction, cooperative and exploratory learning. In order to create an environment for students to achieve academic success, **toys of all kinds** (including plushy/squishy items) need to be kept in students' backpacks or lockers during the hours of 7:00-2:15. Progressive discipline will be applied when this policy is violated, requiring parents to pick-up items each time. Discipline will range from a teacher-parent phone call to suspension depending on the level of class disruption. This policy includes backpack clips with attached plush toys. Students with accommodations that clearly define this need will be excluded from this policy.

FIRE AND EMERGENCY DRILLS

The sound of the fire alarm is the signal to evacuate the building. Move rapidly, quietly, 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 check

attendance. Return to the classroom only after the all-clear signal is given in a quiet orderly fashion. Students will receive an automatic SRC for talking during the drill and/or when re-entering the building.

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.

- Harassment can be a single event or a pattern of events
- Agreement isn't needed. The target of the harassment and the harasser do not have to agree about what is happening.
- If you have told the harasser to stop, and they do not stop, then you are being harassed.

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 intentional annoying or 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/Social Media 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 is 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 an adult (counselor, teacher, or administration).

• Keep records. Ask the front office for a student statement form. Complete it or ask a counselor to help you complete it. Turn it into the counselor or the front office. Be sure to include dates, times and names, including witnesses and locations where the harassment occurred.

• Take action. If it’s happening in class, inform the teacher. Write a complaint describing your concerns and turn it into the front office **if the harassment continues**.

Consequences of harassment/bullying

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

• 1st report – Clarification of the harassment/bullying and placement on a Behavior Agreement issued by an administrator with a parent phone call.

• 2nd report – Parent phone call and issued a day of ISS (in-school suspension) by an administrator.

• 3rd and subsequent reports – Parent phone call and issued a day of OSS (out of school suspension) by an administrator. Continued harassment/bullying is progressive discipline.

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 programs 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.

Bus Passes/Requests

Requests for bus passes must be submitted no later than 1:30. Parents/Guardians must email or fax the following information with, including a signature.

- Your student's name
- Parent and/or guardian's full name
- Parent and/or guardian's contact phone number in case of an emergency
- Permitted bus stop location that the student will be dropped off (cross roads)
- Parent and/or guardian Signature

Requests after 1:30 PM will be denied.

TMS Fax Number: 907-352-7585

Email (front office): kimberly.olson@matsuk12.us

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. ***Students should not call home on their own to be picked up due to illness.*** 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.

COVID-19

The Mat-Su Borough School District is committed to the safety of all students and the community. For information related to Covid-19 protocols see the following information.

MSBSD COVID-19 INFORMATION

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.
4. Students cannot bring medication on the bus, or deliver or sell or possess medication (prescription or over the counter)

PHYSICAL EDUCATION PARTICIPATION

1. A student must have a written excuse for non-participation. Parents can excuse physical activity for up to three days. After that time, for a continued excused absence from PE participation, a note must be obtained from the student's health care provider.
2. If you cannot participate in physical education, you cannot participate in after school sports.

The school nurse will do 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.

TMS reserves the right to change policies or procedures throughout the year as needed. These changes can be seen online by accessing our TMS web page and clicking on Student Handbook. TMS aligns discipline with School Board Policy. This handbook may not reflect every board policy, but students are expected to adhere to ALL board policies regarding students.