

**Tecumseh
Middle School
2018-2019 Student Handbook**



Home of the Savages

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**Principal – Mrs. Sarah Flowers
Assistant Principal – Mr. Nels Storm**

This Student Planner Belongs To:

Name: _____

**Tecumseh Middle School
Important Calendar Dates
2018-2019**

August

- 6-8 Professional Development Days
- 7 Tues. Open House 6:30-8:30
- 9 Thurs. First Day of Classes

September

- 3 Mon. Labor Day – NO SCHOOL
- 4 Tues. Prof. Dev. – NO SCHOOL
- 11 Tues. Parent/Teacher Conf. 4:30-8:30
- 13 Thurs. 1st 9 Weeks Progress Reports
- 13 Thurs. Parent/Teacher Conf. 4:30-8:30
- 14 Fri. NO SCHOOL

October

- 5 Fri. End of 1st 9 Weeks
- 16 Tues. 1st 9 Weeks Report Cards
- 17 Wed. Prof. Dev. – NO SCHOOL
- 18-19 Th/Fri Fall Break – NO SCHOOL

November

- 13 Tues. 2nd 9 Weeks Progress Reports
- 19-23 M-F Thanksgiving Break – NO SCHOOL

December

- 20 Thurs. End of 2nd 9 Weeks and 1st Semester
- 21 Fri. WINTER BREAK BEGINS

January

- 4 Fri. Professional Day – NO SCHOOL
- 7 Mon. 1st Day of Class – 3rd 9 Weeks
- 15 Tues. 1st Semester Report Cards
- 21 Mon. NO SCHOOL – M.L. King, Jr. Day

February

- 5 Tues. 3rd 9 Weeks Progress Reports
- 18 Mon. NO SCHOOL – Presidents' Day

March

- 8 Fri. End of 3rd 9 Weeks
- 12 Tues. Parent/Teacher Conf. 4:30-8:30
- 12 Tues. 3rd 9 Weeks Report Cards
- 14 Thurs. Parent/Teacher Conf. 4:30-8:30
- 15 Fri. NO SCHOOL
- 18-22 M-F Spring Break – NO SCHOOL

April

- 16 Tues. 4th 9 Weeks Progress Reports

May

- 3 Fri. Snow Day – NO SCHOOL
- 21 Tues. End of 4th 9 Weeks and 2nd Semester
- 22 Wed. Professional Day – NO SCHOOL
- 23 Thurs. Snow Day – NO SCHOOL
- 28 Tues. Summer School Begins
- 31 Fri. Final Report Cards Mailed

TABLE OF CONTENTS

Advisory Period.....	1
Appearance.....	1
Arrival at School.....	1
Asbestos Hazards.....	2
Assemblies.....	2
Attendance.....	2
Tardiness and Homebound.....	2
Bullying.....	3
Bus Regulations.....	3
Cafeteria and Lunch Periods.....	4
Cheating.....	4
Closing of School.....	4
Discipline.....	4
Step Process.....	4
Minor Infractions/Consequences.....	4
Major Infractions/Consequences.....	5
Possible Step 4 or 5 Infractions.....	5
Noon Detention.....	5
Corporal Punishment.....	5
In-School Detention (ISD).....	6
Suspension.....	6
Step Removal Policy.....	6
Drama.....	7
Drug and Alcohol Abuse.....	7
Participation in Extra Curricular Activities.....	7
Eligibility.....	7
Academic Field Trips.....	8
Reward Trips.....	8
Ten Day Activity Rule.....	8
Fire and Tornado Drills.....	8
Flowers and Balloon Policy.....	8
Grade Reports to Parents.....	9
Grading System and Report Cards.....	9
Guidance.....	9
Hall Behavior.....	9
Head Lice.....	9
Honor Roll.....	9
Items to Leave at Home.....	9
Leaving School.....	10
Library Services.....	10
Lost and Found.....	10
Lunch Behavior.....	10
Medical Appointments/Medication.....	10
Moment of Silence.....	10
Off-Campus Incidents.....	10
Promotion Policy.....	10
Proficiency Based Promotion.....	11
School Insurance.....	11
Severe Illness or Accident Policy.....	11
Sexual Harassment.....	11
Student Records.....	12
Tecumseh Public School's Cult-Gang Policy.....	12
Telephone/Cell Phone.....	12
Textbooks.....	12
Transfers and Guardianship.....	12
Vandalism and Property Damage.....	12
Wellness Policy.....	12
Reasonable Suspicion.....	13
Behavior at Extracurricular Events and Dances....	13
FERPA.....	13

The Tecumseh Board of Education complies with the Civil Rights Laws (Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and Americans with Disabilities Act of 1990) in assuring the student, parents, and employees of District I-92 that the district does not discriminate on the basis of race, color, national origin, sex/gender, age, religion, veteran status, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of the operations. The District also does not discriminate in its hiring or employment practices. The Superintendent is designated by the Board of Education to coordinate the school district's efforts to comply with this assurance. The Civil Rights Compliance Officer for Tecumseh Public Schools is the Assistant Superintendent. It is the intent of compliance and assurance statement yearly and to publish said statement in the local newspaper each year upon the Board's review.

INTRODUCTION

Welcome to Tecumseh Middle School. We strive to prepare all students to become positive, productive members of our school and society. To do this it will take a tremendous amount of effort from all people involved. All students and parents need to recognize the challenge and opportunity that lies in front of them. Everyone should understand that those who do not take full advantage of an education will have very few opportunities in life. Our job is to prepare students to take advantage of those opportunities. The ultimate purpose of education is to help each student become an effective citizen in our society. To develop and accept the responsibilities and obligations of good citizenship will prepare students to participate successfully in the world of tomorrow. We hope that all students will participate in the varied activities at TMS, and, thus, find those things within the school which will prepare them to live better lives and finally take their places in this complex society.

Tecumseh Middle School operates under the rules and regulations of the Oklahoma State Department of Education with the specific authority for the policies resting on the local board of education. The policies and procedures contained in this handbook are the result of a concerted effort on the part of the faculty and administration. The information has been carefully prepared and presented so that it will be of great value in helping students to adjust to TMS, and to become an integral part of this community we call Tecumseh Middle School.

ADVISORY PERIOD

All students will be enrolled in an Advisory class during 3rd period. Each day during this period, students will be given extra time to complete homework, study, receive reading and/or math remediation, and also learn important skills such as organizational skills, study skills, career exploration, anti-bullying education, character building activities, along with other lessons designed by TMS teachers for our students. During this time, students will be required to focus on academic success, so please encourage them to use this time wisely.

AGENDAS

Every student at Tecumseh Middle School will be given his/her own agenda. These books are given to the students to help them be more organized. Being organized is one of the

most important qualities of a good student. Agendas provide a place for students to keep track of schedules, due dates, assignments, important dates, etc. All students will be expected to keep up with their agendas. If a student loses his/her agenda, s/he will need to go to the main office and purchase another one. Replacement cost of the agenda is \$10.00. Your help in encouraging your child to use the agenda responsibly will be appreciated. This type of organizational tool can make a difference in your child's education.

APPEARANCE

Students are expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress or hair style which is considered contrary to good hygiene or which is distracting, dangerous to the student, or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted. Students should never wear clothing that will in any way inhibit or distract other people at school.

Students Are Not Allowed To Wear:

- ~Clothing with holes or cuts in inappropriate areas.
- ~Clothing/caps with obscene or questionable printing on them including inappropriate logos, i.e. tobacco, drugs, alcohol, profanity, nudity, rude remarks, inappropriate names, designs, pictures, etc.
- ~Tank tops or tops with spaghetti straps.
- ~Shirts that are low cut at the neck.
- ~Shirts with oversized arm holes.
- ~Pants and shirts--including sweat shirts—that are oversized, baggy, sagging (excessively big)
- ~Shorts or skirts that are excessively tight or short.
- ~**Hats are not permitted** to be worn in any school buildings, cafeteria/gym included.
- ~Hats/ball caps are not to be worn backwards or sideways.
- ~Headbands may be worn in athletics only.
- ~In-line skates (heellies) may not be worn at school, either inside or outside.

ARRIVAL AT SCHOOL

Upon arrival at school each morning, students will report to the New Gym/Cafeteria. Upon completion of eating breakfast students will go back into the gym until 8:05 A.M. Students will then be dismissed to go to class. **No one is allowed to be outside in the morning before classes begin at the bus stop, playground, or inside classroom buildings.**

SCHOOL DISMISSAL

When school is dismissed, students are expected to follow one of these procedures:

- 1) Go to their bus line on Park Street to ride their bus home.
- 2) Go to the east parking lot to be picked up.
- 3) Walk or ride their bicycle home.
- 4) Go to Homework Helpers, Math Helpers, or other supervised school activity.

At 4:00 PM, students who have not followed one of these procedures will be required to go to Homework Helpers or Math Helpers until their parent/guardian arrives.

ASBESTOS HAZARDS

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the inspection of all buildings in the Tecumseh School District for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public review. You may examine the plan, located at the Superintendent's office and at each campus, upon request. Tecumseh Public Schools annually notifies all parents, patrons, teachers, and employees by newspaper. Additionally, information regarding any asbestos related activities planned or in progress, will be disseminated by handouts when they arise. Any asbestos containing material identified in our management plan is checked regularly by the school's staff to identify any changes in the material which could cause a health hazard. The school will continue to monitor any asbestos containing material as defined by EPA guidelines. If changes occur, the school asbestos coordinator will notify the appropriate people as required by law.

ASSEMBLIES

Students' behavior should be courteous at all times. An indication of the cultural level of a school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole.

Unacceptable conduct includes whistling, "uncalled-for" clapping, "horse playing," and talking during a program. Unacceptable conduct will not be tolerated, and will lead to appropriate disciplinary actions.

ATTENDANCE

A good attendance record is an important factor in achieving and maintaining a successful school experience. Students are expected to be in school except in cases of emergency or for reasons as explained below. All absences are recorded according to State Law.

Chronic Absenteeism: If a student is absent for 10% or more of the time s/he is enrolled in school (18 days or more for a full school year), then s/he is considered to have chronic absenteeism. Students who have poor attendance rates often fall behind in their coursework and may be required to attend summer school, take remediation coursework to make up for the time in class that they have missed, or they may be subject to other academic interventions as deemed necessary by his/her school teachers.

Excused Absence: Those absences which are verified by doctors, legal services, social services or death in the family will be considered excused. If a student is absent for three or more consecutive days, documentation must be provided in order for the absences to be excused.

Unexcused Absence: Any time a student is not in school, except for those reasons listed under excused absence, missed time will be considered unexcused.

Truancy: Those absences including missing school without the knowledge and consent of parents or guardians, leaving school without being officially checked out through the office by a contact listed in the computer, staying away from school without notifying the school, not being in class at assigned times, etc.

Perfect Attendance: Perfect attendance means a student has not been absent for the period being considered. Students who come to school after 10:00 A.M. are considered absent 1/2 day. Students who leave before 1:45 P.M. will be reported absent 1/2 day. **THREE TARDIES WILL BE CONSIDERED AN ABSENCE WHEN AWARDING ATTENDANCE CERTIFICATES.**

Occasionally, the question of "excused absences" arises. The only absences that do not count against perfect attendance are those that occur: 1) When a student is gone on a school sponsored activity, and 2) When a student is actually showing an animal at the stock show or fair. When calculating perfect attendance, ABSENT IS ABSENT regardless of the reason.

ANY STUDENT WITH 10 OR MORE ABSENCES IN A 9 WEEK PERIOD WITHOUT A DOCTOR'S STATEMENT OR OTHER APPROVALS CAN MAKE NO HIGHER THAN A 59 FOR THAT 9 WEEK PERIOD.

Steps to follow when absent:

1. Have parent or guardian phone the school's Attendance Office at (405)598-3181.
2. Upon returning to school, present your documentation containing your name, date, days of absence, and reason for absence to the attendance office.
3. Ask all teachers for make-up assignments. Each student is responsible for seeing that make-up work is completed and submitted for grading.
 - a. Homework will be sent home for absent students in cases of lengthy absence. (3 days or longer)
 - b. Any student who misses work with an excused absence will be allowed the same number of days absent plus one to make up his/her assignments.
 - c. Students who know in advance about an absence (personal or school event) will be allowed to and should get the assignments from their teachers before they leave.

Requirements in Title 70 OS 10-105/10-106

1. **For any student who is absent 4 days or parts of days (this can be interpreted to mean even a portion of 1 period) within a 4 week period without a valid excuse, the school must notify the parent of the absence(s).**
2. **For any student who is absent 10 days or parts of days within a semester without a valid excuse, the school must notify the District Attorney.**

TARDINESS

Promptness to class is very important. Students are to be in their seats and ready to work when the tardy bell sounds. If a teacher or another adult causes a student to be late to a class, that adult will write a note of explanation for the student. Consequences for repeated tardiness will be assigned as follows. After the third tardy in a nine-weeks period, the student will be assigned to one full lunch detention. After the

sixth tardy in a nine-weeks period, the student will be assigned to three full lunch detentions. If a student earns ten tardies in a nine-weeks period, the student will be assigned to three days of ISD. Students will be notified of the number of tardies they have accrued on a regular basis.

HOMEBOUND

If a student has to miss more than ten consecutive days due to illness or surgery, s/he may pick up a homebound application from the special services office. Upon returning the application with a doctor's signature and the approximate number of days the student is expected to miss, the student will be placed on homebound. The student is not counted absent and is expected to turn in assignments and keep up with the regular classes as much as possible. A certified teacher will be assigned to assist and tutor the student.

BULLYING

Tecumseh Middle School will not tolerate bullying in any form. Bullying behaviors may include not only physical aggression but also emotional harassment and social alienation. All cases of bullying should be reported to a teacher on duty or the principal's office. Bullying incidents will be dealt with on an individual basis and appropriate consequences will be given based on the severity of the incident. Issues that arise between students off school grounds that cause disruption on campus at a later time including incidents on social media can be considered bullying. Bullying behaviors include, but are not limited to:

Physical Bullying

Verbal

1. Taunting
2. Expressing physical superiority
3. Threatening physical harm
4. Blaming targeted student
5. Making repeated and/or graphic threats
6. Practicing extortion
7. Making threats to secure silence: "If you tell, I will..."

Nonverbal

1. Making threatening gestures
2. Defacing/Damaging property
3. Pushing/shoving
4. Taking items from others
5. Initiating fights
6. Scratching/Biting
7. Tripping or causing a fall
8. Assaulting
9. Setting fires
10. Physical cruelty
11. Assaulting with a weapon

Emotional Bullying

Verbal

1. Insulting remarks
2. Calling names
3. Teasing, about clothes or possessions

4. Saying someone has germs or is unclean
5. Insulting family
6. Harassing with phone calls
7. Insulting intelligence / athletic ability, etc.
8. Challenging in public

Nonverbal

1. Giving dirty looks
2. Holding nose or other insulting gestures
3. Defacing school work
4. Falsifying school work
5. Defacing / destroying personal property
6. Ostracizing

Social Bullying

Verbal

1. Gossiping
2. Starting/spreading rumors
3. Teasing publicly about clothes/looks
4. Insulting race/gender
5. Undermining other relationships
6. Threatening total group exclusion

Nonverbal

1. Passively not including in group
2. Playing mean tricks
3. Making someone look foolish
4. Excluding from the group
5. Arranging public humiliation
6. Total group rejection/ostracizing

BUS REGULATIONS

Students who come to school on the bus should return home on the bus unless they have a note from the parent/guardian signed by the principal. **Riding the school bus is a privilege. Improper conduct on or around the buses/bus stops may result in that privilege being denied.**

Consequences for write-ups from bus:
(depending on the severity of the incident)

- 1st: Warning/Probation
- 2nd: 3 days of suspension from bus
- 3rd: Two weeks suspension from bus
- 4th: Suspension for semester or year.

Each student/incident will be handled on an individual basis. Severe incidents may result in more severe consequences on the first offense. Only regularly scheduled bus students are to ride the school buses. They are to ride the bus to which they are assigned. Bus students are to go immediately to the buses as soon as they are dismissed from school in the afternoon.

Prior to loading: (on the road and at school)

- ~Be on time at the designated bus stop.
- ~Stay off the road and curb while waiting for the bus.
- ~Wait until the bus comes to a complete stop before attempting to board.

While on the Bus:

- ~Keep hands and head inside the bus at all times.
- ~Loud talking/laughing or unnecessary confusion will not be tolerated.

- ~Remove all items from the bus.
- ~Treat bus equipment with respect.
- ~Do not throw anything out of the windows.
- ~Stay in seats while the bus is in motion.
- ~Horseplay is not permitted at anytime.
- ~Bus riders are expected to be courteous to fellow pupils, the bus driver, and others who may be on the bus.
- ~Do not use profane language or make insulting remarks.
- ~In case of a road emergency, children are to remain on the bus unless instructed otherwise.
- ~NO illegal substances, tobacco products, food, drinks, or chewing gum on the bus.

After leaving the bus:

- ~When crossing the road, go at least 10 feet in front of the bus, stop, check traffic, watch for the bus driver's signal, then cross.
- ~Students living on the right side of the road should immediately leave the bus and stay clear of traffic.
- ~The driver will not discharge riders at places other than the regular bus stop, except by proper authorization from the parent or school official.

General Rules:

- ~All riders shall conduct themselves in accordance with the above rules.
- ~The above rules and regulations apply to all trips under school sponsorship.

CAFETERIA AND LUNCH PERIOD(S)

Student behavior in the dining area should be based on courtesy and cleanliness. Students are expected to clean up after themselves and leave the cafeteria area in good condition. Students are to remain in the cafeteria until they have finished eating. Food and /or drink will not be taken from the cafeteria. Students are not to go into areas where classes are being held during their lunch period. During lunch, no student is allowed behind the "Old Gym" or west of the cafeteria.

CHEATING

If a student is guilty of cheating, the teacher shall collect the student's paper, mark a zero ("0%") for the work, and the student(s) may be assigned up to 3 days ISD. Any future incidents could result in possible suspension from school.

CLOSING OF SCHOOL

In case of inclement weather or other emergencies that may cause the closing of school, tune to radio station KGFF AM 1450 or Television stations Channel(s) 4, 5, & 9 for information. The school also utilizes an automated call system that will notify parents by phone who have signed up for the service.

DISCIPLINE

Developing self-discipline is one of the most important life skills taught in a school. While it does not appear as a subject, it is embedded into the whole educational structure. Our goal is to help develop in each student high standards of self-discipline. It takes training to develop self-control, character, orderliness, and efficiency in order to become a good citizen.

The majority of Tecumseh students are very cooperative and have a fine sense of responsibility toward meeting all of their school obligations. However, for those students who do not meet the standards set by teachers and school, consequences, on an individual basis - in sequential manner - will be administered.

STEP PROCESS

Our disciplinary process will include a five (5) step process for students sent to the office for disciplinary action. Each disciplinary action given by an administrator will be considered on an individual basis. **Each step the student receives will include the following process and procedure:**

- *The student will report to the administrator for an explanation and a conference concerning the incident.
- *The incident/consequence will be entered into the student's discipline file on the computer.
- *Parental contact will be made by telephone for major infractions (or a conduct report will be sent home with the student if telephone contact is unsuccessful.)
- *Warning of next step's consequences will be given.
- *The Step Removal procedure/policy will be discussed with the student.
- *Student may be referred to the counselor.

MINOR INFRACTIONS/CONSEQUENCES

Possible Minor Infractions:

1. Disruption of classroom - talking, etc.
2. Excessive tardies
3. Failure to do consequences (depends on infraction)
4. Horse playing
5. Inappropriate clothing
6. Inappropriate language
7. Littering
8. Misconduct
9. Public display of affection (PDA)
10. Rude/Discourteous behavior
11. Uncooperative behavior
12. Unprepared for class
13. Throwing any object (berries, pods from the trees, food, cans, paper wads, etc.) other than items designed to be thrown.

Minor Infractions:	Consequences:
1st Offense	Warning/Conference
2nd Offense	Step 1 & Noon Detention / ISD
3rd Offense	Step 2 & Noon Detention/ISD

4th Offense	Step 3 & Noon Detention/ISD
5th Offense	Step 4 & Noon Detention/ISD/ Short Term Suspension
6th Offense	Step 5 & Long Term Suspension or Alternative School placement

Students assigned to In School Detention (ISD) and students who are suspended will receive full credit for assignments completed while out of school.

Corporal punishment can be considered as a consequence for some infractions if all other types of consequences have been tried without success and if both parent and school administration feels that this consequence is appropriate. See page 6 for more information.

MAJOR INFRACTIONS/CONSEQUENCES

Possible Major Infractions:

1. Repeated violation of school rules and/or disruption of classroom decorum.
2. Fighting
3. Disrespect of faculty, staff, and/or students
4. Truancy (skipping school) Failure to check out of school when leaving campus will constitute truancy. Failure to be in the assigned class during class time without authorization will constitute truancy.
5. Theft of school/personal property
6. Refusal to obey reasonable requests of school personnel
7. Lying - Intentionally giving information to misinform or mislead.
8. Possession/use of any tobacco product including electronic cigarettes or vaping paraphernalia.*
9. Verbal or physical threats
10. Throwing rocks
11. Bullying
12. Knowledge of any type of illegal or improper materials/behavior of any type and failing to report it to someone in authority
13. Inappropriate behavior such as indecent exposure, possession/sale of pornographic materials, inappropriate sexual comments.
14. Encouraging others to fight or engage in an altercation or illegal acts.
15. Use of cell phone to video or photograph inappropriate activity or in inappropriate areas (restrooms, etc.).
16. Any reckless behavior that directly and/or intentionally endangers the welfare of an individual, a group of students, or the school in general including irresponsible use of social media that negatively impacts a student or group.

Major Infractions:	Consequences
1st Offense	Step 3 & ISD/Corporal Punishment
2nd Offense	Step 4 & ISD/Suspension
3rd Offense	Step 5 & Alternative School or Long Term Suspension (10 days or more).

THE FOLLOWING INFRACTIONS MAY RESULT IN AN AUTOMATIC STEP 5 PLACEMENT. THESE MAY INCLUDE BUT ARE NOT LIMITED TO:

1. Extortion (demanding money/items of value from someone through use of threats)
 2. Assault or Assault and Battery
 3. Sexual Harassment
 4. Vandalism or destruction of school/personal property. Restitution will be required.
 5. Gambling or any illegal activity.*
 6. Possession/Distribution/Use of imitation controlled dangerous substances, or "Turkey Drugs." (Turkey Drugs: Any item intended to resemble an illegal drug.)
 7. Wearing, carrying, writing, displaying GANG paraphernalia, clothing or signs.
 8. Tampering with Fire Alarm system or equipment.
 9. Verbal threats of violence.
 10. Participating in illegal activities on campus.
- POLICE CAN BE CONTACTED ON ANY OF THESE INFRACTIONS.**

Additional Consequences for Steps 3 & 4.

Students will lose all in-school privileges if the student is on STEP 3 OR ABOVE. The student will have to remove enough steps to be on Step 2 before he/she will be allowed to participate. (See Step Removal Procedures)

***Loss of in-school privileges means no reward activities, athletic participation, school dances, student council, etc.**
****Receiving a consequence for failure to complete an assigned discipline does not eliminate the previous consequences.**

THE FOLLOWING INFRACTIONS WILL RESULT IN AN AUTOMATIC SUSPENSION. THESE MAY INCLUDE BUT ARE NOT LIMITED TO:

1. Possession or use of any type of fire arm, gun, or explosive device, including replica and/or toy weapons.
2. Possession or use of any type of knife or instrument used as a knife-like weapon.
3. Possession, use, or distribution of any type of drug. (OTC, illegal, prescription, etc.)
4. Making a bomb or bomb threat
5. Making a prank 911 call
6. Arson
7. Making a terroristic threat including any written or verbal threat to kill or do severe bodily harm to another person. Any synonym of "kill" will be considered a violation of this rule.

NOON DETENTION

Noon detention is a consequence that can be given to students at TMS for accumulating too many tardies, for minor classroom infractions, and for behaving inappropriately or disrespectfully during lunch time. The administration at TMS reserves the right to assign lunch detention for deserving students for other reasons as required. If a student is assigned to lunch detention, s/he will be required to report to the appropriate location within the appropriate passing period time with either paper and pencil or homework that can be

completed. The lunch detention monitor will allow each student no more than 15 minutes to eat his/her lunch and put away the resulting trash in a waste container. Once finished with lunch, the student will either complete homework in the classroom or will write from a teacher-assigned writing prompt for the remainder of the lunch period. At the designated time, the teacher will release the students in lunch detention to go to their next regularly scheduled class.

CORPORAL PUNISHMENT

The School Board Policy and the Laws of the State of Oklahoma allow the use of corporal punishment as an option in the discipline plan of each school site. Other means of discipline will be used first in an effort to bring about positive behavior change; however, if other methods fail and corporal punishment is deemed appropriate the following guideline will be followed.

- 1) Corporal Punishment (CP) will be administered only by the principal or assistant principal of a building or by certified staff only with the approval and presence of the principal or assistant principal.
- 2) A certified staff member will always be present when CP is administered.
- 3) CP will be administered in an area that allows privacy for the student.
- 4) A maximum of two swats will be given for any student per occurrence and per day.
- 5) Parents or legal guardians who do not wish to use CP must advise the building principal of the school on an annual basis. A "Parental Consent Form" will be made available to every parent/guardian to approve or not approve the use of CP on their child(ren.) The form will also contain a confirmation of "yes" or "no" by the parent regarding being contacted by the school prior to swats being administered. Parents will always be contacted if CP is used.

IN-SCHOOL DETENTION (ISD)

The ISD program for Tecumseh Public Schools is designed to provide an educational alternative to student suspension. This program enables students to continue their academic program while being disciplined by separation from the regular class environment. The ISD program is designed primarily for short-term disciplinary actions of approximately 3 days. However, under special circumstances, students may be placed for longer time. Classroom hours for the ISD program are 8:05 a.m. to 3:30 p.m. Student's transportation to school during their stay in ISD will be the same as any other day of regular school. When a student is assigned to ISD, the teachers will provide assignments. It is the student's responsibility to complete assignments made for the ISD period. Students must be allowed to complete any unit, nine week or semester tests that were given during the ISD period. Teachers may give these tests during the ISD placement if they choose to do so. Lunch will be delivered to the ISD room. It is the student's responsibility to check in with the office before reporting to the ISD room. If there is more than a one day waiting period to be able to attend ISD, due to ISD

being "full", the student may be assigned "Out of School ISD", so the consequence can be administered in a timely fashion. The student may be sent home for the number of days assigned to ISD. S/He will be given full credit for assignments and will not be counted absent. Failure to return the ISD form may result in additional consequences. Failure to comply with rules and attendance requirements of ISD will result in suspension. ISD days will be completed when the student returns from suspension.

SUSPENSION

Suspension denies the students the opportunity to attend class, school, or school-sponsored activities. Length of suspension may be:

- 1) for the rest of the day,
- 2) for a specific period of time,
- 3) until a conference with parents is held,
- 4) for the balance of the current semester,
- 5) or for the remainder of the school year.

Suspension is used in extreme cases of misconduct or nonconformity to school rules, destruction of public/personal property, or actions endangering the welfare of others. No suspended student will be permitted to loiter about the school grounds or attend any school functions during the suspension. After reinstatement, continuation of those acts which led to the suspension of the pupil is just cause for suspension for the balance of the current school semester or the remainder of the year.

In Long-Term Suspension cases, the student and his/her parents have the right to the following appeal process: Parent(s)/Guardian(s) must request a hearing before the Superintendent of Schools within two (2) school days after the receipt of notice of suspension. Failure to request a hearing within the specified time shall constitute a waiver of the student's right to a hearing.

STEP REMOVAL PROCEDURE/POLICY

Through good behavior, students placed on "Steps" will be eligible to petition his/her teachers for removal of a step. The following procedure will be followed:

- 1) Step removal procedures will be explained to the student at the time of step placement
- 2) The student must ask a principal for a step removal form.
- 3) Student must meet the following criteria during a ten (10)* consecutive school day period. S/He must be in attendance in all classes with:
 - a) **No referrals to office**
 - b) **All assignments completed and proper materials brought to class**
 - c) **No earned classroom detention**
 - d) **No tardies.**
- 4) The student will carry a step removal sheet to each of his/her teachers. At the end of the class period the student will ask the teacher to initial the date block for that day. If a student forgets to request the teacher's signature or fails to have the sheet in class, it will be the decision of the teacher whether s/he will sign it retroactively.

- 5) At the end of the 10 day period the teachers will sign the **APPROVED** or **DISAPPROVED** block on the step removal. If all but one staff member approves the step removal, the step will be removed.

If two staff members disapprove of the step removal, then the student may reapply at the end of the ten day period that started with the initial step removal application.

After the APPROVED block is signed by all teachers, the student must take the step removal form to the main office at which time it will be entered into the student's discipline file, and s/he will return to the previous step. The student will be notified of the step removal.

*** A student may petition to remove a step in a 5 day time frame if he/she agrees to do "Community Service"(give up one-half of his/her lunch period to help the office) during the entire step removal process. If at any time a student does not comply or fails to fulfill the agreement then the step removal will revert to the 10 day removal time frame.**

****If a student loses his/her form before completion of the removal, he/she must pick up a new form and start over.**

DRAMA

Drama at Tecumseh Middle School is defined as any type of negative behavior done by one individual or group toward another that is rude, malicious, or meant to cause emotional or social injury. Starting, causing, and continuing drama is a type of bullying. The following list gives examples of drama-related activities: gossiping, name calling, making actual and/or veiled threats, giving ultimatums, starting and/or spreading rumors, participating in social bullying behaviors. Students who choose to participate in these activities will be handled in the following manner:

First confirmed involvement in drama – the student will be assigned to 3 days of lunch detention

Second confirmed involvement in drama – the student will be assigned a step on the disciplinary plan and given 5 days of lunch detention including completion of sensitivity training and parent will be contacted

Third confirmed involvement in drama (and every other incident) – the student will be assigned a step on the discipline plan and assigned to 3 days of ISD and parent will be contacted.

There are many ways to avoid drama. Consider the following options:

- 1) Stay away from people who are going to bring you down.
- 2) Don't get involved with gossip, rumors, or revenge.
- 3) Ignore people who make fun of others.
- 4) Keep your private life private.
- 5) Limit your involvement in texting and posting on social media sites.
- 6) Learn to accept other people's opinions.

At TMS, if someone is bothering you or someone else, follow these steps:

- 1) Tell the person/group to leave you alone.
- 2) If they refuse to leave you alone, get a teacher or principal involved.
- 3) Fill out a Bullying Report and turn it into either of the offices if you feel that someone is harassing you or someone you know.
- 4) Anytime you see someone being bullied, stand up for the person being bullied and get help from an adult as soon as you can.
- 5) Anytime someone makes a threat to injure you or someone else, tell the principal immediately.

DRUG AND ALCOHOL ABUSE

Any student who intentionally sells, gives, possesses, uses, or is under the influence of drugs, narcotics, or alcohol in or on school property, including buses, or on school sponsored trips, shall be:

1. Suspended from school, and
2. Reported to the law enforcement agencies for possible legal action.

PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES:

ACTIVITY ELIGIBILITY

All students participating in any extra curricular activities (athletics, band, vocal music, FFA, etc.) must pass all classes on a weekly basis and/or semester basis. After the third week of a semester and every week thereafter, a student must be passing in all subjects s/he is enrolled in during the semester. This criteria is often referred to as "no pass, no play". If a student is not passing all subjects s/he is enrolled in at the end of a reporting period (Thursday at TMS), s/he will be placed on probation for the next one week period (Monday through Sunday). If a student is still failing one or more classes (It does not have to be the same class(es) the student was failing the previous week.) at the end of the next reporting period, s/he will be ineligible to participate during the next one week period. The grade a student has after the reporting day will not change his/her eligibility status for the upcoming week.

SCHOLASTIC ELIGIBILITY

A student must have received a passing grade in five subjects that s/he was enrolled in during the last semester s/he attended fifteen or more days.

If a student does not meet the minimum scholastic standard s/he will not be eligible to participate during the first six weeks of the next semester s/he attends.

A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects s/he is enrolled in at the end of a six week period.

Students enrolled for the first time must comply with the same requirements of scholastic eligibility. The passing grades required for the preceding semester should be obtained from the records in the school last attended.

AGE, PHYSICIAN AND PARENTS' CERTIFICATE:

Athletics Participation

Any student who reaches his/her 15th birthday before September 1 will not be eligible to play in the 8th grade or below. Any student who reaches his/her 14th birthday before September 1 will not be eligible to play in the 7th grade or below. No pupil shall be eligible to represent his/her school in athletics until there is, on file with the principal (or designee), a physical examination, parental consent certificate, and a drug testing permission form.

ATTENDANCE

Students will be required to be in attendance the day of the activity. Students that are truant from class will be ineligible for participation the day of the truancy, as well as a period of five days succeeding the truancy. Failure to check out of school when leaving campus will constitute truancy. Any attendance regulations will be enforced as prescribed by the OSSAA pertaining to eligibility for participation.

CONDUCT

All students participating in activities will be eligible on the basis of conduct as prescribed in school regulations. Students being disciplined to the extent of being placed on Step 3 or higher and/or being removed from the regular classroom including suspension or ISD will be ineligible for participation in all extra-curricular activities during that time period.

DRUG TESTING

Each extra-curricular activity student shall be provided with a copy of the Student Activities Drug Testing Policy and Student Drug Testing Consent which shall be read, signed, and dated by the student, parent, or custodial guardian, and coach/sponsor before such student shall be eligible to practice or participate in any extra-curricular activities.

The consent shall be to provide a urine sample: a) for eligibility for participation; b) as chosen by the random selection basis; and c) at any time requested based on reasonable suspicion to be tested for illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in any extra-curricular activity unless the student has returned the properly signed Student Drug Testing Consent Form.

PARTICIPATION

Students will not be allowed to participate in activities if under restriction for violation of school regulations. Any student bringing discredit to the school or organization while attending an activity including but not limited to: theft, vandalism, alcohol, disruption, verbal abuse, etc. will be ineligible to participate and represent the school a minimum of five days and/or the next organizational event and a maximum of one semester depending on the severity and extent of the infraction.

TRANSFER STUDENTS

OSSAA defines a transfer student as a student who does not live in the district in which s/he attends school. New transfer students may participate in MS competitive athletics immediately as long as the receiving school has on file from

the sending school a letter which verifies that the student's transfer was not for athletic reasons.

ACADEMIC FIELD TRIPS

All students may attend academic field trips unless the student is currently serving in ISD, is suspended from school, or has failed to return a permission slip. If a student has a history of chronic discipline problems, parental escort may be required for the student to attend. If the student goes on a field trip with the school, s/he must return with the school. This policy applies to both academic and reward field trips.

REWARD TRIPS AND ACTIVITIES

Any class trip is a privilege granted to students who have conducted themselves in an acceptable manner during the school year. Following is a list of reasons that student may be excluded from any such trip.

- 1) S/He has reached Step 3 or higher in the discipline process and has been unsuccessful in removing a step.
- 2) Any student who is not passing ALL core classes.
- 3) If a student has a history of chronic discipline problems, s/he may be forbidden to attend.

TEN DAY ACTIVITY RULE

Students may attend no more than ten (10) out of class activities per year. This includes all field trips (both academic and reward trips), competitive events (music, athletic, vocational, etc.), stock shows, and academic meets. Any school activity which requires the student to be out of the classroom setting for one or more periods must be considered in this rule.

Students who are active in several programs throughout the year need to consider this rule carefully and choose to participate in the events that are most important to them.

FIRE AND TORNADO DRILLS

Fire and tornado drills are held at irregular intervals throughout the school year. Exit routes are posted in every room. Teachers will discuss appropriate exit procedures at the beginning of school.

Tornado Drill: Repeated ringing of 5 short bells

Fire Drill: One long continuous ringing of bell and instructions given via the intercom.

Remember these basic rules:

- 1) Check the instructions in each classroom posted in the room indicating how to leave the building in case of fire or tornado.
- 2) Walk: do not run. No talking: move quickly to the designated area.

FLOWERS AND BALLOON POLICY

Flowers and gifts delivered to school for students on special occasions will be held in the office until the last ten minutes of the school day when they will be given to the student. Bus drivers do not allow balloons on their buses because they may

obstruct the view. If a student receives a balloon and s/he rides a bus, it will be deflated.

GRADE REPORTS TO PARENTS

Students receive one progress report and one report card each grading period (9 weeks). Parents should notify the middle school counselor or their child's teacher(s) if a parent/teacher conference is needed.

Progress reports will be sent home according to the school calendar. All report cards are mailed or sent home within one week of the end of a nine week period. Final report cards will not be issued until all fees and fines have been paid. Final report cards will be mailed to the home within one week after the last day of school. Parents can call the principal or counselor at any time during the year to find out if their child is failing a class.

Parents/Guardians may use the **Wengage Grade Book online program** to access student grades, missed assignments, and attendance at any time. Parents/Guardians must request the log in and password for their child(ren) at the TMS main office. To preserve confidentiality, a picture ID may be requested when the password is picked up.

GRADING SYSTEM & REPORT CARDS

The evaluation of a student's achievement is one of the important functions of the teacher. The accepted marking system for Tecumseh Public Schools is as follows:

Excellent	A	100 - 90
Above Average	B	89 - 80
Average	C	79 - 70
Below Average	D	69 - 60
Failing	F	59 & Below

All students will receive a semester grade in each class that will be calculated with 40% of the semester grade coming from the first quarter average, 40% from the second quarter average, and 20% from the semester test. For core classes, both semester grades will be averaged to determine whether or not the student passed or failed for the year.

An (I) incomplete is given in cases of illness, emergency, or prearrangement, if the student has not been able to complete his/her assignments to an acceptable level. An (I) incomplete on the report card can become an F four weeks from the date it is issued. The teacher will notify the office when the incomplete has changed to one of the above grades. Make-up work is the complete responsibility of the student.

GUIDANCE

The purpose of the guidance program is to help each individual student achieve his/her highest growth mentally, emotionally, and socially. We try to do this in several ways:

1. Helping the new student feel at home with new teachers and friends in a different setting.
2. Individual conferences whenever a student, a teacher, a parent, or the counselor deems it beneficial.
3. A testing program designed to help the student learn as much as possible about his/her capabilities.

The counselor welcomes the opportunity to talk things over with any student, parent, or teacher.

HALL BEHAVIOR

Students should be in the halls only during class changes unless they have special permission or special duties that require them to be there. Students are asked to be courteous at all times and to keep to the right when moving in the halls. **Loitering, running, shouting, and/or horse playing in the halls is never permitted.**

HEAD LICE

Each year at nearly every school, there are cases of head lice. Tecumseh Public Schools will conduct head checks as needed to prevent the spread of head lice among the student population. We know that any child is susceptible to lice, and therefore, there should be no embarrassment. The following head lice control practices will be followed:

- 1) An active infestation will be defined as the presence of live lice OR no progress in nit removal. Any student found to have an active infestation will have his/her parent or guardian called immediately to pick up the student and will be advised to seek treatment as soon as possible.
- 2) Instructions regarding safe treatment of head lice will be given to the parent or guardian. Safe, effective treatment options are considered to be prescription or over-the-counter lice removal preparations and manual removal of all lice and nits (eggs). Effective treatment can be accomplished overnight allowing re-admission into school on the following day.
- 3) It is the parent's/guardian's responsibility to treat the student at home and to **accompany** their child to school the NEXT day **with** proof of treatment. For example, the empty bottle of medicated head lice shampoo could be brought to show that treatment had been completed.
- 4) Students will be admitted into school when no active infestation is present. The school nurse will check for the presence of live lice and/or nits, review the treatment, and provide any needed instructions for support.
- 5) If it is found that the student continues to have an active infestation, the parent will take the student home immediately for further treatment.

HONOR ROLL AND AWARDS ASSEMBLY

An honor roll will be published at the end of each nine (9) weeks grading period. To qualify for the "A" honor roll a student must have all A's during the respective grading period. To qualify for the "A - B" honor roll a student must have no grade lower than a B. Honor roll lists are published in local newspapers after each nine-week period.

At the end of each school year, an annual awards presentation is held recognizing all students who have maintained a 95% or higher average in any core class through

the entire school year. Invitations are sent out for this awards program during the second week of April.

ITEMS TO LEAVE AT HOME

Skateboards, mp3 players, iPods, hand held games, CD players, pets, play items, radios, headphones, etc. are fun for the students, but they are not conducive to the learning process and should be left at home. Besides being a disruption to the class, they are much too expensive to have broken or stolen. The school cannot be responsible for them. If a student brings these items to school, they may be taken to the Main Office and kept there until they can be returned to the student or parent after school or at an appropriate time.

LEAVING SCHOOL

Only parents/guardians or people approved in writing by the parent/guardian may check students out. Before a student leaves the school property, the parent or guardian must sign the student out in the attendance office. Parents will not be allowed to check their student(s) out by phone and ask for them to walk to a location except in emergency situations that are approved by the Principal. Leaving school property without checking out in the office will constitute truancy.

LIBRARY SERVICES

All TMS students will use the library on a regular basis due to the requirements for reading in your student's Language Arts classes. Students will be provided training on how to access different types of books within the library. It is each student's responsibility to care for and return all books checked out through the library before their due date. Students who lose or damage books that are checked out to them are expected to reimburse the school for those items. The library is also a classroom, and inappropriate behavior is not allowed

LOST AND FOUND

Articles found in and around the school should be turned in at the attendance office so the owner may claim his/her property by identifying it. It is highly recommended that all items students bring to school be labeled with some sort of identification (name, initials, etc.). At the end of each quarter, all unclaimed items will be displayed in the foyer of the south building. Students may identify and claim articles. After two days, all unclaimed articles will be disposed of properly.

LUNCH BEHAVIOR

Lunch time at Tecumseh Middle School is set aside as a break in the day when each student has an opportunity to eat a meal and enjoy free time for playing games, having fun, and socializing with friends. Those students who choose not to participate in lunch time appropriately may be subject to consequences involving having his/her free time during the lunch period removed. Students who make the conscious choice to be involved in social activities that are rude, disrespectful, inappropriate, or in violation of school rules

may be immediately placed in a long term lunch detention setting. The noon meal will be provided, but no free time will be given. Instead, time will be spent completing school-related work and/or participating in training that will teach them appropriate and respectful ways to behave during lunch time. Once the student has shown mastery of this information, s/he may earn another chance to return to his/her normal lunch time schedule.

MEDICAL APPOINTMENTS/MEDICATION

~Medical appointments should be made for after school, if possible.

~All medication must be kept in and dispensed through the office by an administrator or designated school employee, pursuant to the written authorization of a doctor.

~At no time should a student possess and dispense medication on his/her own (including aspirin, Tylenol, etc.). Medication that is to be kept in the office can be defined as:

~A filled prescription medicine as that term is defined by Section 353.1 of Title 59 of the Oklahoma state Statutes pursuant to administering medicine as listed on the label or as otherwise authorized by a licensed physician.

The person authorized to administer the medicine shall not be liable to the student or parent/guardian of the student for civil damages for any personal injuries to the student which result from acts of omissions in administering any medicine pursuant to the provisions of the statutes.

This immunity shall not apply to acts or omissions constituting gross, willful, or wanton negligence.

Although the school accepts responsibility for storage of said medication, it will be the **student's responsibility** to take medication as needed or prescribed. This policy is for the safety of all students.

MOMENT OF SILENCE

During the last ten minutes of 3rd period all students will be required to listen to the intercom announcements and participate in the state mandated Moment of Silence. Students may reflect, meditate, pray, or participate in other individual silent activities during this time. Also during this time students have the option of standing and saluting the flag, but if they choose not to do the pledge, they are required to maintain a respectful attitude while others participate.

OFF-CAMPUS INCIDENTS

During school activities, any incident involving Tecumseh Middle School students which occurs off campus shall be treated the same as an on-campus incident. Students are provided transportation to and from classes or activities which are not taught on the Middle School campus. They will be expected to use school transportation. All rules pertaining to said transportation will be enforced. Any off-campus incident that causes problems on campus can also be dealt with through the disciplinary process as required.

PROMOTION POLICY

Students at Tecumseh Middle School must pass all core subject areas (L.A., Math, Science, Social Studies) in order to be promoted to the next level. A student will earn four (4) credits per year for the four core subjects. If a student fails a core class for the year, s/he will be given an opportunity to pass to the next grade by attending summer school and passing the course. If a course is not offered in summer school, it may be repeated in lieu of an elective during the next school year. If the course is offered in summer school, the student must attend summer school and pass in order to get the credit.

PROFICIENCY BASED PROMOTION

"Proficiency based promotion" is a term used to define a process which is available to students in Tecumseh Public Schools who can demonstrate, by taking a test that they have gained the knowledge (proficiency) that would be obtained through a core class. By passing this test(s), the student has demonstrated the ability to move on to the next level of class offering. Therefore, any student that demonstrates proficiency (90% on a test) in a given subject through the testing process may go on to the next level in that core subject area. The guidelines, procedures, dates of application and dates of testing are available upon request. Additional information regarding proficiency based promotion or concurrent enrollment, please contact the Principal at 598-3744.

SCHOOL INSURANCE

School insurance is available to all students. A packet will be available for each student. These can be picked up in the office. Purchase of this program is optional. Only students playing sports must provide signed evidence that they are covered by adequate insurance if they choose not to purchase this package.

SEVERE ILLNESS OR ACCIDENT POLICY

All illnesses or injuries should be reported to the teacher and to the office. In the event a student becomes ill or injured during the school day, the school will follow this procedure:

1. In minor scrapes or cuts we will attend to the student and make every effort to contact a parent or guardian, if necessary.
2. The school nurse will be contacted when needed.
3. In a life threatening situation, if we are unable to contact the parents or guardians and medical attention is deemed necessary, an ambulance will be called and the student taken to the hospital.

SEXUAL HARASSMENT

The policy of this school district forbids discrimination against, or harassment of any student on the basis of gender. The Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel.

1. Sexual Harassment - For the purpose of this policy, sexual harassment includes:

- A. Verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing

against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding," double meanings, and jokes.

- B. Demeaning comments about one gender's ability to perform in a class which may be historically considered the other gender's "subject", privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.

- C. Writing/drawing sexual graffiti which names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment.

2. Specific Prohibitions

- A. Administrators and Supervisors - It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his/her authority to solicit sexual favors or attention from students. The above mentioned personnel who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 18 may constitute a crime under state or federal law.

3. Report, Investigation, and Sanctions

- A. It is the express policy of the board of education to encourage the student victims of sexual harassment to come forward with such claims. This may be done through the Sexual Discrimination Grievance policy. The Office of Civil Rights relies on school administrators' judgment and common sense in meeting the requirements of the federal law.

- B. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions, or have their parents report these conditions, to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person.

2. Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns which arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

- B. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigation and resolving complaints of sexual harassment.

- C. Any employee found to have engaged in sexual harassment of students shall be subject to sanctions, including, but not limited to warning, suspension or other appropriate punishment subject to applicable procedural and due process requirements.

- D. Any student found to have engaged in sexual harassment of other students or personnel shall be subject to sanctions, including, but not limited to warning, suspension or other appropriate punishment subject to applicable procedural and due process requirements.

- E. A copy of this Sexual Harassment policy will be provided to student and parents each year.

- F. Special effort will be made to apprise district administrators, teachers, and counselors of their obligation to receive student complaints of sexual harassment, document such complaints, and forward them to the grievance committee.

(Reference: Title VIII of the Civil Rights Act of 1964)

SAFE SCHOOL NUMBER

1-877-SAFECALL - ext. 651

STUDENT COUNCIL

Student Council provides for student activities, serves as a training experience for both leaders and followers, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearing house for student activities, seeks the interest students in school affairs, and helps solve problems that may

arise. Elections for student council officers and representatives are held at the start of each school year. Specific information about the election process is given at the beginning of school.

STUDENT RECORDS

Directory information may be released relating to student's participation in officially recognized activities and sports. The student's name, address, classification, date and place of birth, weight and height, dates of attendance, and awards received may be released. Parents may request, in writing, to the principal that directory information NOT be released.

TECUMSEH PUBLIC SCHOOL'S CULT-GANG POLICY

Gang and cult activities are prohibited. Gang activities include but are not limited to:

- 1) being involved in groups which cause disruption, intimidation,
- 2) wearing, carrying, or displaying gang paraphernalia, clothing
- 3) exhibiting behavior or gestures which symbolize gang membership
- 4) causing and/or participating in activities which interfere with the normal operation of the school

These activities will be subject to disciplinary action including but not limited to detention, ISD placement, or suspension up to one semester.

TELEPHONES/CELL PHONES

Teachers and students will be called from class to answer the phone only in cases of an emergency. Otherwise, the call will be returned at lunch or after school.

Because the use of cell phones during school hours is a disruption to the classroom, the following policy is used. Cell phones must be turned off (not on silent, vibrate, etc.) from the time students arrive at school until the last bell rings. **Texting and picture taking are prohibited without receiving prior permission from a teacher or faculty member.**

Students who use cell phones without permission during school hours may be subject to having it taken by a teacher or faculty member. The cell phone will be taken to the Main Office where it will be locked in a safe location. The student may pick up the cell phone from the Main Office at the end of the day on the first offense. A record will be kept, and on future offenses, a parent or guardian will be required to pick up the cell phone from the Main Office after school. Frequent violators of the cell phone rule may be subject to discipline action including possible noon detention, ISD, or suspension, depending on the circumstances, in accordance with Tecumseh Public School's Cell Phone Policy.

We encourage students to get all necessary information and make all necessary arrangements for rides, etc. before they come to school. Telephone calls to the office can become disruptive when made excessively. **Please try to assist in helping your child become more independent by discussing after school arrangements before school starts and limit phone calls and notes as much as possible.**

Students will be allowed to use the school phone only if there is a medical emergency or if there is a time change which affects school activities.

TEXTBOOKS

All basic texts, which exceed \$250 in value, are loaned to all students at the beginning of the year. All textbooks must last at least six years and student care can help insure they do last. Textbooks are to be kept clean and handled carefully. Please be sure your name, grade, and school are written on the book label in case the book is misplaced. Students will be required to pay for lost or damaged books.

TRANSFERS AND GUARDIANSHIP

All student transfer requests will be reviewed on a case by case basis. The district may not accept regular transfer requests if in the opinion of the superintendent and principal, said student has not complied satisfactorily with school district requirements (discipline, attendance, etc.) The following guidelines will govern guardianship as it applies to residency:

- 1) Any new student desiring to attend our school has to establish residency with a relative that is a legal resident of our district and has assumed the permanent care and custody of the child.
- 2) Any question on residence for school purposes will be determined by the regional accreditation officer (RAO).
- 3) The RAO will utilize a combination of items relative to establishing legal residence including where mail is received, rent receipts, utility receipts, statements from neighbors, etc.

VANDALISM AND PROPERTY DAMAGE

Defacing or destroying property belonging to the school, school personnel, or other persons will be reported to the Board of Education, the police, the District Attorney, and the parents/guardians of the student. The student will be suspended a maximum of the current semester plus the ensuing semester. The student will not be allowed to return to school in any event until arrangements for restitution are made with a designated school official.

WELLNESS POLICY

Oklahoma State Law requires that schools have rules that help students make healthy lifestyle choices. As a result, while at school students cannot have access to foods of minimal nutritional value except on special occasions and events that take place during the evening. This is why we do not have soda or candy machines on campus and do not allow the sell of candy, soda, or other items that are not approved first by the Tecumseh Board of Education. Students should not bring to school any products including candy to sell as a fundraiser which have not been approved by the Tecumseh Board of Education.

As a part of our wellness policy, students should not bring to campus any beverage, whether in a bottle, a can, or a cup, that is classified as a soda. Also, students cannot bring "energy

drinks” such as Monsters, Rockstars, Red Bulls, etc. If a student is found on campus with a beverage that violates this wellness policy, s/he will be required to throw it away immediately. If the beverage or energy drink is unopened, it will be taken to the office where it can be picked up at the end of the day.

STUDENT SEARCH AND REASONABLE SUSPICION

TMS school officials must be concerned with ensuring the safety and rights of students, teachers and staff members. For this reason, school administrators at times may be required to search students, purses, bags, and lockers. The following are the guidelines for student search and seizure in Tecumseh Middle School.

1. A search by school officials is generally reasonable if it is connected to a legitimate educational interest and is based upon reasonable suspicion.
2. Only the principal, assistant principal, or a certified person under the authority of the principal will conduct a search and will always be in the presence of another certified staff member.
3. Search and seizure will be conducted in the event of a reasonable suspicion of possession of over the counter or illegal drugs, drug paraphernalia, alcohol, tobacco, weapons, stolen property, or other illegal contraband.
4. Parents will be contacted if any items listed in #3 are found with their student.
5. Any student who leaves campus or enters a vehicle on campus without permission and returns to campus is subject to search under reasonable suspicion.
6. If a student is using his/her cell phone without permission and refuses a request to turn in the phone to a teacher or staff member, the phone is subject to search under reasonable suspicion.

BEHAVIOR AT EXTRACURRICULAR EVENTS

TMS students are encouraged to attend and participate correctly in extracurricular events that support our school’s teams and programs at all grade levels. However, it is expected that courteous behavior be demonstrated by TMS students at all times when at the football stadium, basketball gym, baseball/softball field, track, band concert, choir concert, or other extracurricular activity. Students who attend these events should know that school rules are still in effect even if the activity is located away from school grounds or occurs after school hours. Failure to participate correctly in these extracurricular events can lead to being required to leave the activity for one or more days and/or other school consequences.

DANCES

Only students who are in good standing at Tecumseh Middle School may attend school dances. A student in good standing is one who is enrolled in classes at the time of the dance and not on Step 3 or higher of our TMS Discipline Plan. If a student who has changed enrollment has already purchased a

dance ticket, he/she will be refunded the cost of admission. Dress codes may be altered for dances, but they must meet policy guidelines. The school will provide all sponsors to chaperone each dance.

FERPA GUIDELINES

Attention Parents:

In compliance with the Family Educational Rights & Privacy Act (FERPA) you are hereby notified:

- 1) It is the right of a student's parents and eligible students, those 18 years old or older, to inspect and review the student's education records.
- 2) It is the intent of Tecumseh School District to limit the disclosure of information contained in a student's education except:
 - a) by prior written consent of the student's parent or the eligible student,
 - b) as directory information, or
 - c) under certain limited circumstances as permitted by FERPA.
- 3) The student's parent or an eligible student has the right to seek to correct parts of the student's education record which s/he believes to be inaccurate, misleading, or in violation of the student's rights. This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent or eligible student's request.
- 4) It is the right of any person to file a complaint with the U.S. Department of Education, if the Tecumseh School District violates FERPA.
- 5) Copies of the complete FERPA policy may be obtained by contacting the Assistant Superintendent, at 598-3739.

*The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

*The following educational records are maintained by Tecumseh Schools in the Following locations:

<u>Record</u>	<u>Location</u>	<u>Responsible Person</u>
<u>Health Record</u>	Individual Bldgs.	Principal
<u>Permanent Grade</u> (Transcripts)	Individual Bldgs.	Principal
<u>Confidential Special</u> Education Records	Individual Bldgs.	Principal
<u>Permanent Records</u> (Transcripts up to 19)	Board of Education	Superintendent
<u>Attendance Registers</u> (Current)	Individual Bldgs.	Principal
<u>Attendance Registers</u> (Prior Years)	Board of Education	Superintendent

This handbook is a general guide for the Tecumseh Middle School student and parent. It is not all-inclusive, but it should provide information and answer most questions and concerns about the rules, regulations, and activities of the school. We encourage parents/guardians and students to read and discuss the handbook. If you have any questions, please contact a principal at Tecumseh Middle School.

We understand that we are responsible for having read all information contained in this Parent/Student Handbook.

Parent/Guardian Signature

Date

Academic Assistance Programs

Homework Helpers

Monday - Thursday - 3:45 - 5:00 P.M.

Math Helpers

Monday - Thursday - 3:45 - 4:45 P.M.

Extracurricular Activities

Spirit Club

Academic Team (7th and 8th grade students)

Student Council

School-Sponsored Athletics (7th and 8th grade students)

Vocal Music and Band



The 7 Habits of Highly Effective Teens



“The Principle of Sowing & Reaping

Sow a **thought**, and you reap an **act**;
Sow an **act**, and you reap a **habit**;
Sow a **habit**, and you reap a **character**;
Sow a **character**, and you reap a **destiny**.

Samuel Smiles

THE Private VICTORY – Inside First

Habit 1 **BE PROACTIVE**

I am the force.

Take responsibility for your life.

Being proactive is more than taking initiative. It is accepting responsibility for our own behavior (past, present, and future) and making choices based on principles and values rather than on moods or circumstances. Proactive people are agents of change and choose not to be victims, to be reactive, or to blame others. They take an Inside-Outside Approach to creating changes.

Habit 2 **BEGIN WITH THE END IN MIND**

Control your own destiny or Someone Else Will

Define your mission and goals in life.

All things are created twice – first mentally, second physically. Individuals, families, teams, and organizations shape their own future by creating a mental vision and purpose for any project. They don't just live day to day without a clear purpose in mind. They mentally identify and commit themselves to the principles, values, relationships, and purposes that matter most to them.

Habit 3 **PUT FIRST THINGS FIRST**

Will and Won't Power

Prioritize, and do the most important things first.

Putting first things first is the second or physical creation. It is organizing and executing around mental creation (your purpose, vision, values, and most important priorities.) The main thing is to keep the main thing the main thing.

THE Public VICTORY – Outside Second

Habit 4 **THINK WIN-WIN**

The Stuff That Life Is Made Of

Have an everyone-can-win attitude.

Thinking win-win is a frame of mind and heart that seeks mutual benefit and is based on mutual respect in all interactions. It's not about thinking selfishly (win-lose) or like a martyr (lose-win). In our work and family life, members think interdependently -- in terms of “we,” not “me.” Thinking win-win encourages conflict resolution and helps individuals seek mutually beneficial solutions. It's sharing information, power, recognition, and rewards.

Habit 5 **SEEK FIRST TO UNDERSTAND, THEN TO BE UNDERSTOOD**

You Have Two Ears and one Mouth

Listen to people sincerely

When we listen with the intent to understand others, rather than with the intent to reply, we begin true communication and relationship building. Seeking to understand takes kindness; seeking to be understood takes courage. Effectiveness lies in balancing the two.

Habit 6 **SYNERGIZE**

The “High” Way

Work together to achieve more

Synergy is about producing a third alternative – not my way, not your way, but a third way that is better than either of us would have come up with individually. Synergistic teams and families thrive on individual strengths. They go for creative cooperation.

Habit 7 **SHARPEN THE SAW**

It's “Me Time”

Renew yourself regularly

Sharpening the saw is about constantly renewing ourselves in the four basic areas of life: physical, social/emotional, mental, and spiritual. It's the habit that increases our capacity to live all the other habits of effectiveness.

Information borrowed from *The 7 Habits of Highly Effective Teens* by Sean Covey.
For more information, go to <http://www.seancovey.com/teens.html>.