

Tecumseh Early Childhood Center & Barnard Elementary

1406 N. 6th St & 315 E. Locust

Tecumseh, OK 74873

TECC phone: 405-598-2967 fax: 405-598-1633

Barnard phone: 405-598-3169 fax: 405-598-5520

Parent/Student Handbook

2023-2024

THIS STUDENT HANDBOOK/AGENDA BELONGS TO:

NAME _____ **GRADE** _____

MY TEACHER IS _____ **ROOM#** _____

PARENT'S NAME _____ **HOME PHONE** _____

TECC Mission Statement

Our mission is to provide a nurturing child-centered environment that focuses on the whole child while developing the full learning potential of all students.

TECC Vision

TECC is devoted to providing our students and their families with a safe, respectful and inclusive educational foundation focused on life-long learning.

Barnard Elementary Mission Statement

ALL Barnard Elementary students Learn everyday, Endeavor to do our best, Achieve at high rates and are Determined to be better than we were yesterday.

LEAD

Barnard Vision

ALL stakeholders of the Barnard community will feel welcome and comfortable while working cooperatively to achieve high levels of success.

All contents of this handbook are subject to change based on changes in Oklahoma school statues, Tecumseh School Board action, or Tecumseh Public Schools Policies and Procedures manual.



WELCOME

Dear Students and Parents,

Welcome to Tecumseh Public Schools- Tecumseh Early Childhood Center and Barnard. We strive to prepare all students to become positive, productive members of our school and eventually the world.

To do that it will take a tremendous amount of effort from all people involved. Every student and every parent needs to understand the tremendous challenge and opportunity that lies in front of them when it comes to education. Our job, and one we take very seriously, is to prepare students to take advantage of those opportunities. If we can help a student or a family in any way, just let us know.

Our primary aim is to create a community within our school that provides a safe and exciting place in which to LEARN! The information in this handbook has been carefully prepared and presented so that it will be of great value in helping you to adjust to our school. *Please sign the **School Policy and Regulation Acknowledgement Form** stating that you and your child are aware of the contents of this Student Handbook.*

The Tecumseh Board of Education has approved the policies and procedures contained in this handbook. It is not all-inclusive, but is intended only as a guide concerning day-to-day operation of the school.

Again, please feel free to contact the school if you have any questions about our programs, rules or district policies. We believe that open and clear communication between school and home is a vital part of our partnership. We are looking forward to a great school year.

Tecumseh Early Childhood Center, Ms. Tammy Giaudrone
Barnard Elementary School, Mrs. Karla Buchanan

School Policy and Regulation Acknowledgement Form and Release

Note: It is a requirement for each student that he/she have his/her parent or guardian read and sign this sheet by August 31, 2023. Your cooperation is appreciated.

1. Thoroughly read and agree to support my student (and/or student agrees) in following all school rules and district policies as outlined in the student handbook.

Yes _____ No _____

2. Thoroughly read, understand and accept the district's Attendance Policy as outlined on pages 8-9

Yes _____ No _____

3. Thoroughly read, understand and accept the district's Discipline policies and procedures as outlined on page 15-19

Yes _____ No _____

I/We _____ / _____

(PARENT/GUARDIAN)

(STUDENT NAME)

UNDERSTAND THAT WE ARE RESPONSIBLE FOR HAVING READ ALL INFORMATION CONTAINED IN THE STUDENT HANDBOOK/AGENDA.

Date Parent's Signature Student's Signature

Attendance

Attendance during every day of the school year is expected and needed for all of our students. Research shows that missing even one day of school per month throughout the course of the school year can create significant learning gaps for many of our students. The purpose of our attendance portion of our handbook is to outline what the district's expectations and actions concerning attendance will be.

ATTENDANCE POLICIES

It shall be unlawful for a parent, guardian or other person having custody of a child who is over the age of five and under the age of 18 to neglect or refuse to cause or compel such child to attend or comply with the rules of some public, private or other school.

70 O.S. Section 10-105

Tecumseh Public Schools Chronic Absenteeism Policy

A student is considered chronically absent when s/he **misses ten percent** or more of enrolled instructional days for **any reason other than an activity absence**. Oklahoma state guidelines recognize **every absence** toward the calculation of days missed. All attendance awards/rewards will be based upon the guidelines in the district's Chronic Absenteeism Policy.

Tecumseh Public School District Attendance Policy

When a student is absent from school, the site secretary or designated employee will use one of the following attendance codes to document the absence.

In Case of Sickness or Doctor's Visits

If your student has a fever, is throwing up, or has significant symptoms that would make it unsafe for him/her to attend school, then please call the school site to let them know that your child will not be at school that day. After the phone call, the school will mark your child's attendance with AA (absent parent verified) in our school information system. If no call is received, the school will mark your child's attendance with AU (absent unverified) in our student information system. Please note that AA and AU absences **cannot** be counted as excused absences based on state requirements.

If your student has fever or is throwing up while at school, the primary contact for the child will be called. The district requests that someone who is on the student's approved list come to school to pick up the student as soon as possible. Your child's attendance for the remainder of that day and the next day will be counted as AM (absent medical) Please note that AM absences **are** counted as excused absences based on state requirements.

If your student has a doctor's visit, whether scheduled or emergency, please obtain a doctor's note from the provider and give a copy of the document to the office staff where your child attends. The day(s) and/or time(s) specified in the doctor's note will be entered as AM/TM (absent medical or tardy medical) in our student information system. Please note that AM absences are counted as excused absences based on the state's requirements. ***Please make sure the school has received the documentation within 3 weeks of the visit.

In Case of Funeral or Bereavement

If your student has to miss school due to attendance at a funeral or bereavement event, please provide the school with a copy of the funeral brochure given at the service. The day will be marked as AB (absent bereavement) in the student information system. Please note that AB absences are counted as excused absences based on state requirements.

In Case of Court Appearance

If your student has to miss school due to attendance in court or a legal proceeding, please provide the school with a copy of a statement from your attorney or the judge. The day will be marked AC (absent court) in the student information system. Please note that AC absences are counted as excused absences based on the state requirements.

In Case of Approved School Activity

If your student has to miss school due to participation in a school-sponsored trip of extracurricular activity, no action is needed on the part of the parent or guardian. The day/time will be marked as EA (activity absence) in the student information system.

In Case of School Consequences

If your student has to miss school due to suspension, you will be notified by a school administrator of the date(s) that your child will be assigned the out of school suspension. Suspension absences will be coded OSS (out of school suspension) in our student information system. Please note that OSS absences are not counted as excused absences based on state requirements.

Tardies

Being on time to school is important. In Tecumseh Public Schools, three (3) unexcused tardies equals an unexcused absence when determining attendance. When a student is checked in late without a doctor's note or other excused reason, then she or he will be assigned a tardy with TU (tardy unverified) in the student information system. Please note: Students who come to school after 10:00 a.m. are considered absent for one-half day. Students who leave before 2:00 p.m. will be reported absent for one-half day. Students who come in after 8:15 a.m. but before 10:00 a.m. will be counted tardy. Students who check out after 2:00 but before 3:00 will be counted tardy.

Please Note: If a student misses 10% or more of enrolled instructional days in one semester (a semester period of time is August to December AND January to May), the student's grades will reflect an incomplete (I) on that semester report card. In that case, the student will have the opportunity to attend summer school to complete the attendance requirements. If the student does not attend summer school, the incomplete grade (I) may be changed to a failing grade (F) for that semester which, in turn, may result in the student being retained. **Summer School** may be mandatory for those students who do not meet attendance requirements but who have satisfactory grades. Either two (2) or four (4) weeks of 100% attendance of summer school may be required in such cases.

Oklahoma Law

Oklahoma Statutes, Section 10-106 says, in part: "If a child is absent without valid excuse four (4) or more days or parts of days within a four-week period, the parents shall be notified. If the child is absent for ten (10) or more days or parts of days within a semester without valid excuse, such absences shall be reported to the district attorney."

SCHOOL TIME

Doors to the school will NOT be opened until 7:30 a.m. Upon entering the building students will sit in designated areas. **Classes begin promptly at 8:15 a.m.** School personnel will be on duty from 7:30 a.m. until 3:45 p.m. The school cannot be responsible for students who arrive before 7:30, or who remain after 3:45. Should a student miss his/her bus we certainly will not leave the student here unattended, but generally students are expected to be gone for the day by 3:45. Students who are picked up by private car will be dismissed at 3:05.

Bus students will be dismissed according to the schedule of individual buses. Walkers and bicycle riders will be released when the traffic clears.

STEPS TO FOLLOW WHEN ABSENT

1. Have the parent or guardian phone the school and inform the office of your absence before 10:00 a.m.
2. Have the parent or guardian write a note explaining the absence(s) giving your name, date, days of absence, reason for absence and his/her signature. This is due upon return to school.
3. Present your explanation to the office; must be received upon student's return to school.
4. Ask your teacher for make-up assignments. Assignments that are not made up will be reflected in your grade. (Each student is responsible for seeing that make-up work is completed.)
 - a. Homework will be sent home for absent students in cases of lengthy illness. Homework can be made up for shorter illnesses when the student returns to school.
 - b. Any student who misses work with an **excused medical and/or parent verified** absence, will be allowed the same number of days absent plus one to make up his/her assignments. (For example, if a student misses two days, he/she will have two days for make-up and the work is **due** the third day.) An **unexcused absence** will have the same number of days absent plus one but will result in a reduction of grade per assignment;
 - c. Students who know in advance of an absence (school trip etc.) may be allowed to get their assignments from their teachers before they leave.
5. If absence is due to work, travel, etc., parents or guardians should notify the principal in written form prior to absences. (See guidelines for attendance)

******If a student is absent from school, on the day of an evening activity/performance, the student may not participate in the evening activity/performance, without approved documentation by the principal (Dr. note must be received prior to the event).**

ILLNESS AND ACCIDENTS

If your child becomes ill at school we will try to contact you immediately. If we cannot reach you, then we will use the emergency contact information that you have given us. Seriously ill children cannot be kept at school. Students are expected to be 24 hour fever, vomiting and/or diarrhea free before returning to school. You will always be called in case of accidents where medical attention appears to be necessary. Emergency services will be contacted in the event of serious injury or in case your child needs immediate medical attention. All emergency contact information must be kept current. This is the responsibility of the parent and/or guardian.

EXCEPTIONS TO ROUTINE PROCEDURES

We require that parents notify the school when a child's routine is changed. This is especially important when getting the child home from school. If someone different picks the child up, if the child is not riding the regular bus, or if there is any other change, please notify us by note or a phone

call prior to **2:00 p.m.** In the absence of instructions for a change, we will follow your original instructions. Please, do not depend on the child to carry a verbal message because this may cause confusion.

PICKING UP CHILDREN DURING SCHOOL HOURS

As a measure of safety, parents/guardians are requested to come to the office for their children when there is an appointment with a doctor, dentist, or other reason for leaving prior to regular dismissal. Parents should report to the office and sign the child out. The child will be called on the intercom to come to the office. Only persons authorized will be allowed to pick a child up from school. Occasionally you may be asked to present identification (ID) before picking up a child. Depending on the time the child is picked up, this may be considered a tardy or an absence.

PRE-KINDERGARTEN ATTENDANCE

Students in PK must be fully potty-trained. Accidents will happen, but numerous incidents will warrant re-evaluation of whether the student is ready to attend. Pull-ups are not allowed. While pre-kindergarten attendance is not compulsory, once a student is enrolled, if a student misses more than 10 days of school or a combination of absences and tardies that is the equivalent of 10 days, the student's parents will be notified.

Policies/Guidelines

AGENDAS

Every student attending a Tecumseh elementary school will be given their own agenda. These books are given to the students to help them be more organized and to maintain open communication between the school and the home. Organization is one of the more important qualities of a good student. Agendas provide a place for students and PARENTS to keep track of assignments, due dates, important dates, etc. All students will be expected to keep up with their agenda. **If a student loses their agenda, they will need to come by the office and purchase another one.** These books can be very useful and improve academic performance. We encourage you to use the agenda to communicate with your child's teacher about concerns or problems that you or your child may have.

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.

CIVIL RIGHTS COMPLIANCE STATEMENT

The Tecumseh Board of Education complies with the Civil Rights Laws (Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973) in assuring the students, parents and employees of District I-92 that the district does not

discriminate on the basis of race, color, sex, national origin, handicap, religion or age in any of its educational programs, services, financial aid, or employment.

PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM AND COMPLAINT PROCESS

The board of education hereby directs that neither the district, nor any employee of the district shall teach or include in a course for students or employees the following discriminatory principles:

- (1) One race or sex is inherently superior to another race or sex,
- (2) An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,
- (3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
- (4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
- (5) An individual's moral character is necessarily determined by his or her race or sex,
- (6) An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
- (7) Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
- (8) Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

A "course" shall include any program or activity where instruction or activities tied to the instruction are provided by or within a public school, including courses, programs, instructional activities, lessons, training sessions, seminars, professional development, lectures, coaching, tutoring, or any other classes.

Any individual may file a complaint alleging that a violation has occurred of enumerated items 1-8 above. In order for a complaint to be accepted for investigation, it must:

- (A) Be submitted in writing, signed and dated by the complainant, including complaints submitted through electronic mail that include electronic signatures;
- (B) Identify the dates the alleged discriminatory act occurred;
- (C) Explain the alleged violation and/or discriminatory conduct and how enumerated items 1-8 above have been violated;
- (D) Include relevant information that would enable a public school to investigate the alleged violation; and
- (E) Identify witnesses the school may interview. The school will not dismiss a complaint for failure to identify witnesses.

The district hereby designates the Assistant Superintendent as the employee responsible for receiving complaints. The district will ensure that the employee is unbiased and free of any conflicts of interest.

Complaints may be provided via telephone at (405)598-3739 and via email to burksb@tecumsehschools.org. This contact information shall also be accessible on the school district's website.

Upon receipt of a complaint, the complainant shall receive notification from the designated employee that the complaint has been received and whether it will be investigated within ten (10) days of receipt.

The school district shall investigate all legally sufficient complaints and decide as to whether a violation occurred. The school district shall receive, process and investigate complaints in the same manner as all other complaints of discrimination. The investigation process shall be completed within forty-five (45) days of receipt of a claim. Within ten (10) days of resolution of the complaint, the designated employee shall report the resolution to the State Department of Education.

No individual shall be retaliated against for (1) filing a complaint; (2) exercising any right or privilege conferred by or referenced within 210:10-1-23 of the Accreditation Standards; (3) exercising any right or privilege secured by a law referenced in 210:10-1-23 of the Accreditation Standards. Any school employee who retaliates against a complainant may be subject to disciplinary action by the school district or by the State Board of Education.

ELIGIBILITY FOR ENROLLMENT

To be eligible to attend Tecumseh Public Schools, a student must live in this district with a parent or guardian or must have a valid transfer.

Oklahoma law provides a definition of "residence" for children attending school at 70 O.S. Section 1-113. If a child is between the ages of five and 21, they are entitled to attend school free of charge in the district of residence.

Parent/Guardian is required to provide one of the following:

- Deed to home/lease
- utility bills in parent /legal guardian's name (examples include water or electric bill)

All students will need to provide the following items are needed in order to complete the regular enrollment procedure:

1. State Issued Birth Certificate
2. Immunization record
3. Parents will be requested to sign a release for records from previous school (if applicable)
4. Proof of Residence- (Utility bill (gas, electric, city), rental receipt or lease)
5. Custodial Papers (if needed)
6. Guardianship Papers (must be court documents)

CHANGE OF CLASS REQUESTS

If, for any reason, you wish your child moved to another class, you must request the move in writing. Any time after the child has attended his/her assigned class for a minimum of ten (10) school days, a move can be considered. Factors which will affect the move include the reasons for the request and the numbers in the classes at the time the request is made. A conference with the teacher and administrator is requested. A conference with the principal is required. The principal makes the final decision IF a move will occur.

FERPA NOTICE

The Family Educational Rights and Privacy Act (FERPA) gives parents certain rights with respect to their children's educational records. This right transfers to the student when he or she reaches the age of 18 or attends a postsecondary school at any age. Students to whom the rights have transferred are "eligible students."

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 educational file except: (1) by prior written consent of the student's parent or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by the 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 he or she believes to be inaccurate, misleading, or in violation of 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 Board of Education offices at 598-3739.

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

Directory information may be released relating to student's participation in officially recognized activities and sports. The student's name, address, photo, classification, date and place of birth, weight and height, dates of attendance and awards received may be released.

Parents may request directory information **not** be released if they do so in writing to the principal.

FIELD TRIPS

Any trip is a privilege granted to students that can enrich and extend the curriculum. Any student who repeatedly has NOT conducted themselves in an acceptable manner during the school year may be denied the privilege of going on a field trip.

Following is a list of reasons that a student may be excluded from any such trip.

- (1) He/she has demonstrated that they are a danger to themselves or others on campus.
- (2) The classroom teacher and principal agree that it is not in the best interest of the child or other children in the class.

FLOWERS AND BALLOON POLICY

Bus drivers do not allow balloons on their buses due to blocking the view for safe transportation, so if a student receives a balloon, and they ride a bus, it will be deflated. Glass vases are also prohibited on the bus.

FOOD SERVICE

Students may bring lunches or buy them at school. **Breakfast** is served upon arrival of students. **Lunch** schedules are staggered by grade and classroom. You can get your child's lunchtime from his/her teacher if desired. We plan to serve breakfast **AT NO COST**. Sometimes students will ask for

additional items or beverages and it is important that you are aware that your child will be charged if they make additional selections. Extra milk is available for an additional charge. All monies for lunch should be paid to the food service assistant in the cafeteria before classes begin. Teachers handle no lunch money or lunch records. A copy of the District Child Nutrition program pricing and charge policy will be given at enrollment at the beginning of the new school year.

HATCH AMENDMENT

The school district is committed to enforcing the Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h, included in the Goals 2000 Educate America Act of 1994. PPRA applies to all funding provided by the US Department of Education and seeks to protect the rights of parents to inspect surveys or instructional materials if these materials or surveys are funded by the US Department of Education.

With respect to survey activities, survey materials, evaluation materials, and instructional materials used by students and funded by the US Department of Education, the school district will:

1. Make such materials available for inspection by parents.
2. Obtain written parental consent if students are required to participate in a survey, analysis or evaluation that reveals such information such as:
 - Political affiliations
 - Mental and psychological problems potentially embarrassing to the student and his/her family
 - Sexual behavior or attitudes
 - Illegal or self-incriminating behavior (such as use or possession of tobacco, alcohol or other drugs)
 - Critical appraisals of other individuals with whom respondents have close family relationships
 - Legally recognized privileged or analogous relationships, such as those of lawyers, doctors and ministers
 - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such programs)

PARENTS' BILL OF RIGHTS

The school district is in compliance with the Parents' Bill of Rights. Additional information is available on the district website under the Policies tab.

PHOTO/VIDEO TAPE POLICY

Throughout the school year we may be videotaping classes for various purposes. The primary purpose would be to share with parents during school programs. We would like to have your permission to videotape your child. At times we like to place pictures and information in our local papers or on the school website to make the community aware of activities in which our students are participating. We would like to have your permission to release your child's name and/or picture to the news media. A permission form will be sent home.

SCHOOL RECORDS

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

<u>Record</u>	<u>Location</u>	<u>Responsible Person</u>
Health Records	Individual Buildings	Principal or Secretary
Permanent Grades (Transcripts)	Individual Buildings	Principal or Secretary
<u>Record</u>	<u>Location</u>	<u>Responsible Person</u>
Confidential Special Education Records	Individual Buildings	Principal or Sp. Ed. Teacher

Permanent Records (Transcripts/prior yrs)	Individual Buildings	Principal/Board of Education
Attendance Registers (Current)	Individual Buildings	Principal or Secretary
Attendance Registers (Prior Years)	Individual Buildings	Principal/Board of Education

SEXUAL HARASSMENT POLICY

The policy of Tecumseh Public School forbids sexual harassment of any of its employees or students. A copy of the complete policy, including definitions and specific prohibitions is available if you would like more information. Please contact the site principal at each building and they will provide a copy of the district policy that is available at each school site.

TECHNOLOGY

Every student at TPS will have the opportunity to be issued a school device. Parents will sign the user agreement before the device will be issued. There is no legitimate expectation of privacy when using the school district’s technology. For the technology user agreement policy, please refer to the district website.

TELEPHONE

Students will not be able to use the office phone for personal calls except in an emergency and with staff permission. In the event a student receives a call he will be called out of class only in the case of an emergency. Normally, messages for students involve rides home, etc., and will be given to the child just prior to the end of the school day. It is best that your child not have a cell phone at school. If your child has a need for a cell phone, it must remain in the student's backpack. The school is not responsible for any damage, theft or loss of any items.

TRANSFER POLICY

Tecumseh Public Schools makes decisions about student transfers in accordance with district policy and state law. For more information please visit our district website.

TOYS, GAMES, PERSONAL PROPERTY

Toys and games **are not** to be at school as regular practice. Toys and games may be brought with teachers’ permission, but only on special events or occasions. All items should be clearly marked for identification. All are brought at the student’s risk. All must be stored until proper play time. **NONE MAY BE KEPT AT STUDENT’S DESK DURING CLASS TIME.** Purses, school bags and lunch boxes will also be kept in the designated areas. They may not be kept on the floor under desks or at the desks during class time. Radios, cell phones, walkie talkies, trading cards (ex. Pokemon cards) of any kind, and electronic games may **NOT** be brought to school. Bicycles that are ridden to school must be parked upon arrival, and may not be moved during the day. Skate boards may **not** be ridden to school.

TUESDAY FOLDERS

This is a folder that will contain important notes, graded papers, report cards, progress cards, field trip notes, etc- will be used this year by all elementary students. Please review the materials with your student, sign and return folder the next day of school. Each student will be given one; if lost, a second one will need to be purchased by the parent at a cost of \$3.

VISITATION

Parents are always encouraged to visit and get a better understanding of our school program. When planning a visit to our school, specifically your student's classroom, **please pre-arrange your visit with the principal. All parents and visitors must check in at the office before going to any classroom during the school day.** This procedure is used to properly protect every child during his/her time at school. We know that you will feel more confident, knowing that the school is taking every precaution to protect all children. Please cooperate with this request. ***PLEASE REMEMBER THAT ALL OUTSIDE DOORS will be locked. One door will be designated at each site as an entrance.***

Academics

GRADING SYSTEM & REPORT CARDS

The evaluation of student achievement is one of the important functions of the teacher. The accepted marking system for

Barnard Elementary and Tecumseh Early Childhood Center:

- M = Mastered the Standard**
- S = Satisfactory**
- N = Needs Improvement**
- U = Unsatisfactory**

REPORT CARDS AND PROGRESS REPORTS

Grade cards will be issued at the end of each 9-week period. Also in an effort to keep parents better informed, a mid-period progress report will be issued at approximately the middle of each 9-week period. Please refer to the school calendar for dates. If you do not receive a report at the designated time, contact your child's teacher.

PROMOTION

Grade placement is based on the child's chronological age, school attendance, effort and grades achieved. Unless contacted and given information to the contrary, parents may assume that a child's work is satisfactory and he/she will be promoted to the next grade level.

GUIDANCE

The purpose of the guidance program is to help each individual student achieve his/her highest growth mentally, emotionally, and socially. We will use a SEL curriculum on self-regulation. We also try to do this in several other 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 necessary.
3. A testing program designed to help the student learn as much as possible about his capabilities.
4. An age-appropriate drug education curriculum to assist students in making the appropriate choices regarding tobacco products, alcohol and illegal drugs.
5. On-going programs to enhance and enrich self-awareness and self-esteem.

RETENTION

Retention of a student is a professional decision based on as much data as possible and is done only with the best interest of the child in mind. When a teacher has concerns about a child, he/she will conference with parents as soon as possible. A recommendation for retention will be placed in the

child's cumulative folder. Should parents not agree with this recommendation, they may request in writing that the child be advanced to the next grade level. This request will be forwarded to the School Board for consideration. Information and documentation will be discussed and provided to the parent at a retention meeting if it is necessary to meet regarding your child's academic status.

PROFICIENCY BASED PROMOTION

Tecumseh Public Schools provides promotions based on proficiency testing. If you are interested in this option, please contact the Assistant Superintendent, Brandi Burks. Testing will occur the first three weeks of each semester.

Transportation

BUS REGULATIONS

Behavior Expectations

Be Responsible	<ul style="list-style-type: none"> ● Be on time to designated bus stop ● Keep items in backpack ● Report any problems to Bus Driver ● Leave Security and Video Equipment alone
Be Respectful	<ul style="list-style-type: none"> ● Use appropriate language ● Show Kindness ● Follow Bus Driver's Directions ● Share Space ● Keep area clean
Be Safe	<ul style="list-style-type: none"> ● Keep hands and feet to self ● Keep everything inside the bus ● Stay seated in assigned seat ● Quiet Voice (Low volume)

EXCEPTIONS TO ROUTINE PROCEDURES

We require that parents notify the school when a child's routine is changed. This is especially important when getting the child home from school. If someone different picks the child up, if the child is not riding the regular bus, or if there is any other change, please notify us by note or a phone call prior to **2:00 p.m.** In the absence of instructions for a change, we will follow your original instructions. Please, do not depend on the child to carry a verbal message because this may cause confusion.

PICKING UP CHILDREN DURING SCHOOL HOURS

As a measure of safety, parents/guardians are requested to come to the office for their children when there is an appointment with a doctor, dentist, or other reason for leaving prior to regular dismissal. Parents should report to the office and sign the child out. The child will be called on the intercom to come to the office. Only persons authorized will be allowed to pick a child up from school. Occasionally you may be asked to present identification (ID) before picking up a child. Depending on the time the child is picked up, this may be considered a tardy or an absence.

CORPORAL PUNISHMENT

The District recognizes corporal punishment as a means of discipline as allowed and documented in The School Laws of Oklahoma. Other means of discipline should always be used first in an effort to bring about positive behavior change. If other methods have failed and corporal punishment is deemed the appropriate next step, the following guidelines will apply:

- a) Corporal punishment may be administered only under the strict supervision and approval of the building principal or assistant principal.
- b) Corporal punishment may be administered by any certified staff member only with the approval and in the presence of the building principal or assistant principal.
- c) Corporal punishment shall always be administered in the presence of a certified staff member acting as a witness.
- d) Corporal punishment shall be administered in the principal's office or in an area which allows some degree of privacy for the student.
- e) A maximum of two (2) swats shall be given for any student per occurrence and per day.
- f) Parents or legal guardians who do not wish to utilize corporal punishment must advise the building principal of the school, on an annual basis.
- g) The building principal will document an attempt to contact the parent prior to swats being administered.

Health and Safety

MEDICATION

Before medication can be administered at school, a medication permission form must be on file.

ALL MEDICINE TO BE TAKEN AT SCHOOL (including asthma inhalers) MUST BE BROUGHT TO THE OFFICE, IN THE MEDICATION CONTAINER WITH THE PRESCRIPTION LABEL, CLEARLY LABELED WITH THE CHILD'S NAME, THE NAME OF THE MEDICATION AND CLEAR INSTRUCTIONS FOR ADMINISTERING THE MEDICATION.

THE PARENT IS RESPONSIBLE FOR BRINGING THE PRESCRIPTION MEDICATION TO THE SCHOOL

OFFICE. PRESCRIPTION MEDICATIONS SHOULD NOT BE SENT WITH CHILDREN AND/OR SENT WITH CHILDREN ON THE BUS. UPON RECEIVING THE PRESCRIPTION MEDICATION IN THE OFFICE, THE PARENT AND TWO OTHER SCHOOL OFFICIALS WILL CHECK IN THE MEDICATION BY COUNTING THE CONTENTS OF THE CONTAINER AND THEN ALL PARTIES PRESENT WILL SIGN THE CONTROLLED SUBSTANCE SIGN-IN DOCUMENT.

ALL MEDICATIONS AND PRESCRIPTIONS KEPT IN THE LOCKED MEDICATION CABINET WILL BE AVAILABLE TO THE PARENTS TO PICK AT THE END OF SCHOOL. NO PRESCRIPTION MEDICATION WILL BE SENT WITH CHILD(REN), ESPECIALLY IF THEY ARE RIDING A BUS OR PUBLIC TRANSPORTATION. ONLY EMPTY CONTAINERS CAN BE TAKEN HOME BY CHILDREN.

The school supplies no medication to be taken internally. We clean minor wounds and apply ice packs, poison-ivy lotion and band aids. The person(s) 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 or 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 report to the office to take medication as prescribed.**

HEAD LICE

Every year, at nearly every school, there are cases of head lice. Tecumseh Schools will conduct head checks as needed, to help 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:

- Active infestation will be defined as the presence of live lice OR no progress in nit removal. Any student found to have active infestation will have their parent/guardian called immediately to pick up the student and will be advised to seek treatment as soon as possible.
- Instructions regarding safe treatment of head lice will be given to the parent/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 to school on the following day.
- It is the parent/guardian's responsibility to treat the student at home, and to **accompany** them to school the NEXT day **with** proof of treatment. For example the empty bottle of medicated head lice shampoo.
- Students will be admitted to school when no active infestation is present. The school nurse and/or school personnel will check for the presence of live lice and/or nits, review treatment, and provide any needed instructions for support.
- If the student is found to have active infestation, the parent will take the student home immediately for further treatment.

STUDENT APPEARANCE/DRESS CODE

Tecumseh Public Schools is committed to the safety and learning of students. The guidelines below reflect this commitment.

* Students should wear appropriate shoes for physical education class (athletic shoes) **DO NOT wear flip-flops, half shoes, high heels, backless sandals, etc.** (They are unsafe in P.E. class) If these styles of shoes are worn to school, athletic shoes need to be brought for P.E. class.

Expectations:

1. Above the chest to below the pelvic region (upper and lower torso) including buttocks, should be covered at all times.
2. All dress should be of a length that sufficiently covers all private parts.
3. Any school issued uniform may be worn during the school day if the uniform meets the above dress code requirements.
4. Shorts should be worn under skirts.

Prohibited on School Property:

1. Headgear such as hats, caps, bandanas, hoods, and stocking caps
2. Barefeet, house shoes/slippers, roller shoes with the wheels in the soles are not allowed.
3. Bike or animal chains, collars, or spikes
4. Sheer or mesh clothing, strapless tops

5. Apparel or accessories with offensive or suggestive slogans, logos, symbols, or images that pertain to obscenity, nudity, promotion of violence and/or gang/cult activity, or that advertises or promotes dangerous weapons, tobacco, alcoholic beverages, illegal chemical substances, drug-related items, drug paraphernalia, or other items or activities that are illegal for the general population or for minors.

Where a bona fide religious belief or health need of a student conflicts with the school dress code, reasonable accommodation shall be provided. Any student desiring accommodation shall notify the school principal in writing of the requested accommodation and the factual basis for the request.

Any variation to the above dress code will be subject to the approval of the principal.

If a student's dress is in non-compliance with the expectations the student would be expected to:

1. Turn the article of clothing inside out or be given an alternate article of clothing to wear.
2. Parent/Guardian will be notified and a change of clothing provided.

SAFETY DRILLS

Fire, tornado and security drills are held at regular intervals throughout the school year. Exit routes are posted in every room. Teachers will discuss appropriate procedures throughout the school year.

STUDENT SEARCHES

The superintendent, principal, teacher or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable.

Searches will be based upon reasonable suspicion, will include the student's personal belongings if reasonable suspicion exists, and be conducted in a controlled environment. Students wearing cold weather outerwear may be asked to remove the outerwear.

Students have no reasonable expectation of privacy in school lockers, desks or any other school property- without notice or reason.

PLAYGROUND RULES

- The playground will be defined by the teacher and/or playground supervisors. Students are expected to play within the defined area.
- Students who borrow playground equipment (balls, ropes, etc.) are responsible for returning it to the proper storage area, playground supervisor, etc.
- Students are not to leave the designated playground area without adult permission. If a ball goes out of the designated area, students should first get permission to retrieve the ball, etc.

- Students will be disciplined for not following playground rules. Those activities that are expressly PROHIBITED include, but are not limited to: 1) tackle football, 2) wrestling, 3) fighting (includes "play-fighting," "chicken fights," "dog piling"), 4) throwing objects (rocks, equipment, wood chips, etc.), and 5) any other activity likely to cause serious injury. (For example: Students are NOT allowed to jump off the top of the slide or jump out of the swings or climb up the slides from the bottom.)
- Equipment must be used properly. We will be meeting with students to discuss specific rules on each piece of equipment at the beginning of school during our grade level student meetings. Playground supervisors have the authority to advise students of unsafe use. One warning is allowed. Continued, unsafe use of equipment will result in disciplinary action.
- For students who insist on misbehaving or abusing playground privileges they will be given consequences for misbehavior on the playground by the adults on duty. If problems persist, the student's homeroom teacher will be notified. At that point the student will enter the classroom discipline plan.

WEATHER / EMERGENCIES

The school messaging system will continue to be used by our school this year. It is extremely important that you keep your phone numbers updated with the office. If weather threatens to close school, listen to KGFF, Shawnee, and the OKC television channels for announcements. Periodically throughout the year, we practice emergency drills so teachers and students will know exactly what to expect in emergency situations, involving weather or fire. If communications and phone lines are obstructed, please contact the school board office, at 598-3739. The board office would have important information regarding the school.

Standards of Behavior

TECC and Barnard Elementary Schools utilize a type of positive behavior interventions and supports. Our positive behavior mission is to foster a safe, positive school environment that promotes academic success, and enhances student learning through teaching and recognizing positive behavior. The goal of positive behavior is to promote responsible decision making, respect for property and pride in appropriate behavior. One of our primary responsibilities as a school is to promote a safe, productive learning environment, and it is our belief that communication and teamwork between the home and the school are important in promoting good citizenship and a secure school.

The TPS behavior expectations are that all students will be Responsible, Respectful and Safe at all times. Our complete Discipline Plan is outlined below and includes specific policies and procedures.

Bullying

The policy of Tecumseh Public Schools forbids bullying of any of its employees or students. Bullying is defined in the policy as any pattern of harassment, intimidation, threatening behavior, physical or verbal acts, or electronic communication directed toward a student or a group of students that results in, or is reasonably perceived as being done with the intent to cause, negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Acts of bullying have been described in the following categories: Physical Bullying, Emotional Bullying, Social Bullying, and Sexual Bullying. When a report of bullying is made to the administrator, the administrator will conduct a comprehensive investigation and will assign consequences based on their findings and the severity of

the circumstances according to the policy. A full copy of our policy is available upon request in the school office and online on our district website.

Gun-Free Schools

Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property, including school transportation or school-sponsored transportation, will be removed from school for at least one full calendar year. Firearms will include all weapons as defined by 18 U.S.C., Section 921. This may also include replica and/or toy weapons. Police may be contacted. This conduct will trigger an automatic student safety assessment, and consequences will be assigned as noted below.

Firearms are defined in Title 18 U.S.C., Section 921 as:

- Any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive;
- The frame or receiver of any such weapon;
- Any firearm muffler or firearm silencer;
- Any destructive device, including any explosive, incendiary or poison gas, bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

Discipline Referral

Consequences

I. Bus Referral:

Consequences may include, but are not limited to:

First Referral:	Assigned Seat and Parent/Guardian Notified
Second Referral:	Suspended from bus for 1 day and Parent/Guardian Notified
Third Referral:	Suspended from bus for 3 days and Parent/Guardian Notified
Fourth Referral:	Suspended from bus for 5 days and Parent/Guardian Notified
Fifth Referral:	Loss of bus riding privileges

Note: Severe infractions can result in immediate loss of bus riding privileges and additional consequences. This includes, but is not limited to, tampering with security equipment (such as video cameras) and any behavior that endangers students and/or the bus driver. Parents/guardians will be contacted.

II. Weapons:

Use of, verbal or written threat of, displaying, handling, transmitting and/or possessing any object that could inflict bodily harm such as guns, BB gun, knives, taser, clubs etc. is against school policy and suspension can occur for this offense for up to 12 months. Police may be contacted. This conduct will trigger an automatic student safety assessment. Consequences may include:

First Referral (with no impact, damage, and/or harm):	Suspended for up to 10 days
Second Referral (with any impact, damage, or harm):	Suspended for 12 months or more
Third Referral (with no impact, damage, and/or harm):	Suspended for 90 days
Fourth Referral (with no impact, damage, and/or harm):	Suspended for 12 months

REPORT WILL BE SENT TO OKLAHOMA STATE DEPARTMENT OF EDUC.

The local police will be notified in the event that a weapon is brought to school and they will be involved if the weapon is used to destroy property, hurt or injure themselves, another student, or staff member.

III. Other weapons:

Anything such as nail files, clippers, razors, hooks, sharps, glass, poisons, play guns, play knives, lighters or matches, etc... (if used to hurt others, it will be considered a weapon). Consequences may include, but are not limited to:

First Referral:	Student will discuss the problem with the counselor/principal and lose recess privileges for designated time.
Second Referral:	TECC: Time out 1-3 days Barnard: Suspended for (1) day
Third Referral:	TECC: Suspended for (1) day Barnard: Suspended for (3) days
Fourth Referral:	TECC: Suspended for (3) days Barnard: Suspended for (5) days
Fifth Referral:	TECC: Suspended for (5) Days Barnard: Suspended for the number of days that total a semester

IV. Threats

Threats to harm another person are not allowed in Tecumseh Public Schools. Threats of violence include any expression of intention to inflict evil, injury, or damage to another person. This behavior may result in a student safety assessment in addition to the assigned consequences. These consequences may include:

First Referral:	Student will discuss the problem with the counselor/principal and lose recess privileges for designated time.
Second Referral:	TECC: Time Out at School Barnard: Suspended 3 days
Third Referral:	TECC: Suspended (1) day Barnard; Suspended 5 days
Fourth Referral:	TECC: Suspended (3) days Barnard: Suspended 10 days

A terroristic threat is defined as a threat to commit a crime of violence that, if carried out, would reasonably result in death, terror, serious injury, or serious physical property damage, or that causes public panic, fear, or serious public inconvenience, or is in reckless disregard of the risk of causing terror or public panic, fear, or inconvenience. This behavior will trigger an automatic student safety assessment in addition to the assigned consequences. These consequences may include a suspension of 45 days and possible change of placement.

V. Fighting

Fighting is defined as a mutual participation in a physical altercation where punches, hits, and/or kicks are being thrown. All participants, including anyone that is encouraging others to participate in a fight, are punishable under this rule. Consequences may include:

First Referral:	Student will discuss the problem with the counselor/principal and lose recess privileges for designated time.
Second Referral:	Suspended for 3 full days and completion of reentry plan
Third Referral:	Suspended for 5 full days
Fourth Referral:	Suspended for 10 or more days

VI. Assault / Battery

(As defined by Oklahoma state law: "An assault is any willful and unlawful attempt to offer with force e or violence to do a corporal hurt to another."). Consequences may include, but are not limited to:

First Referral:	Student will discuss the problem with the counselor/principal and lose recess privileges for designated time.
Second Referral:	Send home for (1) day
Third Referral:	Send home for (3) days
Fourth Referral:	Send home for (5) days
Fifth Referral:	Send home for (10) days
Sixth Referral:	Send home for the rest of the semester

VII. Disorderly Conduct

Such as rough play, horseplay, tugging, pulling, pushing, shoving, tripping, teasing, name calling, pinching, kneeling, spitting, etc. Consequences may include, but are not limited to:

First Referral:	Student will discuss the problem with the counselor/principal and lose recess privileges for designated time.
Second Referral:	TECC: Time Out at School Barnard: Send home for (1) day
Third Referral:	TECC: Time Out at School Barnard: Send home for (3) days
Fourth Referral:	TECC: Send home for (1) day Barnard: Send home for (5) days
Fifth Referral:	TECC: Send home for (3) days Barnard: Send home for (10) days
Sixth Referral:	TECC: Meet with parents to discuss further discipline measures Barnard: Meet with parents to discuss alternative schedule and school day

VIII. Bullying

Any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another person, damage another's property, place another in a reasonable fear of harm to the person or property, insult or demean a person or group of people in such a way as to interfere with the school's educational mission. Consequences may include, but are not limited to:

First Referral:	Student will discuss the problem with the counselor/principal and lose recess privileges for designated time.
Second Referral:	Send home for (1) day
Third Referral:	Send home for (3) days
Fourth Referral:	Send home for (5) days
Fifth Referral:	Send home for (10) days
Sixth Referral:	Meet with parents to discuss alternative schedule and school day

IX. Disrespectful and/or Uncooperative Behavior with adults and/or teachers. Consequences may include, but are not limited to:

- First Referral: Parent contact made and Think Sheet completed with student and principal
- Second Referral: Loss of privileges (ex. recess, lunch with peers)
- Third Referral: Parent Conference
- Fourth Referral: TECC: Time Out at School Barnard: One day suspension
- Fifth Referral: TECC: Time Out at School Banard: Three days suspension

Further offenses will result in a parent conference with the behavior team, teacher, and district official to discuss next steps (ex. discipline plan creation, alternate schedule and school day.)

X. Stealing and/or Gambling. Consequences may include, but are not limited to:

- First Referral: Student will discuss the problem with the counselor/principal (replace or return property to the owner)
- Second Referral: Lose recess privileges (1-3) days
- Third Referral: Send home for (1) day
- Fourth Referral: Send home for (3) days
- Fifth Referral: Send home for (5) days
- Sixth Referral: Send home for (10) days
- Seventh Referral: Further offenses will constitute a conference with parents, law enforcement, and principal.

XI. Disobedient - Refusal to obey reasonable requests by adult staff: Principal, Counselor, Teacher, Teacher Assistants, Cafeteria Workers, Secretaries, and Custodians. Consequences may include, but are not limited to:

- First Referral: Student will discuss the problem with the counselor/principal and lose recess privileges for designated time.
- Second Referral: TECC: Time out at School Barnard: Send home for (1) day
- Third Referral: TECC: Time out at School Barnard: Send home for (3) days
- Fourth Referral: TECC: Send home for (1) day Barnard: Send home for (5) days
- Fifth Referral: TECC: Send home for (3) days Barnard: Send home for (10) days
- Sixth Referral: TECC: Meet with parents to discuss further discipline measures
Barnard: Meet with parents to discuss alternate schedule and school day

XII. RESTRICTED SUBSTANCES

Possession, use, and or distribution of any restricted substance is not permitted on any school property and/or school sponsored event, including school transportation. Consequences may include, but are not limited to:

	Possession/ Use	Distribution of
Medication Over-the-counter medications, including cough drops	<p>1st Referral: Medicine confiscated and parents contacted</p> <p>Repeated violations will have additional consequences as assigned</p>	<p>1st Referral: Medicine confiscated and parents contacted.</p> <p>Repeated violations and/or any offense with ill-intent will have</p>

	by administration.	additional consequences as assigned by administration.
Tobacco Products	<p>First Referral: Student will discuss the problem with the counselor/principal and lose recess privileges for designated time.</p> <p>Second Referral: Send home for (3) days</p> <p>Third Referral: Send home for (5) days</p> <p>Fourth Referral: Send home for (10) days</p>	<p>1st Referral: Suspended for 45 days</p> <p>2nd Referral: Suspended for up to 12 months</p>
Alcohol and Drugs* May include imitation drugs and/or any item intended to resemble an illegal drug.	<p>1st Offense: Suspended for 20 days OR Suspended for 10 days plus 10 days of in school detention and completion of a school-provided drug prevention program.</p> <p>2nd Offense: Suspended for 45 days</p> <p>3rd Offense: Suspended for up to 12 months</p>	<p>1st Offense: Suspended for 45 days</p> <p>2nd Offense: Suspended for up to 12 months</p>

***The possession of and/or distribution of alcohol and drugs will trigger an automatic student safety assessment in addition to the assigned consequences. Additionally, police may be contacted.**

XIII. Cheating/Lying: Consequences may include, but are not limited to:

- First Referral: Miss recess and redo or retake work.
- Second Referral: Zero Grade on the assignment and parent contact
- Third Referral: Zero Grade on the assignment and send home for (1) day
- Fourth Referral: Zero Grade on the assignment and send home for (3) days suspension
- Fifth Referral: Zero Grade on the assignment and send home for (5) days suspension
- Sixth Referral: Zero Grade on the assignment and send home for (10) days suspension

XIV. Profanity/Sexual Harassment: Use of written or verbal obscenities or obscene gestures/cussing, cursing, swearing, bad words, hand signs etc.

The policy of Tecumseh Public Schools prohibits sexual harassment, as defined by Title 9, of employees or students.

Sexual Harassment (Vulgar statements, gestures, or actions). Consequences may include, but are not limited to:

First Referral:	Student will discuss problem with principal/counselor and parent contact
Second Referral:	Lose recess privileges for (1-3) days
Third Referral:	Send home for (1) day
Fourth Referral:	Send home for (3) days
Fifth Referral:	Send home for (5) days
Sixth Referral:	Send home for (10) days
Seventh Referral:	Meet with parents to discuss alternate schedule and school day

XV. TECUMSEH PUBLIC SCHOOL'S CULT-GANG POLICY

Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, claiming gang affiliation, or causing and/or participating in activities which interfere with the normal operation of the school will be subject to disciplinary action ***including but not limited to a (2) weeks suspension.***

XVI. Vandalism/Defacement of Property/Arson: Defacing or destroying property belonging to the school, school personnel, or other persons will be reported to the parents, the board of education, the police department, and the county district attorney. The student will be responsible for restitution to school officials and ***could be suspended for up to one semester.***

Our disciplinary process will be utilized on all school properties, bus stops and school sponsored events.

SUSPENSION

Suspension is the denial by the school administration of the opportunity of the student to attend class or school or school-sponsored activities. It may be

- (1) for the rest of the day,
- (2) for a specified 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 cases of misconduct (pattern of repeated misconduct), nonconformity to school regulations, destruction of public property or actions endangering the welfare of others. Reinstatement after a suspension is granted only when the principal or his/her representative is convinced that the conduct of the pupil will be consistent with that which is expected of good school citizens. (Usually, reinstatement will occur only after a parent conference including school personnel takes place.)

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. ***In all suspension cases the student and his/her parents have the right to the following appeal process: 1. a hearing before the Superintendent of Schools, and 2. a hearing before the Board of Education, if the student and/or parent(s) have given written notice to the Superintendent at least five (5) days prior to the next regularly scheduled Board of Education meeting. If said notice of appeal is not received by the designated time, then said***

suspension shall be considered final. While suspension cases are dealt with on an individual basis, certain specific student behaviors can result in suspension from school. Reasons for suspension include, but are not limited to, the following:

1. Deliberate or repeated violation of school rules and regulations.
2. Deliberate or repeated disruption of classroom decorum.
3. Fighting.
4. Assault or Assault and Battery (Constant threats).
5. Extortion (getting money or items of value from someone through the use of threats).
6. Arson (intentionally starting a fire).
7. Vulgar or profane language.
8. Verbal abuse of faculty or other students.
9. Truancy (Skipping school).
10. Possession, use, or threat to use a dangerous weapon.
11. Possession of a knife of any kind.
12. Possession or under the influence of alcohol or narcotic drugs.
- 13.** Vandalism or destruction of school property.
14. Refusal to obey the reasonable requests of school personnel.
15. Refusal to identify oneself to school personnel.
- 16.** Theft of school or personal property.
17. Making a bomb threat.
18. Disruptive behavior on the school bus.
19. Constant verbal or physical threats.
20. Gambling or any illegal activity.

Please sign your response and check yes or no on the School Policy and Regulation Acknowledgement Form (see the front of Student Handbook).

Tecumseh Public Schools 2023-2024

August

MO	TU	WE	TH	FR
		1	2	3
4	5	6	7	8
9	10	11	12	13
14	15	16	17	18
19	20	21	22	23
24	25	26	27	28
29	30	31		

Open House: August 8th
TECC/Barnard/CT
TMS/THS

End of Quarter Dates
1st Quarter: October 11th
2nd Quarter: December 15th
3rd Quarter: March 8th
4th Quarter: May 22nd

January

MO	TU	WE	TH	FR
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31				

September

MO	TU	WE	TH	FR
				1
2	3	4	5	6
7	8	9	10	11
12	13	14	15	16
17	18	19	20	21
22	23	24	25	26
27	28	29	30	

Parent Teacher Conferences Dates
September 12 4:30-8:30
September 14 4:30-8:30
March 12 4:30-8:30
March 14 4:30-8:30

February

MO	TU	WE	TH	FR
				1
2	3	4	5	6
7	8	9	10	11
12	13	14	15	16
17	18	19	20	21
22	23	24	25	26
27	28	29		

Progress Report Dates
1st Quarter: September 12
2nd Quarter: November 14
3rd Quarter: February 6
4th Quarter: April 16

October

MO	TU	WE	TH	FR
				1
2	3	4	5	6
7	8	9	10	11
12	13	14	15	16
17	18	19	20	21
22	23	24	25	26
27	28	29	30	31

Report Card Dates
1st Quarter: October 17
2nd Quarter: January 9
3rd Quarter: March 12
4th Quarter: TBD by site

March

MO	TU	WE	TH	FR
				1
2	3	4	5	6
7	8	9	10	11
12	13	14	15	16
17	18	19	20	21
22	23	24	25	26
27	28	29	30	31

Other Important Dates and Events
First Day of School: August 10
Labor Day: September 4 - No School
Fall Break: October 12-13
Thanksgiving Break: November 20-24
End of 1st Semester: December 15
Christmas Break: Dec. 18 - Jan. 3
Martin Luther King: January 15- No School
President's Day: Feb. 19 - No School
Spring Break: March 18-22
April 5: No School
May 3: No School
Graduation Day: TBD
Last Day of School: May 22

April

MO	TU	WE	TH	FR
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30

November

MO	TU	WE	TH	FR
				1
2	3	4	5	6
7	8	9	10	11
12	13	14	15	16
17	18	19	20	21
22	23	24	25	26
27	28	29	30	

December

MO	TU	WE	TH	FR
				1
2	3	4	5	6
7	8	9	10	11
12	13	14	15	16
17	18	19	20	21
22	23	24	25	26
27	28	29	30	31

School Phone Numbers
Board of Education: 598-3739
TECC: 598-2967 Barnard: 598-3169
Cross Timbers: 598-3771 TMS: 598-3744
THS: 598-2113 Krouch: 598-5500

May

MO	TU	WE	TH	FR
				1
2	3	4	5	6
7	8	9	10	11
12	13	14	15	16
17	18	19	20	21
22	23	24	25	26
27	28	29	30	31

Professional days, No School, End of Semester, Beginning of Semester