

TECUMSEH HIGH SCHOOL

901 N. 13TH Street

Tecumseh, OK 74873

phone: 405-598-2113

fax: 405-598-2432

Website: *tecumseh.k12.ok.us*

WELCOME

On behalf of the Tecumseh High School, the administration, and staff, and I would like to welcome you back. The main purpose of coming back to school is to:

1. Better yourself
2. Learn proper behavior and attitude. Your teachers, counselors, and principals can guide you, however, "you" must do your part. (Remember, school is an extension of our society and hopefully school will prepare you for that society you will live in.)
3. Develop good work and study skills
4. "Accentuate the POSITIVE"

Remember, a good student:

1. Respects other students and teachers.
2. Refrains from using unacceptable words or profanity.
3. Is punctual and comes to school regularly.
4. Pays attention.
5. Does his or her schoolwork and tries to get good grades.
6. Respects school property.
7. "Accentuates the POSITIVE"

Do not hesitate to talk to us if you have a concern, question, or problem. Best wishes for a

successful school year!

INTRODUCTION

The following handbook/agenda is a general guide for the Tecumseh High School student. It is not all-inclusive, but should answer most questions about the every day business of the school. All students are held responsible for knowing and abiding by the regulations in the Student Handbook.

Tecumseh High School operates under the rules and regulations of the State Department of Education with specific authority for the policies resting with the local board of education. The local board has the authority to make certain policies, which they feel represent this community's priorities and desires as long as they operate within the framework of the established state statutes and regulations governing public schools. The Tecumseh Board of Education has, therefore, given approval to all policies and regulations set forth in this handbook.

PLEASE NOTE: ALL POLICIES AND PROCEDURES ARE SUBJECT TO CHANGE DUE TO ADMINISTRATIVE DISCRETION IN ORDER TO FOLLOW CURRENT PANDEMIC GUIDELINES.

HOW TO USE THIS Handbook AND Agenda:

Aim high. Reach for the sky. You can do anything you want with your life if you set your mind to it. Believe it or not this student planner can help.

Life is challenging. There are always a lot of important things to do, a lot to know, and a lot to remember. But that's okay because this student planner can help you remember the things you need to do and know, and take the pressure off of keeping track of them.

Here's how to use your student planner:

Monthly calendar

Use your monthly calendar pages to keep track of special events and your personal appointments. Jot down everything--team practices, birthdays and haircut

appointments. The monthly calendar also is a good place to track long-term assignments, like that term paper that's due next month.

Weekly calendar

Use this area to jot down your assignments in class as soon as you get them. If an assignment given on Thursday is due on Tuesday of next week, flip over to that week and jot it down there, too. Take it a step further, and note on Monday that this assignment is due the next day. Put a * by those items that are most important, or you may want to rank them as 1,2,3, or 4, with 1 being the most important. When a task is completed, check it off in the small checkbox. Carry forward to the next day the items you don't finish. You may want to use the weekly calendar for breaking down the parts of a long-term assignment. You also could use it to record grades or part of the day's events.

A copy of this handbook can be found on our district website at
Tecumseh.k12.ok.us, or on Mrs. Griggs' Canvas page

Tecumseh Public School's Mission Statement:

"EMPOWER ALL STUDENTS TO BECOME SUCCESSFUL PRODUCTIVE CITIZENS IN A CHANGING GLOBAL SOCIETY"

THIS STUDENT HANDBOOK/AGENDA BELONGS TO:

NAME _____

PHONE _____

ADDRESS _____

GRADE _____

SCHOOL PRIDE

Tecumseh Public Schools have a fine tradition. This school will be whatever you make it. Make the most of the opportunities present and maximize your benefit from the experience. Always be proud, be diligent, and be conscious of Tecumseh High School's proud traditions. Let us always have the spirit to do the things that will make Tecumseh High School outstanding. **SAVAGE PRIDE** is a slogan adopted by Tecumseh to represent their attitude toward their school program.

We feel that anyone who wears the black and gold must adopt this slogan and **LIVE SAVAGE PRIDE.**

SCHOOL COLORS

The Tecumseh High School colors are black and gold.

SCHOOL EMBLEM

The Tecumseh High School mascot is the term "**SAVAGES.**"

SCHOOL SPIRIT

School spirit may be divided into three categories:

- 1) Courtesy - toward teacher, fellow students, and the officials of school athletic activities.
- 2) Pride - in everything our school endeavors to accomplish and has accomplished, in its appearance, in its activities and programs, and in your individual role, in assuring pride is reflected.
- 3) Sportsmanship - the ability to win and lose gracefully

in all areas of extracurricular activities. School spirit means loyalty to all functions of the school.

A loyal student not only supports the activities of the school but does his/her best in the areas of scholastic achievement.

ACCREDITATION

Tecumseh High School is accredited by the Oklahoma State Department of Education and by the North Central Association of Colleges and Secondary Schools.

PARENT BILL OF RIGHTS

TPS is in compliance with the Parent Bill of Rights. Additional information is available on our district website under the "Policy" tab.

CIVIL RIGHTS COMPLIANCE/NONDISCRIMINATION/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.

BLOCK TIME and BELL SCHEDULE

Breakfast and Morning Savage Time (optional for students): 7:45 to 8:05

| | |
|-----------------------------|--|
| First Bell | 8:00 |
| First Period | 8:05 A.M. – 9:30 A.M. |
| SAVAGE TIME | 9:35 A.M. - 10:10 A.M. |
| Second Period/Announcements | 10:15 A.M. - 11:40 A.M. |
| Lunch Detention | 11:40 A.M. - 11:55 A.M. |
| Lunch | 11:40 A.M. - 12:20 P.M. (Duty starts at 12:00) |
| Third Period | 12:20 P.M. - 1:45 P.M. |
| Fourth Period | 1:50 P.M. - 3:15 P.M. |

ALL Students must go to a classroom during Savage Time. Savage Time will be used for enrichment of essential standards. Savage Time is required and mandatory for ALL students. The only exceptions will be medical, bereavement or instances with prior administrative approval. Lack of attendance to Savage Time will result in disciplinary consequences. Teachers will collaborate on the following days and students must choose a different teacher on these days:

Monday: Science, Health and PE, AG, FCS

Tuesday: English, Fine Arts (Band, Vocal, Art)

Wednesday: Math, Business, STEAM classes

Thursday: Social Studies, Foreign Language

Friday: All classrooms are open for Savage Time

***Implementation of an adjusted schedule may be necessary to meet educational goals and needs of all students.**

Every student will be enrolled in all four blocks. Savage Time will be used for educational enrichment and additional help as deemed necessary by the instructional staff.

Students having class across campus will be dismissed by the period dismissal bell. All students transferring from school to school by car should be in class the same time all bus students are. If not, they are considered tardy.

Family Educational Rights & Privacy Act

To the Parents:

In compliance with the Family Educational Rights & Privacy Act 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 the Tecumseh School District to limit the disclosure of information contained in a student's education records except:
(1) By the prior written consent of the 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 students' rights. This right includes the right to a hearing to decide 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 the FERPA.
5. Copies of the complete FERPA policy may be obtained by contacting Mr. Robby Kinsey, Superintendent, at 405-598-3739.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language. Tecumseh Schools maintain the following educational records in the following locations.

EDUCATIONAL RECORDS

| <u>RECORDS</u> | <u>LOCATION</u> | <u>RESPONSIBLE PERSON</u> |
|--|----------------------|---------------------------|
| 1. Health Records | Individual Buildings | Principal |
| 2. Permanent Grades (Transcripts) | Individual Buildings | Principal |
| 3. Confidential Special Education Records | Individual Buildings | Principal |
| 4. Permanent Records | Board of Education | Superintendent |
| 5. Attendance Registers | Individual Buildings | Principal |
| 6. Attendance Registers | Board of Education | Superintendent |

STUDENT DIRECTORY INFORMATION

The Tecumseh School District proposes to designate the following personally identifiable information contained in a student's education record as "directory information," and it will disclose that information without prior written consent. Individual parents or guardians who do not wish directory information released please advise the school in writing.

1. The student's name
2. The names of the student's parents
3. The student's date of birth
4. The student's class designation (i.e., first grade, twelfth grade, etc.)
5. The student's extracurricular participation
6. The student's achievement awards or honors
7. The student's height and weight if a member of an athletic team.
8. The student's photo for honors, awards and extra curricular participation.

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. If you are in doubt, please check at the office before enrolling. Students who do not qualify to attend Tecumseh Schools will not be allowed to attend school here. You will be asked to provide **proof of your residence, shot records, transcript, birth certificate, and proof of legal guardianship** (if applicable) for your student. The

Tecumseh Public Schools Transfer Policy is in accordance with State Guidelines and can be found on our district website. All OSSAA activity participants are also subject to OSSAA rules.

NEW STUDENTS ENTERING TECUMSEH HIGH SCHOOL

For pupils new to the Tecumseh Public School System, the following items are needed in order to complete the regular enrollment procedure:

1. **Birth Certificate**
2. **Immunization record** signed by a physician
3. **Transcripts** or other official information from the sending school for children attending another school previously. (Parents will be requested to sign a release for records from previous school. Withdrawing from the previous school will be required.)
5. **Proof of Residence**- (Utility bill (gas, electric, city), rental receipt or lease)
6. **Custodial Papers OR Legal Guardianship Papers** (When needed)

Enrollment at Tecumseh High School will not occur if any of these enrollment requirements are in question.

STATE IMMUNIZATIONS LAW

For School Entry:

Acceptable evidence of adequate immunizations is a record provided by a licensed physician or public health authority that clearly indicates which immunizations have been received, the dates they were administered, and the signature or stamp of the physician or public health clinic that administered the immunizations or interpreted the child's immunization history. Adequate immunization is defined as having had at least 3 DTP - TD shots, 3 doses of polio vaccine, 2 doses of measles vaccine received on or after the 1st birthday and 1 dose each; rubella vaccine received on or after the child's 1st birthday. The State Board of Health deleted the rubella waiver for females over 12 and added mumps vaccine to the list of required immunizations for students attending Oklahoma Schools for the first time at its July, 1987 meeting. On February 8, 1990 the 2 doses measles requirement was added for children entering school for the first time, either kindergarten or first grade. Beginning in 1997-98, 7th graders will be required to have the Hepatitis "B" shot series. Effective in 1998-99, 7th graders will be required two doses of Hepatitis "A" shot series.

ATTENDANCE POLICY

A good attendance record is an important factor in achieving and maintaining a successful school experience. **Pupils in Tecumseh High School are expected to attend whenever school is in session and parents are responsible, by law, for the regular attendance of their child.** The school will assist the parent in carrying out this legal responsibility. Parents should call the High School **Attendance Office** whenever the student will be absent (405-598-2113) or the **Attendance Line (1-866-304-0722)**. When it is known that a student will be absent in advance, the parent should notify school authorities and ask for verification prior to the day of the absence. Tardies can interfere with a student's attendance because a total of three tardies equal one day absent. Students entering a class within the first twenty minutes of that class will be considered tardy. Entry into any class after the first twenty minutes of that class will be recorded as an absence for that period.

VIRTUAL ATTENDANCE/EXPECTATIONS

Students will have to apply through a principal to be a "virtual" student. A contract will be signed that states an expectation of passing grades and at least 20 hours of online active work weekly (no exceptions) in order to remain virtual. If students do not login, they are considered chronically absent and can be dropped from our role. If students cannot pass virtually, they will be expected to return to campus.

Students are expected to be in school except in cases of an emergency or for reasons as explained in the code below. This code lists the following as the only legal excuse for absence from school.

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 this message is to outline what the district's expectations and actions concerning attendance will be.

In Case of Sickness At Home

If your student has a fever, is vomiting, or has significant symptoms that would make it unsafe or unhealthy 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 parental contact) in our student information system. If no call is received, the school will mark your child's attendance with AP (absent pending) in our student information system. Please note that AA and AP absences cannot be counted as excused absences based on state requirements.

In Case of Sickness While At School

If your student has fever and/or vomiting 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 for the next 24 hours will be counted as AM (absent medical). Please note that AM absences are counted as excused absences based on state requirements.

In Case of Appointment with Medical Professional

If your student has a doctor's visit or appointment with a medical professional, whether scheduled or emergency, please obtain a note from the care provider and give a copy of the document to the office staff where your child attends within three weeks of the date of the absence. The day(s) and/or time(s) specified in the doctor's note will be posted as AM (absent medical) on our student information system. Please note that AM absences are counted as excused absences based on state requirements.

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 or Legal Proceeding

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 as AL (absent legal) in the student information system. Please note that AL absences are counted as excused absences based on state requirements.

In Case of Approved School Activity

If your student has to miss school due to participation in a school-sponsored field trip or extracurricular activity, no action is needed on the part of the parent or guardian. The sponsor of the activity will provide a list of students who are eligible to attend the event. The day will be marked as EA (activity absence) in the student information system. Please note that students are allowed to have up to ten (10) activity absences per school year that can be counted as excused absences based on state requirements. If your child is active in many different activities and misses school for all of them, there may be other steps required to be able to extend the ten day activity absence limit for your student.

In Case of School Consequences

If your student has to miss school due to suspension or in-school detention placement, you will be notified by a school administrator of the date(s) that your child will be assigned that particular consequence. Suspension absences will be coded as AS (absent suspension). In-school detention absences will be coded as ED (in-school detention). The day will be marked as AS or ED accordingly in the student information system. Please note that AS absences are not counted as excused absences based on state requirements. ED absences are excused absences based on state requirements.

Tardies

Being on time to school and on time to classes after class change 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 as the label in the student information system. Excused tardies will be assigned a TE and will not count against a student's attendance.

Other absence codes exist within our student information system and are used on occasion. You can check your child's attendance at any time by using the Wengage/Sylogist Guardian Portal. If you have questions about how to access your child's attendance on the portal or if you have questions about any attendance codes that are used, you can contact your child's school and ask to speak to a principal or the attendance secretary at any time.

Absence Code and Description Excused or Unexcused

- AA – parent contact Unexcused
- AB – bereavement Excused
- AL – legal Excused
- AM – medical Excused
- AP – pending absence Unexcused
- AS – suspension Unexcused
- EA – activity absence Excused
- ED – in-school detention Excused
- TE – excused tardy Excused
- TU – unexcused tardy Unexcused

Truancy

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent or if the parent does not compel the student to attend school. If a student chooses to skip class, consequences for truancy based on the student discipline plan for that site will apply.

If a student's attendance record reflects a pattern of unexcused absences from school with no valid excuse, then the District will follow State Law for Attendance Reporting as outlined on the following page, and the county district attorney may be notified.

Chronic Absenteeism

Chronic absenteeism means that a student is absent for 10% or more of the school days in the school year, exclusive of significant medical conditions. Both excused and unexcused absences are considered when determining whether or not a student meets the criteria to be considered for chronic absenteeism. Each school is given a report card annually by the Oklahoma State Department of Education. One of the factors that is considered for giving this grade is the number of students at the site who meet the criteria for chronic absenteeism.

Oklahoma State Law – Attendance Reporting

<https://law.justia.com/codes/oklahoma/2014/title-70/section-70-10-106>

It shall be the duty of the principal or head teacher of each public, private or other school in the State of Oklahoma to keep a full and complete record of the attendance of all children at such school and to notify the attendance officer of the district in which such school is located of the absence of such children from the school together with the causes thereof, if known; and it shall be the duty of any parent, guardian or other person having charge of any child of compulsory attendance age to notify the child's teacher concerning the cause of any absences of such child. It shall be the duty of the principal or head teacher to notify the parent, guardian or responsible person of the absence of the child for any part of the school day, unless the parent, guardian or other responsible person notifies the principal or head teacher of such absence. Such attendance officer and teacher shall be required to report to the school health officer all absences on account of illness with such information respecting the same as may be available by report or investigation; and the attendance officer shall, if justified by the circumstances, promptly give to the parent, guardian or custodian of any child who has not complied with the provisions of this article oral and documented or written warning to the last-known address of such person that the attendance of such child is required at some public, private or other school as herein provided. If within five (5) days after the warning has been received, the parent, guardian or custodian of such child does not comply with the provisions of this article, then such attendance officer shall make complaint against the parent, guardian or custodian of such child in a court of competent jurisdiction for such violation, which violation shall be a misdemeanor. If a child is absent without valid excuse four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian or custodian of the child and immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10A of the Oklahoma Statutes.

Added by Laws 1971, c. 281, § 10-106, eff. July 2, 1971. Amended by Laws 1979, c. 248, § 5; Laws 1989, c. 178, § 4, operative July 1, 1989; Laws 1995, c. 270, § 2, eff. July 1, 1995; Laws 2009, c. 234, § 157, emerg. eff. May 21, 2009.

Tecumseh Public Schools District Policy – Attendance Impacts Grades

If a student misses 10 or more days in a semester, then the student will be given an Incomplete instead of a grade for that class for the semester. In order to change the record of Incomplete and to receive a grade and/or credit for the course, the student will: a) attend summer school to make up for the missed time, b) complete a virtual credit recovery course by the end of the next term (high school only), or c) complete a program of study as designed by the site principal. The site principal will determine on a case-by-case basis the way(s) in which a student may change an incomplete grade to a letter grade to indicate credit has been earned and content has been learned.

Steps to follow when absent

All class work missed during an **excused absence OR for a parent verified absence** may be made up. Suspected abuse of the attendance policy may require medical verification in addition to parent verification. It is the student's responsibility to check

with the teacher for make-up work. Students will pick up makeup work during **Savage Time**. Students are given the number of days absent plus one to make up for excused absences. A student present at the time an assignment is made is responsible for the assignment upon returning from an absence except by arrangement with the teacher.

1. Have parent or guardian phone the school and inform the office of your absence before 10:00 a.m.
2. Have parent or guardian write a note explaining the absence(s) giving your name, date, days of absence, reason for absence and his/her signature.
3. Present your explanation to the office.
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 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.)
 - c. Students who know in advance of an absence (trip etc.) will be allowed to get their assignments from their teachers before they leave.
5. If absence is due to work, travel, etc., parents or guardian should notify the school.

If you have a long-term illness or are totally disabled, you may have your work sent home after 3 days. A call to the school counselor and also the attendance secretary should be made if you wish your assignments sent home.

Pre-Arranged Absences

Trips/or other absences deemed unavoidable by the attendance committee and school authorities shall be excused provided arrangements are made in advance, and school authorities are notified. Please contact the attendance office for information on filing for a hearing with the attendance committee.

There will be no make-up work credit for unexcused absences that are NOT verified by the parent or guardian. A zero will be recorded for work missed. Failure to make up work after an excused absence will result in a zero being recorded for work missed. (Contingent upon current school board policy and legislation.)

Students will be given the number of days absent plus one to complete their make-up work, as long as the absence are excused. If they are not, then this is at the discretion of the teacher. If absences were pre-arranged, then it is expected that the student will complete their work ahead of time and be ready to submit it (or take a test, etc) upon their return.

PENDING ABSENCES

The Pending Absences list will be prepared daily including the names of all students whose absence is unaccounted for or unexcused. Only students whose name appears on the Pending Absence list should come to the office for clearance and admits.

A parent call is preferred. Phony notes will result in suspension until a parent conference is held. Students suspended for attendance may complete the rest of the school day except in emergency situations, however, the student will not be admitted thereafter without a parent conference. Please avoid the Pending Absence lists by having your parent call the school when you are absent.

IF YOUR NAME IS ON THE PENDING LIST THREE TIMES AND THE REASON FOR THE ABSENCE IS UNEXCUSED AND UNACCOUNTED FOR YOU WILL BE SUSPENDED UNTIL YOUR PARENT COMES FOR A CONFERENCE OR A MAXIMUM OF THREE DAYS. A CITATION MAY ALSO BE GIVEN TO THE STUDENT IN THIS SITUATION.

SUSPENDED DAYS COUNT IN YOUR TOTAL OF ABSENCES.

CHECKOUT PROCEDURES & LEAVING SCHOOL GROUNDS

Any student desiring to leave school during the day must check out through the attendance office. This includes students who become ill or need to leave for other reasons. **A student must have the parent's approval before leaving the school grounds for any reason (parent approval does not excuse the absence, but it does verify the absence).** Students not returning after lunch must have parents contact the school and clear the absence. Failure to check out properly will result in an unexcused absence. Teachers are not to release students to parents or guardians without the Principal's permission and notification.

In order for a student to check out of school, he/she must leave the school campus. Students will not be allowed to checkout by phone calls or notes to attend school functions being held on school campus (ex: baseball games, track, tennis matches). However, attendance will be permitted if a parent comes into the office and picks up his or her child and personally escorts and remains with the student at the event. This will be the only exception to the checkout policy.

TARDIES AND LATE ARRIVALS

Tardies can affect both academic standing and school status. Most tardies are unexcused. Tardies can interfere with a student's attendance because a total of three tardies equal one day absent. Students entering a class within the first twenty minutes of that class will be considered tardy. Entry into any class after the first twenty minutes of that class will be recorded as an absence for that period. **EVERY THREE TARDIES WILL BE CONSIDERED AN ABSENCE WHEN AWARDING ATTENDANCE CERTIFICATES. Being tardy to classes will result in consequences such as Lunch detention, and that can lead to in-school detention, and/or a citation with a court date and monetary fine.**

If you have been detained in the office, or by a teacher, ask for an admit from the teacher who detained you before going to the next class. It will be the teacher's duty to keep the office informed of the student's lateness. Students will be assigned DETENTION for each tardy.

Each 9 week term of tardies to class will be handled in the following manner (tardy count starts over each block):

Tardies:

1 tardy - ONE DETENTION

2 tardies - TWO days DETENTION

3 tardies - THREE days DETENTION

4 tardies - ONE day of ISD/PARENT CALL

5 tardies - TWO days of ISD/PARENT CALL

6 tardies - THREE days of ISD/PARENT CALL

Tardies 9-10 7 tardies - FOUR days of ISD/PARENT CALL

(possible 8 tardies - FIVE days of ISD/PARENT CALL

citation) 9 tardies - PARENT MEETING/POSSIBLE CITATION

10 tardies - TRUANCY CITATION

Repeated violation will result in further disciplinary action. The discipline may include any of the several discipline alternatives depending on the circumstances. **IMPORTANT: THREE TARDIES WILL BE COUNTED AS ONE ABSENCE.** All tardies are counted in these totals.

Outstanding Attendance

Perfect attendance means a student has not been absent from school. Tardies can interfere with a student's attendance because a total of three tardies equal one day absent. Students entering a class within the first twenty minutes of that class will be considered tardy. Entry into any class after the first twenty minutes of that class will be recorded as an absence for that period. **EVERY 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" at the stock show or fair.

EXCESSIVE TARDINESS MAY AFFECT ATTENDANCE AWARDS.

Students on school-sponsored trips will be counted as if they were in attendance at school. An exception is if they have already missed their allotted 10 days for activities. Then, any absence can count against them and they will receive no attendance certificate.

Students participating in FFA or other school sponsored events and missing school for those activities will be counted absent on the classroom rolls. If those absences are their only ones for the year, however, they are still eligible for an attendance certificate.

Since most awards assemblies are during the last two weeks of school and time must be allocated to prepare certificates, the cut-off date for attendance awards is two weeks before school ends.

TRANSPORTATION

School transportation must be used whenever possible. Private cars should be used only with permission of central office and the principal. Students on activity trips are to ride to and from the activity on the activity bus. Any exception must be with sponsor and parent approval.

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) |

Bus Discipline

Consequences may include, but are not limited to:

First Offense: Assigned Seat and Parent/Guardian Notified

Second Offense: Suspended from bus for 1 day and Parent/Guardian Notified

Third Offense: Suspended from bus for 3 days and Parent/Guardian Notified

Fourth Offense: Suspended from bus for 5 days and Parent/Guardian Notified

Fifth Offense: 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.

Tampering with the security system on any school vehicle will result in immediate automatic suspension.

BUS INFORMATION AND BUS BEHAVIOR

Buses will only let students on and off at school and at their homes or bus stops. School officials may suspend a student from the privilege of riding on the bus because of disorderly conduct. In the event, it becomes the responsibility of the parents to see that the student gets to and from school.

There will be no food or drink consumed on the bus. Nothing shall be thrown in the bus or out of the bus. Pupils should not extend arms or other parts of their bodies out the window. Loud talk or unnecessary confusion can momentarily divert the driver's attention and may result in a serious accident. Riders shall conduct themselves as ladies and gentlemen at all times. Any damage done to a bus by a student must be repaired and such actions will be dealt with immediately.

Buses will only let students on and off at school and at their homes or bus stops. School officials may suspend a student from the privilege of riding on the bus because of disorderly conduct. In the event, it becomes the responsibility of the parents to see that the student gets to and from school. Riders shall conduct themselves as ladies and gentlemen at all times. Any damage done to a bus by a student must be repaired and such actions will be dealt with immediately.

CARS AND PARKING

PARKING LOTS ARE PROVIDED FOR THE STUDENTS' CONVENIENCE. THE SCHOOL CANNOT ASSUME RESPONSIBILITY FOR PRIVATE VEHICLES. YOU BRING THEM AT YOUR OWN RISK.

Students who drive cars to school must have permission and are expected to observe all traffic regulations just as any other citizen licensed to operate a motor vehicle. Students must have a valid operator's license to drive or park on the High School campus. Driving on campus is a privilege.

1. All cars must be registered in the Principal's office.
2. After parking his car, the student will leave his car. There should be no cruising or aimless driving in parking areas. Cars should stay parked until leaving campus.
3. Motorbikes will park in designated area.
4. No students may park in the teacher's area or visitors parking.
5. Accepted safety regulations will be followed at all times.
6. If these regulations are not followed, suspension of driving privileges may result.
7. No student should be transported in an open truck, trailer or hang on to a moving vehicle during school hours or school activities.

8. If a student allows a non-licensed driver to operate their vehicle on campus or off-campus during school hours, that student could lose driving privileges on school grounds for up to one year.

ENTRY TO BUILDING

Students are urged not to arrive at school too early, but for those students who must get here early, the Commons will be open and supervised beginning at **7:45 a.m.** The Commons is to be used as a study area and loud play or disturbances will result in ejection from the building or disciplinary action. Students will not be allowed to loiter in the halls. Only the East entrance door and the South entrance doors are open during the school day.

BUILDINGS AND GROUNDS

Tecumseh High School has a very beautiful campus and its buildings and grounds are a source of **PRIDE** for the community. As residents of these facilities we must all make efforts to keep our campus and buildings nice. Litter is something that requires constant effort by all. Each person must do his or her part by pitching in. All handouts, flyers & posters are to be approved by principal. Likewise protect your school buildings by keeping litter from the floors, feet from walls, etc.

WEATHER / EMERGENCIES

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. When weather conditions or closing of school emergencies requires closing of school, Principal/ or Department heads will notify teachers.

1. Announcements will also be on KGFF & the TV stations 4, 5, & 9.
2. Students should listen for these announcements.
3. Be sure phone numbers are updated in the school records so the all-call system can be effective.

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 schools 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.

VISITORS

All visitors must report to the office, including parents or guardians. Visitors in general are not allowed at Tecumseh High School. However, when visiting is requested, such persons should be directed to the main office for the purpose of obtaining a "Visitor's Permit." Visitor's permits will not be issued during class time or during a testing period. Parents, guardians, and adult patrons of the school district are welcomed at any time. They must also report to the office. Visitor passes are issued through the attendance and main office only.

DRESS AND APPEARANCE

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

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 and underwear areas. Under garments must not be visible, to include straps.
3. Any school issued uniform may be worn during the school day if the uniform meets the above dress code requirements.

Prohibited on School Property:

1. Headgear such as hats, caps, bandanas, hoods, and stocking caps
2. Barefeet, house shoes/slippers
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.

Dress or grooming which is in any way disruptive to the tranquil operation of the school will not be allowed. Many of these rules are in place for safety or sanitary purposes. For example, no blankets will be allowed for sanitary reasons. Standards of grooming and dress may be prescribed for participation in extracurricular activities including commencement exercises.

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

Students may be sent home to change before returning to school. Continued non-compliance will result in further disciplinary action and parents will be notified. Conferences/referrals with the students concerning dress code will be documented.

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.

Other Weapons

Use of, verbal or written threat of, displaying, handling, transmitting and/or possessing any object that could inflict bodily harm such as 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 Offense (with no impact, damage, and/or harm): | Suspended for up to 10 days |
| First Offense (with any impact, damage, or harm): | Suspended for 12 months or more |
| Second Offense (with no impact, damage, and/or harm): | Suspended for 90 days |
| Third Offense (with no impact, damage, and/or harm): | Suspended for 12 months |

Can involve police and Juvenile Court System.

NOTE: If a student is determined to have threatened or attempted to use a dangerous weapon, or to have used a dangerous weapon, the student may be suspended for the remainder of the current year and the following term.

HATS/HEAD COVERINGS

Caps, hats, bandanas, or similar head coverings shall not be worn to class or within school buildings during the school day unless prescribed by a physician or approved by the administration for medical reasons, previously approved by the school's administration headwear for religious reasons, or approved by the school's administration for a special school activity. Approved coverings worn as a part of a student's bona fide religious practices or beliefs shall not be prohibited under this policy. Hats or head covering worn in violation of the policy will be confiscated and returned to the student at the discretion of the administration.

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 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.

TECUMSEH HIGH SCHOOL ACTIVITIES ORGANIZATION & SPONSORS 2023-2024

Superintendent

Robby Kinsey

Assistant Superintendent

Brandi Burks

Principal

Randy Dilbeck

Assistant Principals

Rodney Buss/Jaime Griggs

Counselors 11th & 12th grades

Erin Meyers

9th & 10th grades

Britney Honsinger

Athletics:

Football

Ty Bullock/Aron Pearcy/Indiana McNutt

Larry Joubert /Easton Marris/Lance Weckerle

Boys Basketball

Bryant Edwards /Staff

Girls Basketball

Eldon Gentry/Montana Palmer

Baseball

Easton Marris/Staff

Cheerleaders

Jacee Miller/Kathryn Marris

| | |
|------------------------------|--|
| Softball – Fast Pitch | Chad Trahan/Perry Wilson |
| Softball – Slow Pitch | Perry Wilson/ Amy Shelby/Kayla Rodriguez |
| Track/Cross-Country | Kortney Ozment /Larry Joubert/Aron Pearcy |
| Tennis | Jennifer McKnight/Meagan Laughlin |
| Wrestling | Billy Don Sigman |
| Volleyball | Meagan Laughlin/Staff |
| Boy’s Golf | Chad Trahan |
| Girl’s Golf | Bill Grogan |

Organizations & Clubs:

| | |
|------------------------------------|--|
| Academic Team | Robin Haworth/Toni Henry |
| Art Club | Jennifer Cox |
| Band Director | John Outon |
| Assistant Band Director | David Bellows |
| Beta Club | Angie Henson |
| BPA | Abigail Atchley |
| ECO/Science Club | Renee Wootten |
| FCA | Staff |
| FFA | Dodge Nichols/ Corey Pell/Mara Carman |
| FCCLA | Christina Spurgin |
| Gifted/Talented Coordinator | Jennifer Cox |
| Link Crew | Counselors, Gina Sampson |
| National Honor Society | Gina Sampson |
| Robotics | Staff |
| Spanish Club | Troy Fullerton |

Student Council

Kristen Qualls/Gina Sampson

Vocal Music

Becky Rhodes, Jill Rother

Yearbook

Tracey Forrester

Youth Alive

Kristen Qualls

STUDENT EVALUATION

Public education has expressed a need for evaluation of each student's academic growth. Tecumseh High School will evaluate and report on student progress regularly at quarterly intervals during the school year. Any time there is a need for a student-parent-teacher conference concerning an assigned grade, an appointment should be made through the principal's office. Grades appearing on report cards and on the permanent records are as follows:

| | | |
|-----------------------------|-----------------|--------------------------------|
| <i>Excellent</i> | <i>A</i> | <i>(90-100)</i> |
| <i>Above Average</i> | <i>B</i> | <i>(80- 89)</i> |
| <i>Average</i> | <i>C</i> | <i>(70- 79)</i> |
| <i>Below Average</i> | <i>D</i> | <i>(60- 69)</i> |
| <i>Failing</i> | <i>F</i> | <i>(59 & below)</i> |
| <i>Incomplete</i> | <i>I</i> | |

"Incomplete" will be given when a student's work for the term is not complete. An "incomplete" must be removed by the time (normally two weeks) set by the teacher in the subject if the student is to receive credit for the subject. "Incomplete" should not be given at the end of the second semester.

As students mature, responsibilities change. Students are expected to turn work in on time and do not have an unlimited amount of time to complete assignments.

MID-BLOCK PROGRESS & REPORT CARD DATES

At the end of each quarter (9 weeks) report cards are issued to each student. After five weeks have elapsed in each quarter, progress reports on all students are sent home to parents via the students. This provides the parents and the students an opportunity to confer with the instructor regarding the student's progress or lack of progress. Anytime a parent has any questions regarding student progress, it is recommended that they call the school office and make an appointment to see or speak to the teacher, at 405-598-2113.

Mid-block progress reports will go out on the following dates: Please see tecumseh.k12.ok.us

PARENT CONFERENCES

Parents are encouraged and welcomed to visit the school at any time. The educational process is enhanced when the home, school and the community work together. Please see tecumseh.k12.ok.us for dates and times.

CURRENTLY, TECUMSEH PUBLIC SCHOOL HAS THE FOLLOWING PROGRAMS TO ASSIST STUDENTS:

AVAILABLE ASSISTANCE

- | | |
|---|-------------|
| 1. Savage Time – Meets daily | High School |
| 2. COUNSELORS – Call and make appointment | All Schools |
| 3. TEACHERS – Call and make appointment | All Schools |
| 4. TITLE VII – Call 598-2067 (Ask for Victor or Jeri) | All Schools |
| 5. PRINCIPALS – Call and make appointment | All Schools |

BLOCK SCHEDULE TERMINOLOGY

PERIOD OF INSTRUCTION – The amount of time a course meets during the school day.

BLOCK – One nine-week period of instruction at the end of which 1 credit is received. This is equal to 1 credit received for a traditional semester.

TERM – A two-block period of instruction traditionally

referred to as a "semester." The school year is divided into "terms." Term one consists of blocks one and two. Term two consists of blocks three and four.

Savage Time – A non-structured period of time (35 minutes,

which is to be utilized for tutoring, remediation, make-up work, etc.

CHARACTERISTICS: A BLOCK SCHEDULE WITH SAVAGE TIME

- * Every Block meets for 85 minutes
- * Passing between Blocks is 5 minutes
- * Every student takes 8 blocks of a class per school year
- * It takes one semester term to complete a traditional yearlong class.
- * Traditional 1-semester classes are completed in 1 Block or 9 weeks
- * Most classes are 1 term (1/2) year
- * Students CAN earn 16 credits a year (8 units)
- * A student deals with only four classes at a time (& 1, if not 2, will be electives)
- * Selected classes are 1 Block(9wks). 1-block classes must be paired with another block class.

Savage Time

Savage Time is not a "free period" for students. It is important that all students realize this is not "their" time—it is part of their schedule as instructional time. The teacher, administration or the student will determine use of this time as it applies. **Attendance is mandatory.** The Savage Time period is not a free period for the students and can include in any of the following:

- A. Students who have been absent will report back to teachers to pick up assignments, make up tests, etc.
- B. Students who want extra help from teachers may report back to them during that time. Arrangements to be made with teachers in advance as soon as possible.
- C. Teachers may require a student to report back for make-up tests, extra help, etc.
- D. All students failing in a subject or subjects will be required to report back to the appropriate teacher.
- E. Students on the ineligible list will report to the class that he/she is failing for tutoring or correctives. If a student is failing more than one class, they are to rotate classes based on days teachers have collaborative time.
- F. If a student is found in the parking lot or in a vehicle during Savage Time, they will automatically be assigned 2 days of ISD.

GRADUATION REQUIREMENTS

According to State Board of Education Regulations VI the local Board of Education has the authority to set local requirements of graduation above those of the State Board of Education. (Each unit equals – 2 credits)

Each graduate of Tecumseh High School must complete 56 credits of prescribed curriculum. These courses include: 8 credits of Language Arts, 6 credits of math, 6 credits of science (2 credits must be biology), 1 credit of Ancient World History (freshmen), 1 credit of Oklahoma History (freshmen), 2 credits of US History , 2 credits of US Government, and 2 credits of art/music for a total of 32 required and the remaining number electives to account for the remaining graduation requirements. Students must have 56 credits to graduate which must include the above, plus two credits of foreign language and one credit of computer science. Additionally, the student must have satisfactory End-of-Instruction scores on the follow state-mandated exams:

Ø Algebra I, English II (required)

Ø Additionally, the student must pass 2 of the 5 following courses:

Biology I, US History, Geometry, Algebra II, or English III

PROJECTED BLOCK GRADUATION CREDIT

56 credits required 64 possible

These requirements will be in effect as long as block scheduling continues.

COLLEGE BOUND CURRICULUM

| CREDITS | COURSES | REMARKS |
|----------------|---|---|
| 8 | English I English II English III English IV | Language Arts Minimum 8 credits (Set of Competencies) |
| 6 | Physical Science Biology, Pre-AP Biology, and/or Chemistry AP Biology, | Science Minimum 6 credits (Sets of Competencies) * Minimum of 6 credits (sets of competencies) Botany, Zoology, Anatomy, Physiology (<i>Biology required</i>) |
| 6 | Algebra I | Math Minimum 6 credits |

Algebra II (Sets of Competencies)

Geometry and/or Trig.

Pre Calculus, AP Calculus

| | | |
|---|--|---------------|
| 8 | Ancient World History/OK History | Each 1 credit |
| | USHistory | 2 credits |
| | U.S. History 1900 to present | 2 credits |
| | AP U.S. History | 2 credits |
| | U.S. Government | 2 credits |
| | Minimum 8 credits (Sets of Competencies) | |

* 2 Arts (Music & Art) Minimum 2 credits
(Sets of Competencies)

COMBINATION OF:

2 Foreign Language 4 Credits (Spanish I,II, etc.)

AND

1 Career Tech 1 Credit (See Student Planner)

****OR****

2 Computers 4 Credits (Computer Applications,
Information Processing, Power Point, etc.)

AND

1 Career Tech 1 Credit (See Student Planner)

*These units or sets of competencies maybe gained through credit course work in Music, Art and Humanities or through integration or embedding in Language Arts, Social Studies, Math, Languages or Sciences. (one credit is earned for each semester/block completed) Beginning

with the freshman class of 2009-2010 there is a requirement of also completing all 14 standards of the Passport to Financial Literacy and it must be indicated on their transcript.

32 Specified Credits/Recommended – 8 elective credits:

| | |
|---|-----------------------------------|
| Spanish | 4 credits (strongly recommended) |
| Computer Science/Technology | Minimum of 8 credits recommended |
| Government/Economics | from these electives, however |
| Creative Writing | all electives will count as |
| Recreational Reading | part of College Bound Curriculum. |
| Speech | |
| Leadership/Career Education/Citizenship | |

At this time, 28 of the credits necessary for the college bound student are specified. The remainder above the 28 specified credits could come from the many electives that we offer. All students must be enrolled in full schedule.

| <u>Credits Required:</u> | <u>Needed</u> | <u>Possible</u> |
|---------------------------------|----------------------|------------------------|
| 2023-2024 | 56 | 64 |

FULL SCHEDULE REQUIREMENT:

All 9th and 10th grade students must be enrolled in eight class periods for the school year, 4 period terms. Eleventh and twelfth grade students not attending Vocational-Tech must be enrolled in eight class periods. Those 11th and 12th grade students in Vocational-Tech may be enrolled in 4 class periods. Seniors and qualified juniors are allowed to enroll concurrently for college credit to fulfill the full schedule requirement.

General Graduation Requirements

| <u>Credits</u> | <u>Courses</u> | <u>Remarks</u> |
|----------------|----------------|------------------------|
| 8 | English I | Language Arts |
| | English II | Minimum 8 credits |
| | English III | (Sets of Competencies) |
| | English IV | |

| | | |
|----|--|---|
| 6 | Physical Science | Science Minimum 4 credits (Sets of Competencies) |
| | Biology, Pre AP Biology | *Minimum of 6 credits (Sets of Competencies) |
| | Chemistry, AP Biology | |
| | Zoology, Botany | |
| | Biology is required for all students | |
| | Physiology, Anatomy | |
| | Life Science will not apply. | |
| *6 | Algebra I | Math Minimum 6 credits. |
| | Algebra II | (Sets of Competencies) |
| | Geometry | |
| | (Cannot receive graduation credit for Pre-Algebra, General Math, or Consumer Math) | |
| | Trigonometry | |
| | Math of Finance | |
| | Calculus (AP) | |
| 8 | Ancient World History/OK History | Each 1 credit |
| | USHistory | 2 credits |
| | AP U.S. History | 2 credits |
| | U.S. Government | 2 credits |
| | Minimum 8 credits (Sets of Competencies) | |
| *2 | Arts (Music & Art) | Minimum 2 credits |

(Sets of Competencies)

COMBINATION OF:

2 Computers 4 Credits

(Computer Applications, Information Processing, Power Point, etc.

****OR****

1 Foreign Language 2 Credits (Spanish I)

AND

1 Computers 2 Credits (Computer Applications, Information Processing, Power Point, etc.

***These units or sets of competencies maybe gained through credit course work in Music, Art and Humanities or through integration in Language Arts, Social Studies, Math, Language, or Science. (One credit is earned for each semester/block completed)(A unit equals 2 credits)**

Specified Credits

At this time, 32 of the credits required for graduation from Tecumseh High are specified. The remaining credits can come from the many electives that we offer.

The above graduation requirements will remain in effect as long as Tecumseh High School continues the block schedule format or new requirements are set.

If a student is a transfer into the district from a non-block structured school, their credits may need to be adjusted accordingly.

GRADUATION POLICY

Graduation exercises will be held at the end of the year for high school seniors. Students who have not completed all requirements for graduation shall not be permitted to participate in the graduation exercises. Students will not be permitted to graduate in less than three and one half years (7 semesters) of high school attendance, without special permission.

Baccalaureate is a special service for seniors, their families and friends. The school does not sponsor this event.

Senior students enrolling with less than three weeks remaining in the school term will make arrangements to receive credit and graduate from the sending school. The student will not participate in graduation exercises at Tecumseh Public Schools.

At least two units of the last three units completed for graduation shall be completed in attendance in the accredited high school from which the individual expects to receive his diploma.

CREDIT POLICY

Students enrolling in Tecumseh Public Schools with less than three full weeks remaining in a term grading period will not receive credit from Tecumseh Public Schools. Credits will be from the sending school and school designated on the transcript. At the close of the second term with less than three weeks remaining of the sending school credit will be accepted and the student will not be enrolled for such a short period of time. GRADE POINT AVERAGES are calculated by the main office to be used for various purposes. All classes are used when calculating GPA.

CREDITS REQUIRED TO BE PROMOTED

It is defined that a student who has received 3/4 of the credit required for moving to the next classification be labeled as the high classification.

| | |
|-------------------|-----------------------|
| Freshmen | 0 through 12 |
| Sophomores | 13 through 32 |
| Juniors | 25 through 48 |
| Seniors | 38 through graduation |

SCHEDULE CHANGES

Each semester there will be an assigned time that students will be allowed to change classes. Our philosophy is that students must have a very good reason to change and the counselors will have the responsibility of approving or denying any class changes. Low academic standing is not an adequate reason for dropping a class. After the deadline, there will be no changing of classes so those students will be assured they will get enough credit for their classes. Students are, therefore, urged to make decisions wisely on their classes so they will be happy with them for the remainder of the semester. Students desiring to change classes must have parental permission. (See Academic Planning Guide policy).

ACADEMIC ENRICHMENT PROGRAM

The academic enrichment program includes courses, which have been weighted because of their difficulty; therefore, these classes will be graded on the following weighted grade scale.

| | |
|--------------|--------------|
| A = 5 points | D = 2 points |
| B = 4 points | F = 0 points |
| C = 3 points | |

The accelerated classes offered which will receive the weighted grade points during each year may include:

- | | |
|---|-------------------|
| 1) Trigonometry | 6) Physics |
| 2) Pre-AP English at the 9 th & 10 th Grade Level | 7) Chemistry II |
| 3) AP English at the 11 th & 12 th Grade Level | 8) Pre-AP Biology |
| 4) AP Calculus | 9) AP Biology |
| 5) Pre-AP and AP Studio Art Courses | 10) AP US History |

ACADEMIC LETTER JACKETS

Students participating in the Academic Enrichment Program may be eligible to receive a letter jacket based on achievement and completion of required curriculum.

Criteria for receiving an Academic Letter Jacket:

1. Students may first qualify after completing six terms of high school work beginning with grade 9. They may also qualify after term seven or eight.
2. Students will earn a 4.0 or higher on a 4.0 scale for four terms.
3. Two terms of a 4.0 GPA must be consecutive beginning with term four (term two of the sophomore year).
4. Students will have completed ten credits of accelerated classes.

ELIGIBILITY REQUIREMENTS

Eligibility for high school extracurricular activities is determined by regulations of the Oklahoma Secondary School Activities Association. Scholastic eligibility for the beginning of each term will be determined by the rule currently in effect. Students failing to meet this standard may regain their eligibility at the end of six weeks by passing all classes they are enrolled in during the 1st. term. One summer school credit earned during June or July sessions may be used to meet the end of semester requirements. The state requirement is that a student must have earned 6 of 8 credits the proceeding term when determining eligibility for the beginning of each new term. Students must be passing all classes on a week-to-week basis during the term.

1. Scholastic eligibility for students will be checked at the end of the second week of each block and each succeeding week thereafter. The first week a student is not passing in all subjects they will be placed on probation for a one-week period. If a student is not passing all subjects at the end of the next week they are ineligible to participate. Students who have lost their eligibility may regain eligibility by passing all classes during next one-week period or subsequent marking periods. **The ineligibility period begins on Monday and extends through Sunday night.** In order to be eligible to participate in an activity, students are to be in school at least a half-day on the day that the activity occurs. If the student is absent from school for more than half a day on the day of the activity, he/she will not be allowed to participate in that activity. Exceptions may be made for pre-arranged appointments, funerals, emergency situations, etc. The half-day applies to all extracurricular activities.
2. Students who are suspended from school will not participate in interscholastic athletics until reinstatement in school has occurred, and notification is given to the head coach in that sport. Further or continual suspension from athletics may occur if the severity of the offense warrants. The high school principal, athletic director, and head coach shall meet to determine this.

QUITTING ATHLETICS

Students who quit an athletic season will not be eligible to compete in the next season until the previous season is over for the first sport. For example, if a student quits football, they may move over to basketball, but are not eligible to participate in games until football season is over. If a student quits a sport and does not move to another sport, they must enroll in an Edgenuity class during the athletic period and report to a specified classroom to complete the class.

SAVAGE TIME

Savage Time for Academic Intervention-This program has been designed to help and assist students that are failing one or more classes. If a student's name appears on the ineligibility list (probation or ineligible), they will be required to attend class outside of the regular academic day during Savage Time with the teacher whose class they are failing or a designated classroom until they achieve a passing grade. Whenever the student is passing, their name will be removed from the list.

STUDENTS MISSING Savage Time

The first time a student misses Savage Time such as forgetting, etc., he/she will be assigned 2 days of detention as determined by the administrator. A second miss with the teacher will result in more detention and parents will be contacted.

If a student displays an act of defiance with a teacher over Savage Time, such as stating "they will not do Savage Time", wadding up or tearing the Savage Time slip, or throwing it in the trash and walking out of the teacher's room, this will result in minimum two days of ISD being assigned. If a student is found in the parking lot or a vehicle during Savage Time, automatic 2 days of ISD will be assigned.

SCHOOL PICTURES

Each year school pictures are taken shortly after the opening of school. All students must have pictures taken even if they do not plan to purchase them. This allows the school annual to be complete. To have their pictures included in the yearbook and on the senior panel, all seniors must have a picture taken at Tom Flora Photography.

AIDS EDUCATION / CONTAGIOUS DISEASES

Tecumseh High School is in compliance with Oklahoma State Law (70. O.S. 1987 11-103.3) annually provides Aids Prevention Education. The state mandate requires Aids Prevention be taught once during grades 10th - 12th. Curriculum is available for review. Exemptions from having the instruction must be made in writing. The curriculum may be reviewed by parents at a public meeting held at least one month prior to instruction.

The law also provides that any student afflicted with a contagious disease or head lice may be prohibited from attending school until a health professional certifies that the student is no longer contagious.

EXTRACURRICULAR CONDUCT CODE

Students involved in any extracurricular activities at Tecumseh High School will be eligible as outlined in the OSSAA Handbook for both semesters and weekly eligibility.

All students participating in any extracurricular activities at Tecumseh High School will be eligible on the basis of their conduct during and outside the school day prescribed in the school regulations. Students being disciplined to the extent of being removed from the regular classroom, including long and short-term suspension or alternative education suspension, will be ineligible for participation in all extracurricular activities during the time they are under the above disciplinary actions as well as a three school day time period immediately following the aforementioned suspensions from the regular classroom including the next organizational activity, on the second or more suspensions. Any student that is sent to the time-out program will be prescribed disciplinary action.

Attendance and Activities

Students will be required to be in attendance the day of the activity. Students truant from any class will be ineligible for participation the day of the truancy. Failure to properly 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.

Participation

Any student bringing discredit to the school, community, or organization while attending an activity, including, but not limited to: theft, vandalism, alcohol (illegal substances), disruption, verbal abuse, any illegal or felonious activity, etc. will be ineligible to participate and represent the school in all extracurricular activities for a minimum of three school days or the next organizational activity and a maximum of one semester depending on the severity and extent of the infraction.

STUDENT ACTIVITIES – DRUG TESTING POLICY

***ATHLETICS/CHEERLEADER/BAND/FLAG CORP/VOCAL/FFA/FCCLA/ACADEMIC TEAM, ETC.**

The Tecumseh Board of Education in an effort to protect the health and safety of its extra-curricular activities students from illegal and/or performance enhancing drug use and abuse, thereby setting an example for all other students of the Tecumseh Public School District, has adopted the following policy for drug testing of activity students. The affected activities include those listed above. The complete policy will be issued to each student involved. A participating student, who refuses to submit to a drug test authorized under this policy, shall not be eligible to participate in any activities covered under this policy. Additionally, such student shall not be considered for any interscholastic activity honors awards given by the school.

Tecumseh Public Schools is committed to cooperating with parents/guardians in an effort to help students avoid illegal drug use. The school district believes accountability is a powerful tool to help some students avoid using drugs and that early detection and intervention can save lives.

CERTIFICATE OF DISTINCTION

The Tecumseh Board of Education has approved a Certificate of Distinction for graduates who have met or exceeded the following criteria by the end of their senior year in high school. The minimum GPA for the Certificate of Distinction is a 3.25 grade point average on a 4.0 scale and:

1. Earned four units each in language arts, mathematics, social studies, and science,
2. Earned two additional units in the areas of technology, the humanities, or the arts,
3. Earned two units in a foreign language, and
4. Achieved a score of satisfactory, or its equivalent, on all twelfth-grade criterion-referenced tests.

SCHOLARSHIP PROGRAMS (See Counselor for details)

- 1) Oklahoma's Promise-Oklahoma Higher Learning Access Program
- 2) Oklahoma Tuition Scholarship Program (as funded)
- 3) College Scholarships
- 4) Local Scholarships
- 5) National and Corporate Scholarships

STANDARDIZED TESTING

P.L.A.N. – Offered to all students in the month of October during their

sophomore year. This test provides a projected estimate of a student's ACT assessment score as well as giving the student an opportunity to experience taking an ACT

P.S.A.T. – Offered to all college bound students in the month of October during their sophomore and/or junior year. This test lets a student compare his ability to do college work with other college bound students. It also provides practice for the SAT. The PSAT is the first step in entering the scholarship programs conducted by the National Merit Scholarship Corporation.

A.C.T. – ALL students are required by the State to take the ACT in the spring of their junior year. They may also retake the ACT on one of five national test dates throughout their senior year. The ACT measures a student's performance in four curricular areas: English, Mathematics, Reading and Science Reasoning.

A.P. – Advanced Placement tests may be taken for college credit in the following courses: AP English IV, AP Calculus, AP U.S. History, AP Biology, AP Studio Art, and AP Art History.

VALEDICTORIAN AND SALUTATORIAN SELECTION PROCEDURE

All valedictorian candidates must complete a minimum of nine honors level courses. Please see counselors for a list of courses that meet these requirements.

The valedictorian shall be the senior(s) with the highest grade point average based on semester grades from the ninth grade through the third block of the twelfth grade in all classes awarded letter grades excluding pass/fail credits. The only exception shall be when the grade point average is higher strictly because of the number of total courses taken or the number of honors courses taken. In that case, GPA will be disregarded. If students under consideration for valedictorian honors have all grades identical and have taken the required number of honors level courses (those with 5 point A), multiple valedictorians will be named.

The salutatorian will be the student(s) with the next highest GPA after the valedictorians are named. Honors for valedictorian and salutatorian will be calculated manually.

Concurrent enrollment, as it pertains to this policy, may count toward the full day requirement for seniors and toward graduation credit or class rank. Any concurrent enrollment class that is deemed to contain the rigor associated with an honors level course may be considered for inclusion on the list of honors level, five point courses if the course has been verified to indeed contain the necessary rigor and is pre-approved by the high school principal prior to completion of the course.

Effective for the graduating class of 2025 and beyond, the valedictorian shall be the senior(s) with the highest grade point average based on semester grades from the beginning of ninth grade through the third block of the twelfth grade in all classes awarded letter grades.

Valedictorians must complete a minimum of nine honors level courses (courses that earn 5 point "A" grades) from the list below. Grade point figures will exclude any classes that are awarded pass/fail credit. If students under consideration for valedictorian honors have all grades identical and have taken the required number of honors level courses, multiple valedictorians will be named. The salutatorian(s) will be the student(s) with the next highest GPA after the valedictorians are named.

The nine honors level courses taken by valedictorian candidates must include the following: Pre-AP English I, Pre-AP English II, AP English III, AP English IV OR College Composition 1 AND College Composition 2, Trigonometry, AP Calculus OR AP Statistics OR College Algebra, TWO honors level science courses, and an additional course chosen from the remaining honors courses offered.

Honors Level Five Point Courses

Pre-AP English I
Pre-AP English II
AP English III
AP English IV OR College Composition 1 AND College Composition 2
Trigonometry
AP Calculus OR AP Statistics OR College Algebra
AP US History
AP European History
College Government
AP US History
AP Studio Art
Pre-AP Biology
AP Biology

Chemistry II
Physics

And any additional AP courses offered that are approved by the Board of Education

ACADEMIC ACHIEVEMENT

Students will not be allowed to enroll in a course until any prerequisites have been satisfactorily completed. Examples include English courses where a student must pass English I before being allowed to enroll in English II. Methods of make-up for prerequisite courses failed include summer school and correspondence work.

PROFICIENCY BASED PROMOTION

Parents, Guardians, educators, or students may request a Proficiency Test to achieve course or grade level advancement. The guidelines and procedures for designated content area proficiency exams are available upon request. The Proficiency Test is to be given once in the fall and once in the spring. See your counselor for details.

CONCURRENT COLLEGE ENROLLMENT

Students with approval of the Principal or Counselor may enroll in college courses for college credit. This college course work can count towards graduation credit and GPA and will count as part of the students full class load. Students may be allowed a class period for commuting. Juniors may be eligible for concurrent enrollment if certain guidelines are met. See the counselor for information. Concurrent Enrollment Procedures:

1. All concurrent students will check in with the College Station Supervising Teacher (CSST) during the first week of concurrent classes.
2. First semester concurrent students will check in during the second week of classes to determine the viability of completing the class.
3. First semester concurrent students will meet with the CSST four times during the semester to discuss college skills and strategies. These will be the fourth, eighth, twelfth and fifteen week points in the semester.
4. Students who earn midterm grades of below a "C" must go to Krouch until they are enrolled in an in-person section.
5. Should a student withdraw from a concurrent course at any point or for any reason, they will be reassigned to attend Krouch for an online high school course for the remainder of the semester.

HOMEBOUND

If a student has to miss several days of school due to illness or surgery, he or she may pick up a homebound application from the principal's office. When this application is returned with the doctor's signature and the approximate number of days that the student is expected to miss, the student will then be placed on homebound. If the student is required to miss more school than projected, the student will then need a doctor's note with the new projected date of return to school. Homebound students are not absent and are expected to turn in assignments and keep up with the regular classes as much as possible.

HONOR ROLLS AND HONOR SOCIETIES

Each block/semester the school will determine the Superintendent's (straight A) and the Principal's (All A's and B's) honor rolls. This list will be placed on the bulletin board and published.

At the end of each semester, the honor rolls will be published in the newspaper. These students may also receive other rewards throughout the year depending on their availability. These rewards could range from free movies to free meals to academic awards.

Tecumseh is a member of the National Honor Society and National Beta Club. Each March eligible students will be included in the National Honor Society.

Tecumseh High School is also a member of the Oklahoma Honor Society and each year the top 10% of our student body will be nominated for that honor.

HALL PASSES

Students must have an authorized hall pass when leaving the classroom for any reason. Misconduct may cause privileges to be revoked. Students without passes will be escorted back to their classroom.

When students have special projects, which take them away from the campus, they must have a signed pass from the teacher stating the reason, time and place they are going. Someone from the area away from campus must also sign to confirm the student's arrival.

Students must sign out in the attendance office before leaving the school grounds for any reason.

TERM/BLOCK TEST POLICY

All students are required to take the term/block tests. Students who are absent when these tests are given must provide proof that their absence was excused. In the event that their absence was excused, they will be required to take the tests immediately upon their return to class. In the event their absence was unexcused, they will receive a "0" for the test, and it will be averaged into their grade. Generally speaking, semester tests count 20% of the final semester grade. (See individual teacher's policy)

Semester Test Exemptions-Students can qualify for semester test exemptions. This has been set up to reward those students with good grades, outstanding behavior and excellent attendance. A student may qualify for test exemption and still be able to take the test. If a student chooses to take the test, the score can only improve their grade, not decrease it. **Note:** 3 tardies counts as one absence. Absences due to school activities do not count against the student. ALL other absences count against the student in this situation such as excused, **any form of in-school or out-of-school suspension, any absence documented with a**

doctor's note and unexcused. We are trying to reward students with excellent attendance and no discipline issues. Any exceptions will be handled by the building principals. Special note: Exemptions are a reward. **If a student has any form of ISD or OSS during a given semester, they are automatically NOT exempt.**

Exemptions standards: A-3 Absences B-2 Absences C-1 Absence

EXTRA HELP

You may always seek extra help from your teachers if you do not understand an assignment, if the work is difficult, or if you have been absent and have missed assignments and class discussion. Arrange a conference with your teacher before or after school or at a time convenient to both of you during the day. A teacher will sometimes request a student to stay after school or report early if it is apparent that the student is having difficulty with his work. This is not to be thought of as punishment, but rather as desire of the teacher to help you make the progress of which you are capable.

WITHDRAWAL FROM SCHOOL

A student who withdraws from Tecumseh High School must advise the office of his/her intentions through his/her parents. On the morning of the last day of attendance, the student must report to the counselor's office to obtain a withdrawal slip. Each of the student's teachers must sign this slip for clearance. All school owned books or materials must be returned to the subject teacher who assigned them.

FINAL CLEARANCE IS OBTAINED IN THE MAIN OFFICE

GUIDANCE – SERVICES – COUNSELORS

Each student upon enrolling in Tecumseh High School will meet with the counselor and develop their schedule for their remaining school years. His scheduled plan will be college bound, academic scholars program, or the general education curriculum. These scheduled plans may be changed with the knowledge and approval of parents.

Each student is afforded the opportunity to visit with a counselor about problems with school or personal problems, which impact their school behavior, and their personal lives.

Secondary counseling services include academic counseling, personal counseling, crisis intervention, referrals and coordination with agencies and professionals outside the school setting, school testing program, career exploration, and post graduate planning.

In addition, the counselors are assigned duties such as helping with enrollment, drop and add, enrolling new students, figuring honor rolls, etc. Students should always feel free to talk with counselors about future goals and methods of obtaining those goals. Parents should feel free to contact the school counselors at 598-3515.

CLASS BEHAVIOR:

Responsible, Respectful and Safe Please refer to our Behavior Matrix for expectations in all areas of school.

When you enroll in classes you assume the following obligations:

- 1) To be present and on time each day.
- 2) To be in your seat before the last bell rings.
- 3) To complete each assignment on time.
- 4) To give all your attention in class.
- 5) To participate in all class activities.
- 6) To be respectful and cooperative.
- 7) To bring the necessary equipment to participate in class

SEVERE ILLNESS OR ACCIDENT POLICY

All illnesses or injuries should be reported to the teacher and to the building principal immediately. In the event a student becomes ill or is injured during school time the school will take the following measure:

- 1) Make every attempt to contact parent or guardian.
- 2) In life threatening situations and we are unable to contact the parent or guardian and medical attention is deemed necessary an ambulance will be called and the student taken to the hospital.
- 3) Contact the school nurse.

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 STUDENT'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 STUDENTS AND/OR SENT WITH STUDENTS 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 STUDENTS ESPECIALLY IF THEY ARE RIDING A BUS OR PUBLIC TRANSPORTATION.** STUDENTS CAN TAKE ONLY EMPTY CONTAINERS HOME. **The school supplies no medication to be taken internally.** We do 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.

FIRE DRILLS /TORNADO DRILLS /EMERGENCY EVAC.

Tecumseh High School conducts Emergency Drills in accordance with Oklahoma Laws. Procedures are posted in each room. Anytime alarm sounds students know an emergency exists.

The fire alarm is repeated ringing of uneven siren blast accompanied by flashing lights. Students and staff are to go as directed to the nearest exit and a distance of 100-300 feet from the building. Do not reenter until the building is announced clear. Teachers will account for students and stay with them.

Tornado Drill is a long and continuous bell sound. Procedures are posted in each room. Other emergency situations are handled on the Public Address System.

In an event an emergency does not require building evacuation, a code word will be announced by intercom for teachers to move students away from windows and line of sight and to lock their doors. If evacuation of the building is necessary, the fire drill procedure will be utilized. Students are to be assembled in a designated area with their teacher outside the building and teachers will call roll. No student will be released to parents without clearance. First aid stations will be located at the Alumni Center or the AgEd Building. If complete area evacuation is necessary, all staff will accompany students to the City Park area and then as necessary, to the Middle School parking lot. All cars are to remain parked pending instruction. First aid will be located at the triage area. All requests from media persons are to be directed through the Principal's office. The transportation director will furnish bus transportation upon request as needed. The Principal's office or the Superintendent's office will notify parents where they may pick up their students.

LOCK DOWN NOTICE/DRILL

In the event of a lock down, students are to follow the directives of the staff members in their immediate areas. Designated teachers are to check exterior doors to make sure they are locked and secure. **Under no circumstances should classroom doors be opened during a lock down.** Students and staff in open areas of the building are to move to a secure area immediately. An announcement will be made over the intercom when the need for the lock down no longer exists.

CUSTODY ARRANGEMENTS/PROTECTIVE ORDERS/RESTRAINING ORDERS

It is the responsibility of the parent/guardian to notify the school in writing of any special court orders, changes in custody, or directives in regard to student safety or sign-out procedures. The school will not be responsible for violations if copies of court orders are not on file. It is the responsibility of the parent or guardian to provide the school with court documents as they become current. The custodial parent and/or official guardian have the right to information pertaining to their students.

CELL PHONES/ ELECTRONIC DEVICES /ETC.

Electronic devices like Cell phones, headphones, radios, handheld games, etc. are great fun for the students but they have no place at school. Besides being a disruption to the class, they are too expensive to have broken or stolen. The school cannot be responsible for them. Please leave the electronic devices (including headphone type) at home (these may be confiscated). Use of **cell phones**, and other electronic communication devices are prohibited within the building, except for our designated areas where they may be used at teacher discretion and as a research tool. (These devices may also be confiscated). The use of cell phones and/or camera phones for cheating or taking inappropriate or obscene pictures such as in restroom, locker rooms, etc. will be dealt with harshly. Discipline will range from Detention to

Out-of-School Suspension depending on the severity of the infraction. Law authorities may be contacted.

LOCKER CARE/INSPECTION

In order to maintain and keep our lockers and hallways looking good only tape and signs with removable adhesive will be allowed on or in lockers. Decals, bumper stickers, and anything with a permanent adhesive back will not be allowed. We recommend that a lock be used to secure the belonging in your locker. All student lockers, desks, and other school property are subject to periodic inspection. Students have no privacy concerning lockers, desk, or other school property. The school and the student are in joint ownership of a locker and we expect only books and school materials to be stored there. If students would like to request a locker, please see the main office secretary.

TEXTBOOKS or TECHNOLOGY AND FEES

Textbooks and Chromebooks are provided for each student through the use of general fund and state textbook monies at the beginning of each year. Students who lose or damage a book while it is checked out to them will be expected to pay for it. Should a student's lost book be returned after he or she pays for it, a refund will be made.

OPEN CAMPUS

- 1) Students have the responsibility of maturely handling the freedom afforded by an open campus.
- 2) Students must return from lunch promptly at the end of their lunch period.
- 3) Students who leave the building **ARE EXPECTED TO LEAVE THE SCHOOL PREMISES, INCLUDING THE PARKING LOT. STUDENTS ARE RESPONSIBLE IF OFF CAMPUS ACTIVITIES AND BEHAVIOR HAS NEGATIVE CONSEQUENCES. THESE SITUATION MAY INVOLVE LAW ENFORCEMENT OR CITATIONS. STUDENTS WILL BE HELD RESPONSIBLE FOR ACTIONS AND BEHAVIOR CHOICES DURING LUNCH IF THEY REMAIN ON CAMPUS AT LUNCH.**
- 4) Students with release time going to Library, etc. must stay there the whole time.
- 5) Loitering in the halls or around the building will not be permitted.
- 6) Students remaining on campus are expected to be in the commons area, bus depot, inside and outside the Alumni Building and they may be in the areas outside where there are benches.

7) There will be no food delivery by outside organizations during lunch or throughout the day. This is in the best interest of the safety of students in our buildings.

INTERFERENCE WITH PEACEFUL CONDUCT

It is the policy of the Board of Education to encourage the prosecution of any person who commits any act that may interfere with the peaceful conduct of school activities.

The Superintendent of Schools has the authority to file charges against any person who commits an act, which interferes with the peaceful conduct of school activities.

The Superintendent of Schools has the authority to file charges of trespassing against any person who enters the school grounds and/or school buildings for the purpose of committing any act, which interferes with the peaceful conduct of school activities.

The Board hereby encourages the prosecution of any person who commits assault, battery, or assault and battery upon the person of a school employee or student or threatens and places an employee or student of the public schools in immediate fear of bodily harm while the employee or student is in the performance of his/her duties as a school employee or student.

DISCIPLINE AND STUDENT CONDUCT

Administrators and teachers have authority over Tecumseh students at all times during the school day and at all school sponsored activities, whether in Tecumseh or out of town or outside the normal school hours. All school rules and regulations are in effect during the times prescribed above.

The great majority of Tecumseh students are very cooperative and have a fine sense of responsibility toward meeting all their school obligations. It is our aim to help develop in each student high standards of self-discipline so that he will make the correct response without being supervised.

However, there are a few students whose action indicates that they are not as mature as they should be. They have not developed the self-discipline that is needed for good citizenship. Irregular attendance, frequent tardies and thoughtless conduct in various situations show this immaturity. Those students who have repeated offenses and who show no improvement in their conduct or attitude will be disciplined accordingly. (Examples of prohibited behaviors are listed in student rights and responsibilities in back).

The disciplinary measures listed below are alternatives available to teachers and administrators in the school. This in no way reflects the order or sequence that they will be used. Efforts to improve, attitude, frequency and degree of incidents will influence disciplinary decisions. Due process is guaranteed each student. Disciplinary action is at the discretion of the building principal according to guidelines established but could include:

- 1) Conference with student (parent may be called)

- 2) Suspension
- 3) Refer to other social agencies
- 4) In-school detention away from class
- 5) Additional assignments
- 6) Restriction to campus
- 7) Involve law enforcement
- 8) Counseling by teacher, counselor, administrator
- 9) Any other disciplinary action deemed appropriate under the circumstances.
- 10) Corporal punishment
- 11) Detention Hall
- 12) Review committee
- 13) Expulsion
- 14) Parental Conference
- 15) Financial restitution
- 17) City of Tecumseh Juvenile Court System

*An individual incident may result in a student being in violation of multiple infractions found in the student discipline code. Each infraction committed by a student during a disciplinary matter may receive an individual consequence.

EXPLANATION OF TERMS:

***DETENTION:** A period of time, other than class time, when a student is detained as a disciplinary measure. Detention assignments, when practical, should begin the day following the infraction. Failure on the part of any student to attend detention may result in further disciplinary action.

***VERBAL OR WRITTEN COUNSELING:** Verbal counseling means to orally address an inappropriate behavior. Written counseling means to send written notice to parents outlining an inappropriate behavior.

***BEHAVIORAL CONTRACT:** This is a written agreement between the student and teacher/administrator defining student behavior, and the penalties to be assessed if the student fails to comply with the procedures outlined in the contract.

***ALTERNATIVE SCHOOL:** The Alternative School for Tecumseh Public School is designed to provide an educational alternative to students who are being unsuccessful in the traditional class schedule and the traditional school day.

***IN-SCHOOL SUSPENSION:** (Short-term removal from classes) Students who are suspended from regular school programs may be assigned to the in-school suspension center. Students that refuse the in-school program can be suspended from school for as many days as the in-school suspension penalty, but they will still be required to serve the original in-school suspension days before returning to school. The primary purpose of this program is to allow most student offenders to remain in school and keep up academically while being disciplined.

***EMERGENCY SUSPENSIONS:** If the student poses an immediate threat to himself, others, school property or the tranquility of the school, he or she will be suspended immediately with a parent conference following.

***SUSPENSION:** (Removal of a student from school and all school functions for a specified period of time). The principal or his/her designee may suspend a student(s) for varying lengths of time depending on the infraction(s). A student can be suspended from one day to maximum of two semesters. Parents or legal guardians of the student will be notified by mail and verbally, when possible, of the suspension. Students who are on suspension will not be allowed to attend any school function during the suspension.

***DUE PROCESS:** Due Process means the student has the opportunity to inform him/her of the provisions of these policies or of other school regulations or procedures. The student is informed of the provisions allegedly violated and has sufficient opportunity to give his version of the alleged violation. He also has the right to appeal to the Board of Education.

***PROBATIONARY ATTENDANCE:** Probationary attendance is assigned to a student that has a habitual truancy problem.

***Juvenile Court System:** The City of Tecumseh has established a Juvenile Court System, which works in conjunction with the school and with the City. Community service and fines are assessed.

***REINSTATEMENT:** Reinstatement after a suspension from school or classroom results when the principal or his 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 after a parental conference, which will include the school personnel involved.

***HAZING:** As per Oklahoma Statute Section 1190 of Title 21: No student organization or any person associated with any organization sanctioned or authorized by the governing board of any public or private school or institution of higher education in this state shall engage or participate in hazing. "Hazing" means an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanction of the public or private school or of any institution of higher education in this state.

***ASSAULT/BATTERY/FIGHTING:** Intentional creation of a reasonable apprehension in the mind of the victim of imminent bodily harm. Assault includes verbal threats. Battery: Offensive, un-consented touching of another's person. Battery includes fighting and throwing objects.

***BULLYING:** Harassment, intimidation, and bullying are strictly prohibited at school by the Tecumseh Public School District. Students violating the prohibition set forth in this policy shall be subject to and all disciplinary measures the district deems appropriate. "Harassment, intimidation, and bullying" include, but are not limited to, a gesture or written, verbal or physical act that is reasonably perceived as being motivated by a student's religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status or any distinguishing characteristic. "At School" means on the school grounds, in school vehicles, at school sponsored activities, or at school sanctioned events.

***CORPORAL PUNISHMENT:** Corporal Punishment is a possible discipline consequence and is a policy of Tecumseh Public Schools. A corporal punishment policy document is provided to the parents and students at enrollment and at that time parents make the school aware of their preferences about using that policy with their student. Parents may request that corporal punishment not be administered to their student. Parents shall not be allowed to administer swats as punishment for school discipline on school premises. The Principal or Assistant Principals must administer corporal punishment. The policy requires that a certified faculty member be present to witness when swats are administered to students. Corporal punishment may be one of the alternative choices given to students for disciplinary measures. Corporal punishment may be a consideration when a student is facing consequences in connection with a second or third offense under the discipline outline.

DISCIPLINE POLICY

Nothing in this discipline policy shall be construed to deny the student's right to fair and orderly hearing, appeals, counsel and due process in cases, which may end in suspension or expulsion.

The principals and their designees in a manner, which they deem just, shall interpret this schedule given the circumstances of the individual case. Appropriate action will be taken. Additionally, administrators shall have the authority to enforce other reasonable disciplinary action, which they find warranted by situations not covered in the disciplinary action schedule.

NOTE: Students assigned in school or out of school suspensions, will be referred to their respective counselors.

The student will accept the discipline prescribed by the teacher or principal. A student who does not accept prescribed punishment will be subject to suspension from school. The student may be required to bring parent to the Principal's office after the suspension to be re-admitted to school. Complete details are outlined in the student's rights and responsibilities handbook. A list of behavior guidelines and subsequent discipline actions is posted in each classroom.

CHEMICAL SUBSTANCE ABUSE POLICY

Use, distribution, and/or possession of alcohol, illicit drugs or other chemical substances are positively forbidden on school property at anytime by anyone. The use of these substances is forbidden on any trip or activity associated with the school such as field trips, athletic events, etc. Violators are subject to disciplinary action including suspension from school.

Alcohol and/or drug abuse shall be defined as sale, possession, use and/or being under the influence while under the supervision of the school or in attendance at any school related function, of non-intoxicating beverages, alcohol, controlled dangerous substances or any compound, liquid, chemical narcotic, drug, vegetable, fruit, or other substance which:

- I. Includes, but is not limited to gasoline, glue, fingernail polish, white out, etc. or some other solvent releasing toxic vapors.
- II. Causes or can cause conditions of intoxication, inebriation, excitement, elation, stupefaction, paralysis, irrationality, dulling of the brain or nervous system, or otherwise changes, distorts, or disturbs eyesight, thinking process, judgment, balance or coordination of an individual.

Any case involving the possession and misuse of narcotics and/or dangerous drugs will be reported immediately to the principal or school official in charge. Any student under the influence of alcohol and/or drugs will be immediately removed from contact with other students. The principal will contact the parent or legal guardian. After proper notification, if the parent or guardian cannot or will not come to the school, a letter will be sent to him describing the circumstances. (See current policy):

- A) The student may be suspended from 5 days to full semesters.**
- B) Student may be required to attend in-school or out-of-school counseling sessions. Proof of counseling out-of-school may be required. (See current policy)**
- C) The Abel Commission or law enforcement may be contacted with a report of the incident**

TOBACCO/VAPES/E-CIGARETTES

Tobacco, Alcohol, Drugs (including electronic cigarettes or vaping paraphernalia,“ turkey drugs”/false representation of a drug substance)- - Tobacco, in any form will not be allowed on Tecumseh School grounds by any student. Violators will be subject to disciplinary actions and actions of law officials. See Infractions and Discipline List. Any student who intentionally sells, gives, possesses, uses, or is under the influence of illicit drugs, narcotics, alcohol, or tobacco products in or on school property, including buses or at the bus stop. SB 33 added vapor products to the list of items prohibited on school property and at school sanctioned events. All E-cigarettes and vape products/paraphernalia will be treated as tobacco, unless they contain THC.

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.

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

| | | |
|---|--|---|
| | by administration. | additional consequences as assigned by administration. |
| Tobacco Products including vapes and e-cigarettes | <p>1st Offense: Suspended 5 days and completion of a school-provided prevention program.</p> <p>2nd Offense: Suspended 10 days and parent conference with re-entry plan.</p> <p>3rd Offense: Suspended for 45 days</p> | <p>1st Offense: Suspended for 45 days</p> <p>2nd Offense: 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.

SKATEBOARDS/LONGBOARDS, ETC.

Due to risk of injury and for other safety reasons, no form of skateboard or longboard will be permitted on school property. They will also be banned from being brought onto school transportation such as the bus.

DEFACEMENT OF SCHOOL PROPERTY/VANDALISM/ARSON

Any student who defaces or vandalizes any school building, property, or bus, or writes anything profane or obscene, or draws any lewd pictures on school premises shall be liable to suspension, expulsion, or other punishment befitting the offense. Defacing or destroying property belongings 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. This will be determined by administrative decision.

SUSPENSION FROM SCHOOL

Suspension of a student from Tecumseh High School is a very serious disciplinary action, which is taken after all other attempts to correct a student's serious misconduct have failed. The offenses, which may require suspension, could vary in seriousness. Suspension may result as a consequence of chronic misconduct or a single serious offense. Suspension from the regular

school day also means that the student serving the suspension is not allowed to attend school sponsored events or activities during the time of the suspension. It is the responsibility of the administration of Tecumseh High School to determine the necessity of suspension of any student who jeopardizes the educational atmosphere of the school, or so causes other students to be deprived of their right to education opportunities.

Before suspending a student, the principal will attempt verbal contact with the parent or guardian to discuss the offense and the procedure of suspension. The parent or guardian will be provided instructions as to any appeal process. No student will be reinstated until a parent conference is held with the principal. The conference with the parent will also provide the parent and student with information about how their work will be prepared and provided while they are serving their suspension time. See the student rights and responsibilities handout for more detailed explanations of the suspension procedure, including possible actions warranting suspension.

Long Term Suspension is terms used if the time of suspension is to run longer than nine days. Suspensions that are for 10 days or more, the students will continue their instruction in a virtual school setting. The long term suspension can last until the end of the present school year or a maximum of two terms (a full school year). The offense warranting long term suspension would have to be of a very serious nature. Students who are suspended do not participate in extracurricular activities for the duration of their suspension.

SUSPENSION FOR CAREER TECH (GCTC) STUDENTS

Enrollment in Career Tech is based on the same graduation requirements as enrollment in the home school campus. Credit given for classes taken is recorded on the high school transcript. Career Tech classes are simply an extension of the home school campus. Abiding by the stated regulations on behavior and attendance is expected. The student represents Tecumseh High School. **Therefore, a student suspended from Career Tech will also be suspended from the home school program. Likewise, home school suspension will include suspension from Career Tech.**

Savage Time/DETENTION

Any student may be assigned to detention for an infraction of school regulations, correctives, make-up work, poor grades etc., which will be served during detention period. Teacher/ classroom assigned Savage Time will be served with the individual assigning teacher. Students may be assigned lunch detention for behavioral infractions. Savage Time is for learning.

FAILURE ON THE PART OF ANY STUDENT TO ATTEND Savage Time WILL RESULT IN FURTHER DISCIPLINARY ACTION AND ASSIGNMENT TO IN SCHOOL SUSPENSION CONTINUED FAILURE TO SERVE WILL RESULT IN OUT OF SCHOOL SUSPENSION.

IN-SCHOOL SUSPENSION PROGRAM (ISD)

The In-House Suspension program for Tecumseh Schools is designed to provide an educational alternative for suspended students. This program enables a student to continue their education while planning for re-entry into their regular class environment. A teacher will staff the program.

If a student is in ISD and we have an "out of school" day for weather or other reason, that day will not count.

The In-House Suspension classroom is located at the Middle School and has a room capacity for 10 – 15 students. The program is designed primarily for students of middle school and high school age. Student's placement in the In-House Suspension program must come from the building principal.

The referring principal is to contact the In-House teacher to make arrangements for the student's placement in the program. The In-House Suspension program is designed primarily for short term, approximately 3 to 5 days detention. However, students may be placed there longer under special circumstance. Students cannot participate in extra-curricular activities for the duration of their time in ISD.

THREATS

Threats to harm another person are not allowed in Tecumseh Public Schools.

Threats of violence (add definition). This behavior may result in a student safety assessment in addition to the assigned consequences.

1st - Suspended or ISD for 3 days

2nd - Suspended 5 days

3rd - Suspended 10 days

Terroristic Threat (Georgetown law) to kill or cause severe bodily harm ... this behavior will trigger an automatic student safety assessment in addition to the assigned consequences. - suspended 45 days and possible change of placement.

BOMB THREAT PROCEDURES

Persons involved in such activities (whether it is a verbal, written, or electronic, (etc.) threat) are considered acting in a criminal manner and therefore are subject to charges being filled against and prosecution pursued.

PROCEDURE:

- 1) Building evacuated by fire drill routes
- 2) Authorities notified – Police and Fire Depts.
- 3) Trace the call
- 4) Person involved prosecuted
- 5) Report each incident to central school office

There will be approximately four drills throughout the year. The safety areas and evacuation procedures are in conspicuous places, every classroom, hall and meeting area. Tornado warnings will be a long and continuous bell. Repeated ringing of five short bells will indicate fire warnings.

SEARCH PROCEDURE

For the general safety and well being of the entire student body, we want this environment to be free of drugs, alcohol, other intoxicants & weapons. Lockers, book bags, motor vehicles, and etc. maybe searched indiscriminately by school officials if we have reason to believe something out of the ordinary is being stored there. The school and the student are in joint ownership of a locker and we expect only books and school materials to be stored there.

Personal property lost or damaged at school is not the responsibility of Tecumseh High School.

We believe that all students should be free from unreasonable search and seizure by school officials. However, the superintendent, principal, teacher, and security personnel shall have the authority to search a student and a student's property when there is reasonable suspicion (cause) for such searches. The superintendent, principal, or authorized/designated personnel of this school may detain and search any student or students on the premises of the public school, or while attending, or while in transit to, any event or function sponsored or authorized by the school under the following conditions:

1. When any authorized personnel has reasonable suspicion that the student may have on the student's person or property alcohol, dangerous weapons, controlled dangerous substances as defined by law, tobacco products, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be a disruption of school operations or in violation of student discipline rules.
2. School lockers and school desks are the property of the school, not the student. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas, or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.
3. The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.
4. Authorized personnel conducting a search shall have authority to detain the student(s) and to preserve any contraband seized.
5. Any searches of students as outlined herein will be conducted by an authorized person who is of the same sex as the person who is being searched and shall be witnessed by at least one other authorized person. The witness will be the same sex as the student when practical.
6. Strip searches are forbidden. No clothing except cold weather outer garments will be removed before or during a search except in accordance with a properly authorized search warrant.
7. Items that may be seized during a lawful search, in addition to those mentioned in paragraph one above, shall include but not be limited to any object, instrument, or

material commonly recognized as unlawful or prohibited. For example: switchblade or material commonly recognized as unlawful or prohibited items. Such items, or any other items which may pose a threat to students, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.

8. Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlawful or prohibited items may be suspended by the principal for a period of one semester, up to the length of both semesters, or as prescribed by law. Such suspension may be in addition to any civil or criminal liability.

9. A student suspended as a result of this regulation may appeal the suspension by making contact with the superintendent at the local Board Of Education building at 1301 E. Highland Street in Tecumseh.

10. School personnel will strictly obey all constitutional rights. The school will comply with all existing laws dealing with searches in a public educational facility.

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.

ASSAULT ON A SCHOOL EMPLOYEE

A school employee shall mean any duly appointed person, employed by or employees of a firm contraction with the Tecumseh Public School system for any purpose, including such personnel not directly related to the teaching process and board members during board meetings. Every person who, without justifiable or excusable cause, knowingly commits any assault, aggravated assault, battery, or aggravated battery upon the person of a school employee is punishable by imprisonment and/or fine pursuant to 70 O.S. Section 9-113.

Felony Charges

Student participation in and/or attendance at extra-curricular activities and school-sponsored events is a privilege rather than a right. Therefore, if a student is charged with a felony, the school administration will review the circumstances of the pending felony charge and determine if the student subject to felony charges will be allowed to participate in or attend extra-curricular activities and/or school-sponsored events. The school administration will give particular weight to whether the felony charges relate to actions involving another student or students and the

impact on the school environment. If the school administration determines that a student with pending felony charges will not be allowed to participate in and/or attend extra-curricular activities and/or school-sponsored events, the administration shall communicate the decision to the student and/or the student's parents/guardians in writing.

SEXUAL HARASSMENT OF STUDENTS OR STAFF

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. 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. The policy of Tecumseh Public Schools prohibits sexual harassment, as defined by Title 9, of employees or students.

For this 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 a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.
- C. Writing graffiti, which names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately.
- D. Any of the aforementioned conduct, which effectively deprives a student of access to educational opportunities or benefits provided by the school.

I. Specific Prohibitions

A. Administrators and Supervisors

- 1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
- 2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.

III. 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.

1. 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 investigating 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 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 students 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 VII of the Civil Rights Act of 1964

42 U.S.C. 2000e-2

29 C.F.R. 1604.1, et seq.

Students may obtain claim forms in the Principal's Office, the Counselors' Office, or the School Library. These claims

should be turned in to the Principal's or Counselor's Office and will then be forwarded to the District Grievance Compliance Officer.

SAFE SCHOOLS ACT (1996)

Under the terms of the Safe Schools Act, schools are required to report serious violations of school discipline policy are reported to juvenile authorities or/and the police. These violations include possession and sale of or transfer of alcohol, drugs, stolen property etc., and possession of weapons, assault etc.

In addition to transcripts and attendance records, student discipline records will be sent to the district or school to which the student may transfer. Tecumseh High School will receive discipline records from other schools for students transferring to our school. The confidential Safe Call number for reporting circumstances, which may affect the safety of the schools, is **1-800-SAFE-CALL (723-3225)**.

VIDEO SURVEILLANCE CAMERAS

All students, parents and staff are advised that as a public school facility, students, staff, parents and building visitors do not have a right to expect privacy in connection with their actions and activities while in, on or about the school facilities. In an effort to increase school district security, provide greater safety for students, staff and building visitors, and to reduce vandalism and theft, many areas of the high school campus, both internal and external shall be subject to observation and monitoring by video cameras. The tapes of such observations shall be available for use by the school district and its administrative staff, if necessary to enforce the law and the provisions of school district policy. Any questions should be addressed directly to the building administration.

SCHOOL RESOURCE OFFICER

As a result of our SAFE SCHOOLS PROJECT a School Resource Officer may be assigned to work with the faculty, staff and community members to ensure a safe school environment. The officer is available during the school day to answer questions and to work with students and parents in matters that may require police intervention. The officer has standard issue of a intermediate weapon (taser) and a deadly force weapon (gun). A listing of the City of Tecumseh Juvenile Court Program infraction and possible fines is listed below.

CITY OF TECUMSEH JUVENILE COURT PROGRAM

Juveniles receiving citations for offenses listed below will be required to complete a court program provided by the City of Tecumseh. The result of the following offenses will be a fine or community service or both. This fine could be \$275 or more and will be assessed and collected by the City of Tecumseh.

SEC. 10-703 Assault, battery, assault & battery

SEC. 10-704 Curfew violation

SEC. 10-705 Disorderly conduct

SEC. 10-706 Possession of alcoholic beverage

SEC. 10-707 Possession of non-intoxicating beverage

| | |
|---|---------------------------------|
| First Offense (with any impact, damage, or harm): | Suspended for 12 months or more |
| Second Offense (with no impact, damage, and/or harm): | Suspended for 90 days |
| Third Offense (with no impact, damage, and/or harm): | Suspended for 12 months |

Can involve police and Juvenile Court System.

GENERAL INFORMATION

- 1) Calendar events and transportation must be placed on office calendar week before the event. Events will be scheduled on a first-come, first-served basis.
- 2) No classroom parties can be held except by permission of the principal.
- 3) Public displays of affection are prohibited.
- 4) Any work done by the school secretary for classes and organizations must be approved by the principal.
- 5) Students are welcome and should feel free to visit school administrators.
- 6) All class or organization expenditures must come through the principal's office.
- 7) The principal must approve all school trips.
- 8) The principal must approve all school events such as dances, banquets, etc..
- 9) Fund raising will be limited except by special permission.
- 10) Food or drinks are allowed in the classroom by individual teacher discretion
- 11) Dishonesty in any form will not be tolerated.
- 12) Pupils are not permitted in the teacher preparation room at any times except as follows:

*Accompanied by a teacher

*Sent by a teacher. The student must knock on the door, if there is no answer, the student must find a teacher to accompany him/her into the room.

MARRIED STUDENTS

(Students not living with parents)

Married students will follow the same attendance guidelines as non-married students. They will not be required to have parental acknowledgement of illness, but they may be asked for doctors' statements if the illness causes too much absenteeism. The married student will also accept

responsibility for his/her own actions and must meet all published school rules for behavior, eligibility or graduation.

PREGNANT STUDENTS/STUDENTS WITH BABIES

Pregnant students have the right to continue with their participation in the public school program. Reasonable efforts made to insure that the educational program of all students shall be disrupted as little as possible. Pregnant students should advise a counselor so that any necessary adjustments may be considered. Any modifications to a student's normal school curriculum will be based upon the recommendation from the student's physician and school administration. Absences will be reviewed and discussed.

The high school setting is an academic, athletic and social atmosphere. Students who have babies and toddlers should not bring them to school for any stay longer than a short visit. A student should not have a baby, toddler, or child in a regular classroom setting. It is for the health and safety of our students and the health and safety of any visiting child that this rule is in place. Violators of this rule will meet with administration and the expectations of this rule will be reviewed with the student.

BUILDING USE

The High School, baseball park, dressing room and new gym can be used only for school-sponsored activities with school personnel present. The public, on a rental basis, can use the old gym, cafeteria and old baseball park with arrangements made through the superintendent or athletic director.

TELEPHONE CALLS

Students and teachers will be called from class to the office to answer phone calls only in cases of emergency. Otherwise the call will be returned between classes. Office phones are for school business and cannot be used by students as a general rule. Please call only for emergencies, as we want to keep class interruptions to a minimum, and please refrain from calling your students on their own phone during classroom hours. Students using the office phone during class time must have a pass from their teacher. Parents, please avoid calling your student on their personal cell phone during class times, in order to keep class interruptions to a minimum.

ASSEMBLIES

In all regular assembly programs student's behavior should reflect Savage Pride. Students will be dismissed by the public address system to attend assemblies. When the program leader comes to the platform or when the opening exercise begins, ALL TALKING MUST CEASE. Students should give their complete attention to the program. If you enjoy the program, express your appreciation by a good round of applause. Booing or whistling will be considered inappropriate behavior during assemblies.

FLOWERS AND BALLOONS

Should you need to deliver a gift to school please make the delivery to the building principal's office between 2:45 and 3:05 p.m. The school cannot accept delivery any other times of the day. The office will make contact with the student or employee immediately so they will know to

pick the gift up after school. Students will not be allowed to ride school buses with flowers and balloon arrangements for safety purposes. Thank you for your consideration in this matter as we try to provide the best educational environment possible. No "Door Dash" or similar deliveries are allowed at any time.

PROPERTY / LOCKERS AND LOCKS

The school provides lockers for each student. The office assigns the lockers. Students are to use only the locker assigned to them. The lockers are to be kept clean and in good repair. If the student is concerned about their personal belongings, they are urged to place a lock on the locker. The lock may have to be cut off if the student forgets the key/code, because that is no excuse for going to class without materials. Each student is responsible for his or her own property. Lost and found will be located in the office. The school reserves joint control over assigned lockers, including the right to search.

PROTECTIVE DEVICES

In accordance with state law, students participating in certain classes are to wear protective devices. Any student failing to comply with such requirements will be temporarily suspended from the class, and the restriction of a student from such a class may be cancelled by the principal for willful, flagrant, or repeated failure to observe the above requirement. Eye protective devices shall be worn in the following courses or departments in accordance with the State Law are:

Science Laboratories

Vocational Agriculture/Consumer Science

Sculpture and Ceramics Classes

Applied classes

INSURANCE

The school has no insurance to cover accidents, which happen on our grounds. Students are strongly urged to take out the low cost insurance coverage, which is offered early in the year. Many parents have policies, which cover the student as well.

Most buildings are not insured for loss or damage of personal items either. This includes band instruments or athletic equipment owned by the student and kept at school. The student should take their personal items home if they are concerned about their safety. The school tries to provide safe places to store items but unforeseen things can happen.

All students participating in any phase of the Tecumseh High School Interscholastic Athletic Program must be properly covered by an accident insurance program; or parents must have agreed in writing to assume the responsibility of medical bills.

1) Regular school program: Students may purchase insurance, which will cover all injuries sustained while at school or in any sport other than football. Twenty-four hour insurance coverage is also available.

2) Football program: The school insurance program provides special coverage for both junior high and senior high football, and it may be purchased for an extra premium.

3) Physical examinations: Students will not be allowed to participate in practice or in games without having a current physical examination on file. Physical is the responsibility of the athlete.

LIBRARY

The Tecumseh High School library is open for student use from 8:00 a.m. to 3:30 p.m. Food, drinks, gum and loud visiting are not permitted.

All materials will have the date due written on them. It is the student's responsibility to return borrowed materials on or before the due date.

A student assumes responsibility for a book when s/he checks it out. Lost and/or badly damaged books will be paid for according to replacement price.

During class time students may use the library for studying, reference, or to check out books. All students must have a hall pass.

Students not utilizing their time will be sent back to class.

COMPUTER NETWORK AND INTERNET

Students are responsible for good behavior on the school computer networks. Network storage areas may be treated like school lockers. The school reserves the right to review files and communications to maintain system integrity. Inappropriate network utilization may result in disciplinary action.

OFF CAMPUS INCIDENTS

Incident involving Tecumseh School students which occur off campus during the normal school day at times when the student should be in class or when classes are changing may come under review by law enforcement and/or administration. Students are provided transportation to and from classes or activities they are required to attend. Students are expected to use school provided transportation during the school day. Student misconduct during such times may result in that student's restriction to school transportation or other such disciplinary action as deemed appropriate by the school. Private vehicle use is not encouraged, but can occur. School sponsored activity transportation does not involve private vehicle use.

ROYALTY AND HOMECOMING PROCEDURES

The football and basketball homecoming queens will be chosen in the following manner: The senior players shall select three senior candidates and then each class of players 9-11 shall choose their class attendant. The student body then selects one of the three senior candidates by secret ballot popular vote. The athletic director and/or administrator count the ballots with results being secret until the actual coronation.

Escorts will be chosen by procedures already in place. No escort or queen candidate will be allowed to participate in homecoming events if they are: currently academically ineligible, currently ineligible due to disciplinary reasons, or currently serving ISD or OSS.

Once a queen is chosen in a sport, she may not be a queen again.

The coach of the particular team shall choose the team member who crowns the queen. **The traditional kiss will be prohibited.** This will be the policy for all coronations and sweethearts. Other organizations will follow their established procedure for selection.

STUDENT ORGANIZATIONS

There are several excellent student organizations on campus. We strongly encourage our student body to get involved with one or more of these. An orientation explaining the different organizations will be held early in the year before the organizations have their meetings so students can have an opportunity to join. There is a list of the organizations and the sponsors in your handbook.

GUEST SPEAKERS

Speakers occasionally come to classes or to address banquets or organizations. The principal and/or superintendent have the final approval of all speakers at the school or a school activity.

CONCESSION / SNACK AND DRINK MACHINES

Machines are available for your convenience. Machines are not to be used while classes are in session.

PLEASE DO NOT LITTER.

FREE AND REDUCED LUNCHES/FREE BREAKFAST

Students who are eligible will receive free or reduced price lunches from the school cafeteria. Students who feel that they may be eligible for this benefit should obtain an application form from the counselor's office or main office. Forms must be filled out each year. Breakfast is available free of charge to all students in the cafeteria every morning.

SCHOOL SPONSORED ACTIVITIES

These rules are made by the student council and the administration for the protection of school facilities and other students and pertain to school-sponsored dances and activities.

Ø All presently enrolled students at THS are eligible to attend unless they have been suspended from school or other disciplinary action prohibits them from attending.

Ø All out-of-school guests must be signed up in the office during the week of the dance or activity.

1. No exceptions will be added after deadline
2. Each student must sign his name and the guest's name

3. No guest who is enrolled in a grade school will be permitted to attend
 - i. A THS student who brings a guest will be responsible for the guest's behavior
- Ø No refunds will be given. After gaining admittance to the dance or activity a student may not leave the building and return to the activity.
1. If a student must leave the designated area, a sponsor must be in attendance or give permission.

ATHLETICS STARTING TIMES

Starting times for varsity athletic games vary from one sport season to the next. Students should check athletic schedules for starting times.

Students should check through the office for admission prices to athletic contests as they may change from one year to the next.

ACTIVITY SCHEDULING

Any activity to be scheduled on the school calendar must be scheduled by the sponsor through the activity director one-week before the event. The master schedule for the District is formulated early in the school year.

STATE REGULATIONS

Tecumseh High School is a member of the Oklahoma Secondary School Activities Association. Rules and regulations of this association will be strictly adhered to by all concerned in activities program.

Interpretations, which are questioned or perhaps not covered in these rules and regulations, may receive clarification by contacting the state office. Contact should be made only through the principal or activities director.

ACTIVITY CONDUCT

The conduct of a student involved in activities at Tecumseh High School is closely observed in many areas of everyday life. It is important that actions at all times be above reproach. The students should set the example for all students by following completely the policies set forth by the administration and individual sponsors.

On activity trips the student not only represents himself/herself, but also the community, the school, his/her sponsors, and parents, thus it is expected that all concerned will dress and behave in an acceptable manner. This will be left to the discretion of the sponsor. Any student

going to a school sponsored activity must travel to and from the event with the school group. The only exception to this rule is when the parent picks the student up at the contest or activity and receives permission from the sponsor in charge.

POOR SPORTSMANSHIP

Any student bringing discredit to the school, community, or organization while attending an activity, including but not limited to: theft, vandalism, alcohol, disruption, drugs, obscenities, verbal abuse, etc. will be ineligible to participate and represent the school in all extracurricular activities. The severity and extent of the infraction will determine the length of the time.

SPORTSMANSHIP

The following guidelines should be observed:

Remember that a student spectator represents his school the same as does the athlete.

1. Any spectator who continually shows poor sportsmanship may be requested not to attend future contests.
2. Unsportsmanship or unfair means are not to be used even when opponents use them.
3. Visiting teams are to be honored guests and rivals of the home team and should not be treated as enemies.
4. No action is to be taken or course of conduct pursued, which would seem unsportsmanlike or dishonorable if known to one's opponent or the public.
5. The rules of the game are to be regarded as mutual agreements, the spirit of which no honorable person would break. The stealing of advantage in sports is theft.
6. No advantages are to be sought over others except those in which the game is understood to show superiority.
7. Decisions of officials are to be abided by, even when they seem unfair.
8. Officials and opponents are to be regarded and treated as honest in intention. When players conduct themselves in an unbecoming manner, and when officials are manifestly dishonest or incompetent, future relationship with them should be avoided.
9. Good points in others should be appreciated and suitably recognized.

EXPECTATIONS OF SPECTATORS/STUDENTS

Remember that school athletics are learning experiences for students and that mistakes will be made. You would not ridicule a student who makes a mistake in the classroom; why is an athlete an exception?

1. A ticket is a privilege to observe the contest, not a license to verbally assault others and be generally obnoxious.

2. Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
3. Show respect for the opposing players, coaches, spectators and support groups. Treat them as you would treat a guest in your home.
4. Respect the integrity and judgment of game officials. Do not question an official's call.
5. Refrain from the use of any controlled substances (alcohol, drugs, etc.) before and during games and afterwards on or near the site of the event (i.e. tailgating).
6. Refrain from cheers which downplay the opponent or which use profanity or abusive language.
7. Refrain from the use of noisemakers including whistles, party horns, air horns megaphones, etc.
8. Refrain from booing or heckling the referees, players, or opposing fans.
9. Refrain from taunting opposing teams, fans, etc., name calling, laughing, pointing finger.
10. Respect individual players – eliminate name-calling, singling out individuals, and calling by individual names.
11. Refrain from reading newspapers, turning their backs, making disrespectful actions, yelling, throwing confetti, debris or ice, etc., littering, derogatory/disrespectful yells, chants, songs, and gestures; "goodbye", " air ball", "you, you, you", and "warm up the bus".
12. Refrain from yells that antagonize your opponents, yells that do not give recognition to the winner and refrain from a victory celebration on the playing surface.
13. Refrain from displaying anger, boasting, and antics which draw attention to you instead of the contest; doing you own yells instead of following the lead of the cheerleaders.
14. This list is not exhaustive of other things that may need attention as they arise.

PREPARING FOR A PANDEMIC

A pandemic can be defined as an outbreak of a disease for which the general population has little or no natural immunity. This can be spread easily within a school environment, and thus can cause a school district to have to close in a moment's notice.

Tecumseh High School will follow the guidelines of the federal, local and state government, as well as the CDC in order to maintain the safety of students and staff during the possibility of a pandemic outbreak. Some policies and procedures may require adjusting.

In the case of a school closure due to any sort of emergency, such as a pandemic, students will continue their education virtually using the existing learning management system already in place in Tecumseh Public Schools.

The most current and up to date communication will always be found on the TPS website at: Tecumseh.k12.ok.us

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.

SPECIFIC INFRACTIONS AND DISCIPLINE

***ALCOHOL**

| | | |
|---|--|--|
| Alcohol and Drugs* May include imitation drugs and/or any item intended to resemble an illegal drug. | 1st Offense Possession: 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. 2nd Offense: Suspended for 45 days 3rd Offense: Suspended for up to 12 months | 1st Offense Distribution: Suspended for 45 days 2nd Offense: Suspended for up to 12 months |
|---|--|--|

***ALTERING RECORD**

Changing school documents by any method

1st offense - 1 – 5 days in school suspension/

2nd offense – 5 – 10 days in school suspension

3rd offense – Suspension up to 2 terms

***ARSON** Intentional burning of property, etc.

1st offense – out of school suspension for up to 2 semesters
and restitution of damages –

Can involve police and Juvenile Court System.

***ASSAULT AND BATTERY**

An assault with an actual touching or other violence upon another.

1st offense – subject to arrest- 5 to 10 days out of school/Parent
Conference/Counseling Intake.

2nd offense – Involve authorities-subject to arrest/long term
suspension, 10 days to one term/Parent
Conference/Counseling Intake

3rd offense – Suspension up to two terms

***BULLYING, HAZING, & HARASSMENT**

Any willful act done by a student, either individually or with others to another student for the purpose of bullying or subjecting the other student to indignity, humiliation, intimidation, physical abuse, or threats of abuse. This includes any gesture, written or verbal, expression, or physical act that a reasonable person should know will harm another person, damage another's property, or insult or demean another in such a way as to disrupt or interfere with the District's educational mission. (Cyber bullying can fall under this area. Using the internet as in a negative manner to harm the mental or physical well being of another student, all students, adult, or school employee can also carry with it disciplinary actions under this rule.)

1st offense – verbal conference with student/refer to Counselor/or move to next offense consequences determined by the severity of the situation.

2nd offense – 1 – 3 days in-school suspension

3rd offense – 3 – 10 days out of school suspension

4th offense - Out of school suspension up to a one year

Can involve police and Juvenile Court System.

***CELL PHONES/ELECTRONICCOMMUNICATION DEVICES**

Tecumseh Public Schools is a 1:1 district. Each student will be checked out a device on loan each year for use in the classroom and for homework. For the TPS Technology Usage Agreement, please see our district website. There is no legitimate expectation of privacy when using the school district's technology.

Regarding personal devices, the use of communication devices (cell phones, etc.) is permissible in designated areas at appropriate times. The use of phones and electronic devices in prohibited areas and situations result in the school making contact with parents and device will be confiscated.

1st offense – verbal warning/confiscated

2nd offense – 1 day of Detention

3rd offense – 1 day of ISD

4th offense – 2 days of ISD

5th offense – 3 days of ISD

6th offense – 1 day of Out-Of-School Suspension/Turn phone into the office every morning for the rest of the school year.

7th offense – 1 – 3 days of Out-Of-School Suspension/No cell phone will be allowed at school specific to the student in question.

Also, any refusal to turn in cell phones to adults or instructors when violations of cell phone policies have occurred will result in disciplinary action.

1st offense–Verbal / 1-5 days in school/out of school suspension

2nd offense – 3-10 days in school/out of school suspension

3rd offense – Up to one term or possibly two terms out of school suspension

***CELL PHONES OR TECHNOLOGY USED FOR THREATS OR FOR DISTRIBUTION OF PORNOGRAPHY OR VIOLENCE**

The use of communication devices to make threats, challenges, or to make invitations to fight OR for sending pictures, videos, or texts that are threatening, violent, or pornographic (involving nudity or ludeness) is prohibited by school policy. Also, any refusal to turn in cell phones to adults or instructors when violations of cell phone policies have occurred will result in disciplinary action. (Cyber bullying can fall under this area. Using the internet as in a negative manner to harm the mental or physical well being of another student, adult, or school employee can also carry with it disciplinary actions under this rule.)

1st offense–Verbal / 1-5 days in school/out of school suspension

2nd offense – 3-10 days in school/out of school suspension

3rd offense – Up to one term or possibly two terms out of school suspension

Can involve police and Juvenile Court System.

NOTE: Use of technology in a manner that generated unkindness toward others, ill will toward other students, or creates problems at school, whether the message originated at school or not, can be under review by school officials and law enforcement, with the possibility of legal and disciplinary actions resulting from the findings of the investigation. Discipline actions can be up to a two term suspension

***CHEATING/PLAGIARISM**

Using material not allowed during test, copying from another, securing copies of test, securing answers in advance of test or the use of another's work as your own. This also includes cheating that might occur with the assistance of cell phones or electronic devices. (see plagiarism policy, pg. 83)

1st offense – "0" on material, loss of opportunity and 1-3 days

detention/Savage Time with parent called or

2nd offense – "0" on material, loss of opportunity and 3-5

days in-school suspension

3rd offense – "0" on material, loss of opportunity and 5-10 days in

school suspension

***CLASS DISRUPTION/DISORDERLY CONDUCT/INAPPROPRIATE AND DISRESPECTFUL BEHAVIOR**

Behavior of student becomes disruptive to the educational welfare of the class or environment. This includes non-participatory behavior such as sleeping in class or refusal to work or participate with reasonable requests.

1st offense – Conference with the principal/removal from class /

possible detention

2nd offense – 1 – 5 days detention

3rd offense – 1 – 3 days in-school suspension (parent conference)

4th offense – 3 – 5 days in-school suspension (parent conference)

5th offense – 3 days – out-of-school suspension

***DRESS CODE** Violation of dress code occurs when students wear clothing in a fashion or manner that violates the dress code guidelines listed in this agenda. Clothing should not be revealing, showing cleavage, buttocks, undergarments, etc. Any attire in question can be referred to administrator, counselor or staff member.

1st offense – Conference, change clothing or article in question

2nd offense– Student could be sent home, call parents, change article , confiscate article.

3rd offense – 1-3 days of detention

4th offense – Parent conference and administrative discretion.

***DRUGS** Use, possession and/or under the influence or distribution and/or selling of any unauthorized drugs or any substance appearing as a drug. (Refer to Chemical Substance Abuse Policy). This includes the use of cell phones or social media to distribute substances.

1st offense – 5-45 days in school/out of school suspension

2nd offense – 45-90 days out of school suspension

3rd offense – Up to two semesters out of school suspension

Can involve police and Juvenile Court System.

***DRUG PARAPHERNALIA** Use, possession, or distribution of any article related to use of drugs or turkey drugs.

1st offense - 1-5 days in school suspension

2nd offense – 5-10 days in school suspension

3rd offense – suspension out of school for up to one semester

Involves police and Juvenile Court System.

***EXPLOSIVE DEVICE**

Use, verbal or written threat of, possession or distribution of fireworks or other explosive devices out of school suspension/In-school suspension – In school/out of school suspension. Student may be suspended for the remainder of the current year or a maximum of two terms. **Involves police and Juvenile Court System**

***FAILURE TO SERVE DETENTION/Savage Time** – Failure to serve detention within the required time period

1st offense – Double detention

2nd offense – 1 – 3 days in school suspension

3rd offense - 3 – 5 days in school suspension

4th offense - 5 – 10 days in school suspension

***FIGHTING**

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 Offense: Suspended for 3 full days and completion of reentry plan
Second Offense: Suspended for 5 full days
Third Offense: Suspended for 10 or more days

Police can be involved and arrests may be made. Involves Juvenile Court.

***FORGERY** Writing and using the initials / signature of another person

1st offense - 1 – 3 days of in-school suspension/

2nd offense – 3 – 5 days of in school suspension

3rd offense – 5 – 10 days in school suspension

4th offense – Out of school suspension up to one term

***GAMBLING** Betting, bartering, cards, dice, etc., & can involve trade of money, merchandise, favors, etc.

1st offense – 1 – 3 days detention

2nd offense – 1 – 3 days in-school suspension

3rd offense – 1 – 3 days out of school suspension

***GANG ACTIVITIES/CULT**

Gang or cult activities are prohibited. Gang activities include being involved in-groups, which cause disruption, intimidation, gang paraphernalia, graffiti, dress, symbols & signs (written, drawn, emailed, hand gestures, hand shakes, etc.) or being involved in organizing such a group.

1st offense - 1 – 10 days detention or move to second offense

2nd offense – 1 – 3 days in-school suspension

3rd offense - 3 – 10 days out of school suspension

4th offense – Suspension up to one semester

Can involve police and Juvenile Court System.

***INSUBORDINATION OR DISOBEDIENCE**

Refusal to comply with a reasonable request from staff, faculty, school personnel, adults, etc. This could include non-completion and non-cooperation of ISD work.

1st offense – 3-10 days detention or 1-3 days in-school

suspension /

2nd offense - 3 – 5 days in school suspension

3rd offense - 5-10 days in school suspension

***LEAVING CAMPUS**

Failing to have proper authorization from parents or guardians and designated school personnel to leave campus at other times except the lunch period

1st offense - 1 day in-school suspension

2nd offense - 1 – 3 days in-school suspension

3rd offense - 3 – 5 days in-school suspension

4th offense - repeated violations may result in out of school suspension & reported to outside agencies.

Can involve police and Juvenile Court System.

***LITTERING**

1st offense - Warning

2nd offense - 1 Lunch Detention/School Community Service

3rd offense - 3 Lunch Detentions/School Community Service

4th offense - 1-3 days in-school suspension

***LYING** - Intentionally giving information to misinform or mislead. (This could include giving bogus or misleading information through the media, i.e. phone, internet, etc. An example could be to give the school information that is misleading about a student's absence or dismissal from school.)

1st offense - 3 – 10 days detention

2nd offense - 1 – 3 days in-school suspension

3rd offense - 3- 5 days in school suspension

***PROFANITY** - Use of obscenities (written or verbal, on clothing articles, ethnic, racial or sexual preference-based slurs, hate speech, etc.

1st offense - 3 – 10 days detention

2nd offense - 1 – 3 days in-school suspension

3rd offense - 3- 5 days in school suspension

***Pornography**-letters, notes etc. or obscene gestures). Photos, magazines, etc. with nudity.

1st offense – 1 – 10 days detention

2nd offense – 1 – 3 days in-school suspension

3rd offense - 3 – 5 days in-school/out of school suspension

4th offense - 5-10 days in-school/out of school suspension

***Indecent Exposure**-Mooning (showing a bare behind), flashing (showing private parts such as breast or private male or female anatomy), publicly urinating at a school event or activity, etc.)

1st offense – 1 – 10 days detention

2nd offense – 1 – 3 days in-school suspension

3rd offense - 3 – 5 days in-school/out of school suspension

4th offense - 5-10 days in-school/out of school suspension

***PUBLIC DISPLAY OF AFFECTION** –Intimate touching or kissing.

1st offense – Referral to counselor, conference

2nd offense – Conference with Principal, parent contacted

3rd offense – 1- 3 days in school suspension

4th offense – 3-5 days in school suspension

***RECKLESS ENDANGERMENT/DISORDERLY CONDUCT**

Engaging in an activity which causes (or might cause) physical harm, if a student creates a situation that puts others in a situation where injury would occur, or the creation of an unsafe situation can occur.

1st offense – 1-10 days of in school suspension

2nd offense – Suspension out of school for up to one semester

3rd offense - 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.

Can involve police and Juvenile Court System.

***SEXUAL HARASSMENT/ RACIAL HARRASSMENT**

This includes but is not limited to verbal & physical sexual advances or comments of a racial nature, demeaning comments (sexual or racial), writing graffiti with sexual or racial connotations, hate speech etc.

1st offense- verbal conference w/student or move to next offense

Consequences determined by the severity of the situation.

2nd offense – 1 – 3 days in-school suspension

3rd offense - 3 – 10 days in school suspension

4th offense – Suspension out of school up to one semester or longer

Can involve Juvenile Court System. PLEASE CONTACT ASSISTANT SUPERINTENDENT TO REPORT HARASSMENT OF ANY KIND.

***TAMPERING WITH FIRE ALARM SYSTEM OR VIDEO EQUIPMENT OR VAPE DETECTORS**

1st offense – 5 – 10 days out of school suspension/In School

Suspension

2nd offense – suspension out of school up to one semester –

Involves law enforcement authorities

***THEFT** Stealing / Pranking by taking property belonging to another student / Impermissible possession of another persons property.

1st offense – 1-5 days of in school suspension / restitution / police

involvement

2nd offense- 1-10 days of in school suspension/restitution/ police

involvement

3rd offense – Suspension up to one term / restitution / subject to arrest and being charged

4th offense- Suspension up to two terms / restitution/ police involvement

Can involve police and Juvenile Court System.

***TOBACCO** Use, possession, or distribution of tobacco (smoking, dipping, chewing), electronic cigarettes, and vaping paraphernalia.

| | | |
|---|--|--|
| Tobacco Products including vapes and e-cigarettes | 1st Offense Possession: Suspended 5 days and completion of a school-provided prevention program. 2nd Offense: Suspended 10 days and parent conference with re-entry plan. | 1st Offense Distribution: Suspended for 45 days 2nd Offense: Suspended for up to 12 months |
|---|--|--|

| | | |
|--|--|--|
| | 3rd Offense: Suspended for 45 days | |
|--|--|--|

Can involve police and Juvenile Court System and contact of Abel Commission.

***TRUANCY** Absence that was not approved by a parent, legal guardian and a school official (Compulsory Education Law of the State of Oklahoma, Section 196 of Title 10)

1st offense - 1 day in-school suspension

2nd offense - 1 - 3 days in-school suspension

3rd offense - 3 - 5 days in-school suspension

4th offense - repeated violations may result in out of school suspension & reported to outside agencies.

Can involve police and Juvenile Court System.

***VANDALISM/DEFACEMENT OF PROPERTY**

Defacing, damaging, or destroying property or belonging to the school, school personnel or other persons. Any act of vandalism will be reported to the Board of Education, the police, the district attorney, and the parent(s) or guardian(s) of the student.

1st offense - 1-10 days of in school suspension

2nd offense - Suspension out of school for up to one semester

3rd offense -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.

Can involve police and Juvenile Court System.

***VEHICLE VIOLATION**

Inappropriate use of a vehicle on school grounds (i.e. danger to self and others/reckless)

1st offense - 1-10 days detention or loss of driving

privileges/Principal conference

2nd offense - 1-3 days in-school suspension and or loss of

driving privileges.

3rd offense - 3-5 days in-school suspension and student not allowed to have a vehicle on school grounds for a specified amount of time.

***WATER SPRAYING AND SHOE POLISHING**

Water guns, water balloons, and any other spraying devices, shoe polish or any other graffiti type items on cars or windows

1st offense –Clean up and restitution & detention

2nd offense – 1 – 3 days in-school suspension

3rd offense – 3-5 days of in school suspension

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.

Other Weapons

Use of, verbal or written threat of, displaying, handling, transmitting and/or possessing any object that could inflict bodily harm such as 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 Offense (with no impact, damage, and/or harm): | Suspended for up to 10 days |
| First Offense (with any impact, damage, or harm): | Suspended for 12 months or more |
| Second Offense (with no impact, damage, and/or harm): | Suspended for 90 days |
| Third Offense (with no impact, damage, and/or harm): | Suspended for 12 months |

Can involve police and Juvenile Court System.

NOTE: If a student is determined to have threatened or attempted to use a dangerous weapon, or to have used a dangerous weapon, the student may be suspended for the remainder of the current year and the following term.

THE ADMINISTRATION RESERVES THE RIGHT TO PLACE A STUDENT ON AN ATTENDANCE OR BEHAVIORAL CONTRACT OR USE ANY OTHER ALTERNATIVE DISCIPLINARY ACTION (FOR EXAMPLE, ALTERNATE ACTIONS NOT LISTED MIGHT BE CORPORAL PUNISHMENT OR LUNCH DETENTION). * THESE PROBLEM AREAS ALSO VIOLATE STATE LAW. IN CASES OF SERIOUS OFFENSES, POLICE AUTHORITIES WILL BE CONTACTED.

Plagiarism Agreement

Definition—

Plagiarism is a form of cheating that involves submitting or presenting writing or work in a class as if it is your own words or work. Plagiarism can be when the writing or work submitted is completed by someone other than the individual presenting the writing or work for a grade. Another form of plagiarism is taking information from a source without referencing the original author. The last common form of plagiarism is copying an entire source, for instance an essay, and submitting it as your own work.

Plagiarism Vocabulary—

- **Citation—directly quoting or giving credit to another person’s work or ideas within your own work.**
- **Copyright—the legal right given to a person for exclusive publication of work.**
- **Common Knowledge—facts known by a large group of people; does not have to be cited.**
- **Cyber-Plagiarism—copying or downloading articles, essays, or research papers found online without providing the proper citation.**
- **Deliberate Plagiarism—copying someone’s work with the intention of submitting it as your own work.**
- **Paraphrasing—restatement of the information from a source in different forms or words to clarify the original meaning.**

Student Name (please print)

Grade

We, the undersigned, have read and understood the
Tecumseh High School Student Handbook.

Student Signature

Date

Parent/Guardian Signature

Date