

Tecumseh Middle School

2023-2024 Student Handbook



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Principal – Mrs. Patty Stanley
Assistant Principal – Mr. Nels Storm

Parents/Guardians,

Please use the QR code shown below to virtually sign for the statement below. A copy of the 2023-24 Tecumseh Middle School Student Handbook is also available on the Tecumseh Public School website.

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

I, the parent/guardian of a TMS student, acknowledge that my child and I have received a copy of the Tecumseh Middle School Student Handbook.



This Student Planner Belongs

To:Name: _____

**Tecumseh Middle School
Important Calendar Dates
2023-2024**

3 - 9		Professional Development Days
8	Tues.	Open House 6:30-8:30
10	Thurs.	First Day of Classes
September		
4	Mon.	Labor Day – NO SCHOOL
12/14	Tu/Th	Parent/Teacher Conf. 4:30-8:30
15	Fri.	NO SCHOOL
October		
11	Wed.	End of 1 st 9 Weeks
12-13	Th/Fri	Fall Break – NO SCHOOL
17	Tues.	1 st 9 Weeks Report Cards
November		
20-24	M-F	Thanksgiving Break – NO SCHOOL
December		
15	Fri.	End of 2 nd 9 Weeks and 1 st Semester
18	Mon.	WINTER BREAK BEGINS
January		
3	Wed.	Professional Day – NO SCHOOL
4	Thur.	1 st Day of Class – 3 rd 9 Weeks
9	Tues.	1 st Semester Report Cards
15	Mon.	NO SCHOOL – M.L. King, Jr. Day
February		
19	Mon.	NO SCHOOL – Presidents’ Day
March		
8	Fri.	End of 3 rd 9 Weeks
12/14	Tu/Th	Parent/Teacher Conf. 4:30-8:30
12	Tues.	3 rd 9 Weeks Report Cards
15	Fri.	NO SCHOOL
18-22	M-F	Spring Break – NO SCHOOL
April		
5	Fri.	NO SCHOOL
May		
3	Fri.	NO SCHOOL
22	Wed..	End of 4 th 9 Weeks and 2 nd Semester
23	Thur.	Professional Day – NO SCHOOL
31	Fri.	Final Report Cards Mailed
28	Tues.	Summer School Begins

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INTRODUCTION

Welcome to Tecumseh Middle School. Tecumseh Middle School operates under the rules and regulations of the Oklahoma State Department of Education with the specific authority for the policies resting on the local board of education. The information has been carefully prepared and presented so that it will be of great value in helping students navigate their time at TMS.

ADVISORY PERIOD

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

AGENDAS

Every student at Tecumseh Middle School will be given his/her own agenda. These books are given to the students to help them be more organized. Being organized is one of the most important qualities of a good student. Agendas provide a place for students to keep track of schedules, due dates, assignments, important dates, etc. Agendas also serve as a hall pass/bathroom pass. All students will be expected to keep up with their agendas. If a student loses his/her agenda, they'll need to go to the main office and purchase another one. Replacement cost of the agenda is \$10.00. Your help in encouraging your child to use the agenda responsibly will be appreciated.

APPEARANCE/DRESS CODE

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 belly and buttocks, should be covered at all times.
2. All clothing should be of a length that *sufficiently* covers all private parts and underwear areas. Under garments should not be visible.
3. Any school issued uniform may be worn during the school day IF the uniform meets the above and below dress code requirements.

Prohibited on School Property:

1. Headgear such as hats, caps, bandanas, hoods, and stocking caps
2. Barefeet - students **must** wear shoes at all times.
3. Bike or animal chains, collars, or spikes
4. Sheer or mesh clothing, strapless tops, muscle shirts
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, including but not limited to guns of any kind, 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.
6. Blankets, flags, etc... worn as a coat or a cape. If a student needs a coat, one can be provided for them.

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. 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.

If a student's dress is not in compliance with the above guidelines, parent/guardian will be notified and a change of clothing will be provided. If a student continually violates the dress code in a defiant manner, the discipline policy will be followed.

ARRIVAL AT SCHOOL

The TMS Cafeteria doors open at 7:30 A.M. Supervision is **not** available prior to this time. Parents should not drop off students prior to 7:30 A.M. Upon arrival at school each morning, students will report to the New Gym/Cafeteria. Upon completion of eating breakfast students will go back into the gym bleachers until 8:05 A.M. Students will then be dismissed to go to class. **No one is allowed to be outside in the morning before classes begin at the bus stop, playground, or inside classroom buildings. Students must STAY ON campus once they arrive in the mornings.**

SCHOOL DISMISSAL

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

- 1) Bus Riders – Report to AP room to wait for bus call.
 - 2) Car Riders – Report to the east parking lot to be picked up.
 - 3) Walkers/Bike Riders - Walk or ride their bicycle home.
 - 4) After School Programs – Report to Homework Helpers, Math Helpers, or other supervised school activity.
- At 3:45 PM, students who have not followed one of these procedures will be required to go to Homework Helpers or Math Helpers until their parent/guardian arrives.

ASBESTOS HAZARDS

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

ASSEMBLIES

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

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

Tecumseh Public Schools Attendance Requirements

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 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
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.

TARDINESS

Promptness to class is very important. Students are to be in their seats and ready to work when the tardy bell sounds. If a teacher or another adult causes a student to be late to a class, that adult will write a note of explanation for the student.

Consequences for repeated tardiness will be assigned as follows.

1st tardy - warning.

2nd tardy - 1 day of lunch detention.

3rd tardy - 3 days of lunch detention.

4th tardy - 5 days of lunch detention.

5th tardy - 1 day of ISd.

6th tardy - 3 days of lunch detention.

tardies will start over every 9 weeks for discipline purposes, not for attendance calculation purposes. Students who continue to struggle with being tardy to class, may have a plan

developed specifically for them that includes an adult escort to and from classes during passing periods.

HOMEBOUND

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

TECHNOLOGY/DEVICES

All students will be loaned a device from Tecumseh Public Schools. Students will be expected to bring the device to school on a daily basis as it will be used in classes. Students will be provided a protective case when they are issued a device. Students are expected to carry their device and charger in a protective case. Students will also be expected to carry minimal supplies to each class in addition to their devices.

Devices and the use of the devices will be monitored by the school. Students should use their device for school work ONLY. Please see the Technology Agreement for more information concerning student use of school loaned devices.

Students who habitually fail to bring their charged device to class will be subject to discipline under #1 of the TMS major infractions portion of the student handbook (Repeated violation of school rules and/or disruption of classroom decorum).

BACKPACKS AND LOCKERS

Students are responsible for providing their own backpack. If a student is not able to provide their own backpack, they should communicate that to a teacher or an administrator and an attempt to provide a backpack will be made. Students are expected to carry ONLY WHAT IS NEEDED FOR SCHOOL in their backpacks. Backpacks MUST be able to fit in the school locker. Students will not be allowed to take backpacks to lunch and all their classes.

Students will be assigned a specific locker to use. ONLY ITEMS NEEDED FOR SCHOOL should be kept in lockers. **Locks are not allowed** and will be cut off by school personnel if placed on lockers. Students should try to keep their locker clean and organized and free of trash and unnecessary items. NO FOOD or DRINK is allowed in the lockers with the exception of a lunch container. Lunch containers should be taken home each day. Students will be expected to participate in "Locker Checks" during their Advisory class at least once a month. A teacher or administrator may ask a student to do a 'locker check' more frequently if the student is struggling with organization and cleanliness of their locker. 7th and 8th grade students enrolled in athletics will be assigned two lockers in order to allow them a place to keep their athletic bags and equipment. Athletic bags and equipment too large for lockers will be provided a specific location.

STUDENT SEARCH AND REASONABLE SUSPICION

TMS school officials must be concerned with ensuring the safety and rights of students, teachers and staff members. For this reason, school administrators at times may be required to search students, purses, bags, and lockers. Per Oklahoma Law 2014 Oklahoma Statutes Title 70. Schools §70-24-102, students do not have a reasonable expectation of privacy with regards to their backpack or locker while at school. School administration may search a student's backpack or locker if there is reasonable suspicion that a student is in possession of any item that should not be at school or have in their possession.

The following are the guidelines for student search and seizure at Tecumseh Middle School.

1. A search by school officials is generally reasonable if it is connected to a legitimate educational interest and is based upon reasonable suspicion.
2. Only the principal, assistant principal, or a certified person under the authority of the principal will conduct a search and will always be in the presence of another certified staff member during the search.
3. Search and seizure will be conducted in the event of a reasonable suspicion of possession of over the counter or illegal drugs, drug paraphernalia, alcohol, tobacco, weapons, stolen property, or other illegal contraband, or stolen property.
4. Parents will be contacted within one school day that their child's bag(s) or person was searched due to reasonable suspicion. It is **not** required for parents to be contacted prior to the search.
5. Any student who leaves campus or enters a vehicle on campus without permission and returns to campus is subject to search under reasonable suspicion.
6. If a student is using his/her cell phone without permission and refuses a request to turn in the phone to a teacher or staff member, the phone is subject to search under reasonable suspicion.
7. IF any items listed in #3 are found, the School Resource Officer, or the Tecumseh Police Department if the SRO is unavailable, may be contacted immediately.
8. If a student refuses to allow school personnel to search, they may receive the consequence allowed for the reason for the suspicion for the search.

CELL PHONES/SCHOOL PHONES

While cell phones can be a useful tool, they can also be a distraction to the learning environment. It is the goal of Tecumseh Middle School to help students learn how to be responsible cell phone users, including the needed self-discipline to have the phone out of site and out of reach and not the focus of attention for periods of time in order to be able to focus on other tasks. Our students will be of age to legally drive a vehicle not long after middle school. This life activity is one example of a time that self-discipline is absolutely necessary for cell phone users.

The following policy will be used concerning cell phones: **Cell phones including ear phones, ear buds, air pods, etc... which connect to a cell phone must be on silent and put away - out of site, buried in securely closed backpack pocket is suggested) - from the time students arrive at school until the last bell rings unless a student has**

permission from a school staff member to use their phone

Texting and picture taking are prohibited without receiving prior permission from a teacher or faculty member. Cell phones shall not be used in the cafeteria during meal times or on the playground area during lunch. Cell phones shall not be used in the hallways during passing periods. Cell phones should never be used in the bathrooms or locker rooms

Students who use cell phones without permission during school hours may be subject to having it confiscated by a staff member. If a student refuses to cooperate with the policy, the discipline policy will be used to address the behavior. In addition, lack of cooperation could result in ISD. A teacher or staff member requesting a student's cell phone after a warning to put it away is a reasonable request and students will be expected to comply. Please see Major Infractions on page 5. When confiscated by a teacher or staff member, the cell phone will be taken to the Main Office where it will be locked in a safe location. The student may pick up the cell phone from the Main Office at the end of the day. A record will be kept, and on future offenses, a parent or guardian may be required to pick up the cell phone from the Main Office after school. Violation of the school cell phone policy will result in the following:

- 1st offense** - cell phone turned in to the office and returned to the student at the end of the day.
- 2nd offense** - cell phone turned in to the office and 1 day of lunch detention.
- 3rd offense** - cell phone turned in to the office, 3 days of lunch detention and the assignment of a step.
- 4th offense** - cell phone turned in to the office, 1 day of ISD and the assignment of a step..
- 5th offense** - cell phone turned in to the office, 3 days of ISD and the assignment of a step.

Parents are encouraged to help their child become a responsible cell phone user by not texting their child during the school day and expecting a response.

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

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.

Threats

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

- First Offense: Suspended or ISD for 3 days and step 3 placement
- Second Offense: Suspended 5 days and step 4 placement
- Third Offense: Suspended 10 days and step 5 placement

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

BUS REGULATIONS

Riding the school bus is a privilege. Improper conduct on or around the buses/bus stops may result in that privilege being denied.

Upon arrival at school in the mornings, students must report to cafeteria immediately. Students may not leave campus after unloading from the school bus in the mornings before class begins. TMS students must unload at the middle school campus. The only exception is the 8th grade students who are enrolled in 8th grade Agriculture Education I class which meets on the high school campus. Those students may ride their bus to the high school campus and report to their first hour class there.

Bus 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

	<ul style="list-style-type: none"> ● 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.

Each student/incident will be handled on an individual basis. Severe incidents may result in more severe consequences on the first offense. Only regularly scheduled bus students are to ride the school buses. Students are to ride the bus to which they are assigned, unless they have a note provided by the school office because a parent/guardian has called to authorize a change.

After leaving the bus:

~When crossing the road, go at least 10 feet in front of the bus, stop, check traffic, watch for the bus driver's signal, then cross.

~Students living on the right side of the road should immediately leave the bus and stay clear of traffic.

~The driver will not discharge riders at places other than the regular bus stop, except by proper authorization from the parent or school official.

After school bus dismissal

Bus students are to go immediately to the AP room to wait for their bus to be called. If a student misses their bus due to not going directly to the AP room and/or not paying attention to the busses that are called they will be given a warning on the first offense. Further offenses will result in a consequence.

CAFETERIA AND LUNCH PERIOD(S)

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

CHEATING

If a student is caught cheating on any assignment, the teacher shall record a zero for the grade and contact the parent. Upon a 2nd incident of cheating the teacher will record a zero for the grade and submit a discipline referral to the principal.

In the case of Accelerated Reader, if a student is involved in cheating on an AR test – whether providing or receiving answers - the student(s) may be assigned up to 3 days of ISD. The AR test will be deleted for all students involved in the cheating. Also, student(s) may not be eligible for AR Rewards.

CLOSING OF SCHOOL

In case of inclement weather or other emergencies that may cause the closing of school, tune in to television stations Channel(s) 4, 5, & 9 for information. The school also utilizes an automated call system that will notify parents by phone who have signed up for the service. Notice will also be announced on the school website.

DISCIPLINE

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

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

STEP PROCESS

Our disciplinary process will include a five (5) step process for students sent to the office for disciplinary action. Each disciplinary action given by an administrator will be considered on an individual basis. A single incident/action by a student may result in violation of multiple infractions. Each infraction may receive an individual consequence. Each step the student receives may include the following process and procedure:

*The student will report to the administrator for an explanation and a conference concerning the incident.

*The incident/consequence will be entered into the student's discipline file on the computer.

*Parental contact will be made by telephone for major infractions (or a conduct report will be sent home with the student if telephone contact is unsuccessful.)

*Warning of next step's consequences will be given.

*The Step Removal procedure/policy will be discussed with the student.

*Student may be referred to the counselor.

Steps and Possible Consequences for each step include, but are not limited to:

Step 1: Warning/Noon Detention/ISD

Step 2: Noon Detention/ISD

Step 3: Noon Detention/ISD/Suspension

Step 4: ISD/Suspension

Step 5: ISD/Suspension

Additional Consequences for Steps 3 & Above:

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

***Loss of in-school privileges means no reward activities, athletic participation, school dances, student council, etc.**

****Receiving a consequence for failure to complete an assigned discipline does not eliminate the previous consequences.**

STEP REMOVAL PROCEDURE/POLICY

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

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

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

After the APPROVED block is signed by all teachers, the student must take the step removal form to either office at which time it will be entered into the student's discipline file,

and s/he will return to the previous step. The student will be notified of the step removal.

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

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

MINOR INFRACTIONS/CONSEQUENCES

Possible Minor Infractions:

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

Minor Infractions:

1st Offense

2nd Offense

3rd Offense

4th Offense

5th Offense

6th Offense

Possible Consequences:

Warning/Conference/Noon Detention

Step 1 & Noon Detention / ISD

Step 2 & Noon Detention/ISD

Step 3 & Noon Detention/ISD

**Step 4 & Noon Detention/ISD/
Suspension**

Step 5 & Suspension

MAJOR INFRACTIONS/CONSEQUENCES

Possible Major Infractions:

1. Repeated violation of school rules and/or disruption of classroom decorum.
2. Slap boxing, play fighting.
3. Disrespect of faculty, staff, and/or students
4. Truancy (skipping school) Failure to check out of school when leaving campus will constitute truancy. Failure to be in the assigned class during class time without authorization will constitute truancy.
5. Theft of school/personal property
6. Refusal to obey reasonable requests of school personnel
7. Lying - Intentionally giving information to misinform or mislead.
8. Throwing rocks, acorns, sticks, etc... in a manner with the intent to harm
9. Bullying
10. Racial slurs
11. Knowledge of any type of illegal or improper materials/behavior of any type and failing to report it to someone in authority

12. Inappropriate behavior such as indecent exposure, possession/sale/distribution of pornographic materials, inappropriate sexual comments. .
13. Use of cell phone to video or photograph inappropriate activity or in inappropriate areas (restrooms locker rooms, etc.).
14. Irresponsible use of social media that negatively impacts a student, teacher or group, or the school in general. Including, but not limited to, videoing or taking a picture of a student or teacher and posting it on social media with the intent to embarrass or ‘make fun of’, creating an account, or fake account, with the intent of embarrassing or ‘making fun of’.
15. Any reckless behavior that directly and/or intentionally endangers the welfare of an individual, a group of students, or the school in general.

Major Infractions:	Possible Consequences
1st Offense	Step 3 & ISD/Noon Detention
2nd Offense	Step 4 & ISD/Suspension
3rd Offense	Step 5 & Long Term Suspension (10 days or more).

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 step 3 placement. Completion of a re-entry plan will be required before the student can come back to school.
- Second Offense: Suspended for 5 full days and step 4 placement. Completion of a re-entry plan will be required before the student can come back to school.
- Third Offense: Suspended for 10 or more days and step 5 placement. Completion of a re-entry plan will be required before the student can come back to school.

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

1. Extortion (demanding money/items of value from someone through use of threats)
2. Assault or Assault and Battery
3. Sexual Harassment
4. Vandalism or destruction of school/personal property. Restitution may be required.
5. Gambling or any illegal activity.*
6. Wearing, carrying, writing, displaying GANG paraphernalia, clothing or signs.
7. Tampering with Fire Alarm system or equipment.
8. Participating in illegal activities on campus.

POLICE CAN BE CONTACTED ON ANY OF THESE INFRACTIONS.

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

1. Making a bomb or bomb threat
2. Making a prank 911 call
3. Arson.

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 by administration.	1st Offense: Medicine confiscated and parents contacted. Repeated violations and/or any offense with ill-intent will have additional consequences as assigned by administration.
Tobacco Products	1st Offense: Suspended 5 days, step 3 placement, and completion of a school-provided prevention program. 2nd Offense: Suspended 10 days, step 4 placement, and parent conference with re-entry plan. 3rd Offense: Suspended for 45 days and step 5 placement.	1st Offense: Suspended for 45 days and step 4 placement. 2nd Offense: Suspended for up to 12 months and step 5 placement.
Alcohol and Drugs* May include imitation drugs and/or any item intended to resemble an illegal drug.	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. and step 4 placement.. 2nd Offense: Suspended for 45 days and step 5 placement. 3rd Offense: Suspended for up to 12	1st Offense: Suspended for 45 days and step 5 placement. 2nd Offense: Suspended for up to 12 months and step 5 placement.

	months and step 5 placement.	
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*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.

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 and step 4 placement.
- First Offense (with any impact, damage, or harm):
Suspended for 12 months or more and step 5 placement.
- Second Offense (with no impact, damage, and/or harm):
Suspended for 90 days and step 5 placement.
- Third Offense (with no impact, damage, and/or harm):
Suspended for 12 months and step 5 placement.

NOON DETENTION

Noon detention is a consequence that can be given to students at TMS for accumulating too many tardies, for minor or first offense of major infractions, classroom infractions, and for behaving inappropriately or disrespectfully at any time while at school, including the bus. The administration at TMS

reserves the right to assign lunch detention for deserving students for other reasons as required. If a student is assigned to lunch detention, s/he will be required to report to the appropriate location within the appropriate passing period time with either paper and pencil or homework that can be completed. The lunch detention monitor will allow each student at least 20 minutes to eat his/her lunch and put away the resulting trash in a waste container. Once finished with lunch, the student will either complete homework in the classroom or will write from a teacher-assigned writing prompt for the remainder of the lunch period. At the designated time, the teacher will release the students in lunch detention to go to their next regularly scheduled class.

IN-SCHOOL DETENTION (ISD)

The ISD program for Tecumseh Public Schools is designed to provide an educational alternative to student suspension. This program enables students to continue their academic program while being disciplined by separation from the regular class environment. The ISD program is designed primarily for short-term disciplinary actions of approximately 3 days. However, under special circumstances, students may be placed for a longer time. Classroom hours for the ISD program are 8:05 a.m. to 3:30 p.m. Student's transportation to school during their stay in ISD will be the same as any other day of regular school. When a student is assigned to ISD, the teachers will provide assignments, either on paper or through the student's Canvas account. It is the student's responsibility to complete assignments made for the ISD period. Students must be allowed to complete any unit, nine week or semester tests that were given during the ISD period. Teachers may give these tests during the ISD placement if they choose to do so. Lunch will be delivered to the ISD room. It is the student's responsibility to check in with the office before reporting to the ISD room. If there is more than a one day waiting period to be able to attend ISD, due to ISD being "full", the student may be assigned "Out of School ISD", so the consequence can be administered in a timely fashion. The student may be sent home for the number of days assigned to ISD. The student will be given full credit for assignments and will not be counted absent. Failure to return the ISD form may result in additional consequences. Failure to comply with rules and attendance requirements of ISD will result in suspension. ISD days will be completed when the student returns from suspension.

Students are not eligible to participate in extra-curricular activities during their ISD assignment.

SUSPENSION

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

- 1) for the rest of the school day,
- 2) for a specific period of time,
- 3) until a conference with parents is held,
- 4) for the balance of the current semester,
- 5) or for the remainder of the school year.
- 6) or the remainder of the school semester plus a specific number of days in the next semester
- 7) for a calendar year.

No suspended student will be permitted to loiter about the school grounds or attend any school functions during the suspension. After reinstatement, continuation of those acts which led to the suspension of the pupil is just cause for suspension for the balance of the current school semester or the remainder of the year.

Students are encouraged to continue to complete their class work during the suspension. Parents must make arrangements with the principal for work to be collected and picked up, and/or monitor their child's Canvas account for assignments. Suspended students may attend Homework Helpers and/or Math Tutoring during the suspension.

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

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

DRAMA

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

First confirmed involvement in drama – the student may be assigned to 3 days of lunch detention and a parent will be contacted.

Second confirmed involvement in drama – the student will be assigned a step on the disciplinary plan and given 5 days of lunch detention or ISD, and parent will be contacted.

Third confirmed involvement in drama (and every other incident) – the student will be assigned a step on the discipline plan and may be assigned ISD or suspension and parent will be contacted.

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

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

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

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

PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES:

ACTIVITY ELIGIBILITY

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

SCHOLASTIC ELIGIBILITY

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

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

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

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

AGE, PHYSICIAN AND RANK ONE:

Athletics Participation

Any student who reaches his/her 15th birthday before September 1 will not be eligible to play in the 8th grade or below. Any student who reaches his/her 14th birthday before September 1 will not be eligible to play in the 7th grade or below.

Students who are repeating the 7th or 8th grade for any reason will not be eligible to participate in OSSAA Activities during the school year they are repeating the grade.

No pupil shall be eligible to represent his/her school in athletics until there is, on file with the principal (or designee), a physical examination, Rank One documentation, and a drug testing permission form.

ATTENDANCE

Students will be required to be in attendance at least half a day the day of the activity. Students that are absent from more than half a day from class will be ineligible for participation the day of the absence. Exceptions include all day absences that are AM, AB, EA. (see *ATTENDANCE POLICY* on page 2 for explanation).

CONDUCT

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

DRUG TESTING

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

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

PARTICIPATION

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

TRANSFER STUDENTS

OSSAA defines a transfer student as a student who does not live in the district in which s/he attends school. Students who enroll as a new transfer during the school year may participate in TMS competitive athletic events 15 calendar days after their first day on roll.

VIRTUAL STUDENTS

Students who are enrolled as a virtual student are allowed to participate in OSSAA Activities. They must meet attendance and academic requirements as outlined by OSSAA and the Tecumseh School Board Policy for participation in

activities. Virtual students must provide their own transportation to school day practices or team meetings.

ACADEMIC FIELD TRIPS

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

REWARD TRIPS AND ACTIVITIES

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

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

TEN DAY ACTIVITY RULE

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

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

FIRE AND TORNADO DRILLS

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

Tornado Drill: Repeated ringing of 5 short bells

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

Remember these basic rules:

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

FLOWERS AND BALLOON POLICY

Flowers and gifts delivered to school for students on special occasions will be held in the main office until the last ten minutes of the school day when they will be given to the student. Bus drivers do not allow balloons on their buses because they may obstruct the view. If a student receives a balloon and they ride a bus, it will be deflated.

FOOD AND DRINK

Students may not take food and drink to classes. Exceptions include water bottles with water and sacked/bagged lunches. Lunch containers should be taken home each day. Students may keep a water bottle **with water** with them at all times if desired. If students abuse this privilege or make frequent messes with their water bottle they may lose the ability to have a water bottle in class. Straws may be attached to a water bottle and flexible. Disposable plastic straws are not allowed. Per Tecumseh Public Schools Wellness Policy, 'energy drinks' like Monster or Red Bull are not allowed on campus at any time.

Fast food or restaurant drinks/food are not allowed to be taken outside of the cafeteria at the conclusion of meal times.

Students may be asked to pour out the content of their water bottle and refill it from the water bottle filling stations if there is any reasonable doubt of the contents of the bottle.

Teachers may occasionally allow students to have snacks in the classrooms for celebrations or activities. Students are expected to dispose of trash and left over snack items properly. Students may take their Snack Shack items home with them at the end of the day. However, they are discouraged from taking Snack Shack items home if they are bus riders. Each bus driver has the final say on whether food and/or drink is allowed on the bus.

GRADE REPORTS TO PARENTS

Students receive one report card each grading period (9 weeks). Parents are encouraged to check their child's grades on a weekly basis. Parents should notify the middle school counselor, principal or their child's teacher(s) if a parent/teacher conference is needed or requested.

Parents/Guardians may use the **Wengage GradeBook online program** to access student grades, missed assignments, and attendance *at any time*. Parents may also access their student's grade information via their Parent Canvas Account.

Again, parents are encouraged to monitor their child's grades on a regular basis. Teachers update grades on a weekly basis as per the requirement for the weekly eligibility report. Parents/Guardians are encouraged to monitor their child's grades on a weekly basis.

GRADING SYSTEM & REPORT CARDS

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

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

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

An (I) incomplete is given in cases of illness, emergency,

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

HALL BEHAVIOR

Students should be in the halls **only during class changes** unless they have special permission or special duties that require them to be there. Students will not be allowed to leave class without a signed student agenda, the agenda is their hall pass. Students are asked to be courteous at all times and to keep to the right when moving in the halls. **Loitering, running, shouting, and/or horse playing in the halls is never permitted.** Repeated violation of these expectations could result in noon detention, ISD or other consequences.

HEAD LICE

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

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

HONOR ROLL AND AWARDS ASSEMBLY

At the end of each school year, an annual awards presentation is held recognizing all students who have maintained a 95% or higher average in any core class through the entire school year, as well as the students who have the highest averages in each core subject and overall. Several character awards will be presented as well. Invitations are sent out for this awards program during the month of April to those students who will receive an award.

ITEMS TO LEAVE AT HOME

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

Wireless/bluetooth headphones, earbuds, airpods, etc of any kind are not allowed at school. Headphones of any will not be allowed in classrooms, hallways, AP room, playground, or cafeteria. In the classrooms students may need to use headphones for an assignment, Only headphones that connect to their device with a wire are allowed at school. Students are responsible for providing their own headphones for school use. If a student can not afford a pair of headphones an effort will be made to provide them with a set.

LEAVING SCHOOL

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

LIBRARY SERVICES

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

LOST AND FOUND

Articles found in and around the school should be taken to the Lost and Found table so the owner may claim his/her property by identifying it. It is highly recommended that all items students bring to school be labeled with some sort of identification (name, initials, etc.). At the end of each month, all unclaimed items will be disposed of, or cleaned and offered to any student in need of a specific item.

LUNCH EXPECTATIONS

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

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

LUNCH AND LEARNING

Any student who appears on the ineligible/probation list will be required to attend lunch and learning for the week/s that she/he is on the list. The student will get their lunch and report to the AP room. The student will have 20 minutes to eat and will spend the rest of their lunch period working on assignments for the class/classes he/she is failing. There will be certified staff member in the AP room to help facilitate this.

PPE MASKS

Due to CDC, State Health Department, and local policy, masks may be required at specific times. Students will be expected to provide their own mask during times wearing masks are required. Student(s) will be allowed to wear masks during times that masks are not required if they are concerned about disease transmission. Masks must cover mouth and nose area. 'Costume masks', bandanas, or masks that cover the whole face/head will not be allowed at any time.

MEDICAL APPOINTMENTS/MEDICATION

~Medical appointments should be made for after school or days off of school, if possible.

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

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

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

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

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

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

MOMENT OF SILENCE AND FLAG SALUTE

All students will be required to listen to the intercom announcements and participate in the state mandated Moment of Silence. Students may reflect, meditate, pray, or participate

in other individual silent activities during this brief moment. Also during this time students have the option of standing and saluting the flag, but if they choose not to do the pledge, they are required to maintain a respectful attitude while others participate. (*Oklahoma Statutes, Title 70, §70-24-106*)

OFF-CAMPUS INCIDENTS

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

PROMOTION POLICY

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

PROFICIENCY BASED PROMOTION

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

SCHOOL INSURANCE

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

SEVERE ILLNESS OR ACCIDENT POLICY

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

1. In minor scrapes or cuts we will attend to the student and make every effort to contact a parent or guardian, if necessary.

2. The school nurse will be contacted when needed.
3. In a life threatening situation, if we are unable to contact the parents or guardians and medical attention is deemed necessary, an ambulance will be called and the student taken to the hospital.

SEXUAL HARASSMENT

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

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

- A. Verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding," double meanings, and jokes.

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

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

2. Specific Prohibitions

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

3. Report, Investigation, and Sanctions

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

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

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

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

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

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

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

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

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

SAFE SCHOOL NUMBER
1-877-SAFECALL - ext. 651

STUDENT COUNCIL

Student Council provides for student activities, serves as a training experience for both leaders and followers, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearing house for student activities, seeks the interest of students in school affairs, and helps solve problems that may arise. An application process for student council officers and representatives will be held at the start of each school year. Specific information about the application process is given at the beginning of school.

STUDENT RECORDS

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

CULT-GANG POLICY

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

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

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

TEXTBOOKS

All basic texts, which exceed \$250 in value, are loaned to all students at the beginning of the year for certain classes. Textbooks are to be kept clean and handled carefully. Please be sure your name, grade, and school are written on the book label in case the book is misplaced. Students will be required to pay for lost or damaged books.

TRANSFERS AND RESIDENCY

To attend Tecumseh Public Schools, parent/guardian of each student must provide approved documentation showing that they reside in the Tecumseh school district.

Students who do not live in the Tecumseh school district may apply for a transfer. Please see the Tecumseh Public School website for detailed information about applying for a transfer.

WELLNESS POLICY

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

As a part of our district wellness policy, students should not bring to campus "energy drinks" such as Monsters, Rockstars, Red Bulls, etc. If a student is found on campus with a beverage that violates this wellness policy, they will be required to throw it away immediately. If the beverage or energy drink is unopened, it will be taken to the office where it can be picked up at the end of the school day.

BEHAVIOR AT EXTRACURRICULAR EVENTS

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

DANCES

Only students who are in good standing at Tecumseh Middle School may attend school dances. A student in good standing is one who is enrolled in classes at the time of the dance and not on Step 3 or higher of our TMS Discipline Plan. Dress codes may be altered for dances, but they must meet policy guidelines. *The school will provide all sponsors to chaperone each dance.*

PARENTS BILL OF RIGHTS

Please see the Tecumseh Public School website for information about a parents bill of rights.

FERPA GUIDELINES

Attention Parents:

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

- 1) It is the right of a student's parents and eligible students, those 18 years old or older, to inspect and review the student's education records.
- 2) It is the intent of Tecumseh School District to limit the disclosure of information contained in a student's education except:
 - a) by prior written consent of the student's parent or the eligible student,
 - b) as directory information, or
 - c) under certain limited circumstances as permitted by FERPA.

3) The student's parent or an eligible student has the right to seek to correct parts of the student's education record which s/he believes to be inaccurate, misleading, or in violation of the student's rights. This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent or eligible student's request.

4) It is the right of any person to file a complaint with the U.S. Department of Education, if the Tecumseh School District violates FERPA.

5) Copies of the complete FERPA policy may be obtained by contacting the Assistant Superintendent, at 598-3739.

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

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

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

CIVIL RIGHTS COMPLIANCE

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.

TMS Bell Schedule

The TMS Cafeteria doors open for breakfast at 7:30 A.M. Students will be dismissed to classroom buildings beginning at 8:02 A.M. and classes begin promptly at 8:10 A.M.

8:10 – 9:00	1 st Period
9:05 – 10:00	2 nd Period - Advisory
10:05 – 10:55	3 rd Period
11:00 – 11:50	4 th Period/1 st Lunch
11:55 – 12:45	4 th Period/2 nd Lunch
12:50 – 1:40	5 th Period
1:45 – 2:35	6 th Period
2:40 – 3:30	7 th Period

