

Tecumseh Early Childhood Center & Barnard Elementary

1406 N. 6th St & 315 E Locust

Tecumseh, OK 74873

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

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

Parent/Student Handbook

2020-21

THIS STUDENT HANDBOOK/AGENDA BELONGS TO:

NAME _____ GRADE _____

MY TEACHER IS _____ ROOM# _____

PARENT'S NAME _____ HOME PHONE _____

TECC Creed

I pledge to treasure my school
As a place to learn and grow,
By being honest and fair
To all I know.

To show respect
And be kind to all I meet.
To be responsible and work hard
Each day of the week.

To strive to be
The best I can be.
So all can succeed
In our school family.

Barnard Creed

I am a Barnard Elementary
School student. I have great
expectations for myself.
Yesterday's failures are behind
me. Today's successes are
before me. I will make this day the
very best day of all, for this day
begins the rest of my life. I accept
the responsibility for my
behavior and its results. I accept
the challenge to become the best
that I can be.

WELCOME

Dear Students and Parents,

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

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

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

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

We hope that you will participate in our varied activities during the year and thus find those things within our school which will prepare you to live a better life and finally take your place in this complex society. Remember that your success in this school will depend almost entirely on your efforts.

Tecumseh Early Childhood Center, Mrs. Tammy Giardrone
Barnard Elementary School, Mrs. Jana Phelps

Civil Rights Compliance Statement

The Tecumseh Board of Education complies with the Civil Rights Laws (Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973) in assuring the students, parents and employees of District I-92 that the district does not discriminate on the basis of race, color, sex, national origin, handicap, religion or age in any of its educational programs, services, financial aid, or employment. Superintendent or superintendent's designee is designated by the Board of Education to coordinate the school district's efforts to comply with this assurance. Contact the principal at each site and they will provide a copy of the district policy. A copy of district policy is also kept in each site library.

Tecumseh Public Schools Sexual Harassment Policy

The policy of Tecumseh Public School forbids sexual harassment of any of its employees or students. Student consequences regarding this topic are listed in the category called profanity or sexual harassment (XV). A copy of the complete policy, including definitions and specific prohibitions is available if you would like more information. Please contact the site principal at each building and they will provide a copy of the district policy that is available at each school site.

Asbestos Hazards:

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the inspection of all building in the Tecumseh School District for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public review. You may examine the plan, located at the Superintendent's office and at each campus, upon request.

Tecumseh Public Schools annually notifies all parents, patrons, teachers, and employees by newspaper. Additionally, information regarding any asbestos related activities planned or in progress, will be disseminated by handouts when they arise. Any asbestos containing material identified in our management plan is checked regularly by the schools staff to identify any changes in the material which could cause a health hazard. The school will continue to monitor any asbestos

containing material as defined by EPA guidelines. If changes occur, the school asbestos coordinator will notify the appropriate people as required by law.

Directory Information

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

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

Attention Parents:

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

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

SCHOOL RECORDS

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

<u>Record</u>	<u>Location</u>	<u>Responsible Person</u>
Health Records	Individual Buildings	Principal or Secretary
Permanent Grades (Transcripts)	Individual Buildings	Principal or Secretary
<u>Record</u>	<u>Location</u>	<u>Responsible Person</u>
Confidential Special Education Records	Individual Buildings	Principal or Sp. Ed. Teacher
Permanent Records (Transcripts/prior yrs)	Individual Buildings	Principal/Board of Education
Attendance Registers (Current)	Individual Buildings	Principal or Secretary
Attendance Registers (Prior Years)	Individual Buildings	Principal/Board of Education

*THE TECUMSEH PUBLIC SCHOOLS DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX/GENDER, AGE, OR QUALIFIED DISABILITY.

NOTE: All contents of this handbook are subject to change depending on changes in Oklahoma school statutes, Tecumseh School Board action, or changes in Tecumseh Public Schools Policies and Procedures Manual.

Tecumseh Public Schools Photo/Video Tape Policy

Dear Parents,

Throughout the school year we may be videotaping classes for various purposes. The primary purpose would be to share with parents during school programs. We would like to have your permission to videotape your child.

At times we like to place pictures and information in our local papers or on the school website to make the community aware of activities in which our students are participating. We would like to have your permission to release your child's name and/or picture to the news media.

CORPORAL PUNISHMENT

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

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

Parental Consent

The School Board Policy and the Laws of the State of Oklahoma allow the use of corporal punishment as an option in the discipline plan of each school. This form is provided to give you (parent/guardian) the option of whether or not you want to give permission to the school to have corporal punishment as a discipline option available in working with your child. Please complete the form below.

INTERNET ACCEPTABLE USE AGREEMENT

The Internet offers a unique and valuable learning tool for the students and teachers who have access to its resources. The goal of providing Internet access is to provide a service that promotes educational excellence in the district by facilitating resource sharing, innovation, and communication.

For those not familiar with the term, the Internet is an "electronic highway" connecting millions of computers all over the world and millions of individual users. Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with users throughout the globe. In addition, the system will be used to increase school and district communication, enhance productivity; and assist employees in upgrading their skills through greater exchange of information with their peers. The system will also

assist us in sharing information with the local community, including parents, social service agencies, government agencies, and businesses.

With access to computers and people from around the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Families should be warned that some material obtained via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive.

We have taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information, either by accident or deliberately. We firmly believe, however, that the benefits to students from online access far outweigh the possibility that users may procure material that is not consistent with our educational goals. As educators it is our responsibility to educate and inform the students of the Tecumseh Public School District about appropriate online behavior, including interacting with other individuals on social networking websites; in chat rooms; and cyberbullying awareness and response.

The purpose of this agreement is to ensure that use of Internet resources is consistent with our stated mission, goals, and objectives. The smooth operation of the network relies upon the proper conduct of the students and faculty who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. If a user violates any of these provisions, his or her account will be terminated and future access could be denied in accord with the rules and regulations discussed with each user during Internet training sessions.

To gain access to the Internet, all students must receive training in the proper usage of the information that is available. An Internet Agreement must be read and signed by the user.

- 1) Students are responsible for good behavior on the school computer networks, just as they are in a classroom, or a school hallway. General school rules for behavior and communications apply.
- 2) The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. That access entails responsibility. Inappropriate use will result in a suspension or cancellation of Internet privileges. The system administrators will deem what is inappropriate use and their decision is final. Also, the administrators may close an account at any time as required. The administration, faculty, and staff may request the system administrator to deny, revoke, or suspend specific user accounts.
- 3) Users are expected to abide by the generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online.
- 4) Users are not permitted to use the computing resources for commercial purposes, product advertising, political lobbying, or political campaigning.
- 5) Users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material.
- 6) Physical or electronic tampering with computer resources is not permitted. Damaging computers, computer systems, laptops, iPods, iPads, or computer networks intentionally will result in cancellation of privileges and possible other discipline.
- 7) Users must respect all copyright laws that protect software owners, artists and writers. Plagiarism in any form will not be tolerated.
- 8) Security on any computer system is a high priority, especially since the system involves many users. If you feel you can identify a security problem in the school's computers, network, or Internet connection, you must notify a system administrator. Do not demonstrate the problem to others. Using someone else's password or trespassing in another's folders, work, or files without written permission is prohibited. Attempts to logon to the Internet as anyone but yourself may result in cancellation of user privileges.
- 9) Tecumseh Public Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. We assume no responsibility or liability for any phone charges, line costs or usage fees, nor for any damages a user may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. We specifically deny any responsibility for the accuracy or quality of information obtained through its services.

- 10) All communication and information accessible via the computer resources shall be regarded as private property. However, people who operate the system may review files and messages to maintain system integrity and insure that users are using the system responsibly. Messages relating to or in support of illegal activities may be reported to the authorities.

Any violations may result in a loss of computer access, as well as other disciplinary or legal action. Users are considered subject to all local, state, and federal laws.

iPod/iPad Acceptable Use Agreement

The use of a Tecumseh Schools iPod or iPad is a privilege that can be revoked. Inappropriate use or neglect of an iPod or iPad can result in loss of use of the technology. File-sharing, including downloading music, or any other activity that violates copyright laws is not permitted. Any files installed on a Tecumseh Schools iPod or iPad must be legally owned by the school district. With this in mind, students are not permitted to use a personal iTunes, App Store, or other type of account to add any apps (free or otherwise), books, music, videos, or any other content available for these devices. Students are not allowed to “jailbreak” any school device, or alter the configuration or functionality that has been established by the district.

Students will agree to the following terms:

- I am responsible for knowing how to properly operate and care for the iPod/iPad
- I am responsible for understanding and adhering to all copyright requirements related to digital media and the use of the iPod/iPad
- I will not install personally owned media on a school iPod/iPad.
- I will not install any illegally obtained media on a school iPod/iPad.
- If the iPod/iPad is damaged due to negligence, malicious or inappropriate treatment while signed out to me, I can be held responsible for all cost associated with its repair or replacement.
- In the event of damage or theft of an iPod/iPad while signed out to me, I will report it immediately.
- I will never leave an iPod/iPad unattended and will secure/store it when not in use.

SCHOOL HOURS

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

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

Any student arriving after 8:15 a.m. will need to be signed in by parent and/or person transporting student to school.

FOOD SERVICE

Students may bring lunches or buy them at school. **Breakfast** is served upon arrival of students. **Lunch** schedules are staggered by grade and classroom. You can get your child’s lunchtime from his/her teacher if desired. We plan to serve breakfast AT NO COST. Sometimes students will ask for additional items or beverages and it is important that you are aware that your child will be charged if they make additional selections. Extra milk is available for an additional charge. All monies for lunch should be paid to the food service assistant in the cafeteria before classes begin. Teachers handle no lunch money or lunch records. A copy of the District Child Nutrition program pricing and charge policy will be given at enrollment at the beginning of the new school year.

WEATHER/ EMERGENCIES

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

TELEPHONE

Students will not be able to use the office phone for personal calls except in an emergency and with staff permission. In the event a student receives a call he will be called out of class only in the case of an emergency. Normally, messages for students involve rides home, etc., and will be given to the child just prior to the end of the school day. **ELEMENTARY STUDENTS SHOULD NOT HAVE POSSESSION OF CELL PHONES DURING THE SCHOOL DAY.** STUDENTS ARE TO LEAVE THEIR CELL PHONES IN THE OFFICE IN THE MORNING AND PICK THEM UP AT THE END OF THE DAY. THEY SHOULD NOT HAVE THEM ON SCHOOL SPONSORED TRIPS, UNLESS SPECIAL DIRECTIONS OR ARRANGEMENTS HAVE BEEN MADE WITH THE PRINCIPAL.

ELIGIBILITY FOR ENROLLMENT

To be eligible to attend Tecumseh Public Schools, a student must live in this district with a parent or guardian or must have a valid transfer. If you are in doubt, please check at the office before enrolling. Students who do not qualify to attend Tecumseh Schools will not be allowed to attend school here. You will be asked to provide proof of your residence, shot records, and birth certificate for your child(ren).

NEW PUPILS

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

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

CHANGE OF CLASS REQUESTS

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

REPORT CARDS AND PROGRESS REPORTS

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

PROMOTION

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

RETENTION

Retention of a student is a professional decision based on as much data as possible and is done only with the best interest of the child in mind. When a teacher has concerns about a child, he/she will conference with parents as soon as possible. A recommendation for retention will be placed in the child's cumulative folder. Should parents not agree with this recommendation, they may request in writing that the child be advanced to the next grade level. This request will be forwarded to the School Board for consideration. Information and documentation will be discussed and provided to the parent at a retention meeting if it is necessary to meet regarding your child's academic status.

PROFICIENCY BASED PROMOTION

Tecumseh Public Schools provides promotion based on proficiency testing. If you are interested in this option, please contact the principal. A request for testing must be submitted to the principal in writing for the fall prior to August 28, 2020 and the deadline in the spring prior to March 22, 2021

ROUTINE PICKING UP AND DROPPING OFF STUDENTS

It is important for parents to establish routine procedures for a child's school activities. This allows school personnel to reinforce instructions from parents and to help ensure the safety of all children.

Any student arriving after 8:15 a.m. will need to be signed in by parent and/or person transporting student to school (this will be documented as a tardy).

EXCEPTIONS TO ROUTINE PROCEDURES

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

PICKING UP CHILDREN DURING SCHOOL HOURS:

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

Steps to follow when absent:

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

******If a student is absent from school, on the day of an evening activity/performance, the student may not participate in the evening activity/performance, without approved documentation by the principal.***

ILLNESS AND ACCIDENTS

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

MEDICATION

Before medication can be administered at school, a medication permission form must be on file. ALL MEDICINE TO BE TAKEN AT SCHOOL (including asthma inhalers) MUST BE BROUGHT TO THE OFFICE, IN THE MEDICATION CONTAINER WITH THE PRESCRIPTION LABEL, CLEARLY LABELED WITH THE CHILD'S NAME, THE NAME OF THE MEDICATION AND CLEAR INSTRUCTIONS FOR ADMINISTERING THE MEDICATION. THE PARENT IS RESPONSIBLE FOR BRINGING THE PRESCRIPTION MEDICATION TO THE SCHOOL

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

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

The school supplies no medication to be taken internally. We do clean minor wounds and apply ice packs, poison-ivy lotion and band aids. The person(s) authorized to administer the medicine shall not be liable to the student or parent/guardian of the student for civil damages for any personal injuries to the student which result from acts or omissions in administering any medicine pursuant to the provisions of the statutes. This immunity shall not apply to acts or omissions constituting gross, willful or wanton negligence. Although the school accepts responsibility for storage of said medication, **it will be the student's responsibility to report to the office to take medication as prescribed.**

HEAD LICE

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

- Active infestation will be defined as the presence of live lice OR no progress in nit removal. Any student found to have active infestation will have their parent/guardian called immediately to pick up the student and will be advised to seek treatment as soon as possible.
- Instructions regarding safe treatment of head lice will be given to the parent/guardian. Safe, effective treatment options are considered to be prescription or over-the-counter lice removal preparations and manual removal of all lice and nits (eggs). Effective treatment can be accomplished overnight, allowing re-admission to school on the following day.
- It is the parent/guardian's responsibility to treat the student at home, and to **accompany** them to school the NEXT day with proof of treatment for example the empty bottle of medicated head lice shampoo.

- Students will be admitted to school when no active infestation is present. The school nurse and/or school personnel will check for the presence of live lice and/or nits, review treatment, and provide any needed instructions for support.
- If the student is found to have active infestation, the parent will take the student home immediately for further treatment.

AGENDAS

Every student attending a Tecumseh elementary school will be given their own agenda. These books are given to the students to help them be more organized and to maintain open communication between the school and the home. Organization is one of the more important qualities of a good student. Agendas provide a place for students and PARENTS to keep track of assignments, due dates, important dates, etc. All students will be expected to keep up with their agenda. **If a student loses their agenda, they will need to come by the office and purchase another one. The cost of a replacement agenda is \$5 in the Fall semester and the price is reduced to \$2.50 in the Spring semester.** These books can be very useful and improve academic performance. We encourage you to use the agenda to communicate with your child’s teacher about concerns or problems that you or your child may have.

TUESDAY FOLDERS

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

STUDENT APPEARANCE

Students will be expected to keep themselves well-groomed, clean and dressed appropriately for school. Any form of dress or hair style which is distracting, dangerous to the student, or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted. (Examples: short or extremely tight shorts and/or skirts, clothing with holes in inappropriate locations, tank tops, spaghetti straps, short tops that expose the stomach, etc.) Clothing, hats included, advertising alcoholic beverages, or those with obscene or questionable printing on them will not be permitted. A student may be asked to wear the shirt inside out if another garment is not available for them to wear. Hats are not permitted to be worn in the school buildings. "Sagging" pants (where underwear/boxer shorts can be seen above the belt line), band-aides taped on clothing of red or blue, overalls with straps hanging down, one pant leg rolled up (while one is rolled down), and chains hanging from belt loops are viewed by some as gang-related clothing/activity and are not allowed. Hats, ball caps, and/or visors are not to be worn backwards, sideways, or upside down while at school or at a school event or school sponsored field trip. Spikes, hooks, and any other sharp objects need to be removed from hats and/or clothing prior to attending school each day.

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

* Shorts should be worn under skirts. Skirts and the length of shorts should be at fingertip length.

* Roller shoes with the wheels in the soles are not allowed and should not be worn to school.

*****Please refer to the Tecumseh Public School “Return to Learn” Plan for our mask policy.

GRADING SYSTEM & REPORT CARDS

The evaluation of student achievement is one of the important functions of the teacher. The accepted marking system for **Barnard Elementary and Tecumseh Early Childhood Center:**

M = Mastered the Standard

S = Satisfactory

N= Needs Improvement

U = Unsatisfactory

FLOWERS AND BALLOON POLICY

Due to the tremendous amount of flowers and balloons being delivered to the school for various occasions, and the limited amount of space in the office (as these require extra space to protect flowers and balloons), these items cannot be delivered by the florist until the end of the day (2:30-3:00p.m.), and they can only be picked up by the student during the last five minutes of class. **We might also add that the bus drivers do not allow balloons on their buses due to blocking the view for safe transportation, so if a student receives a balloon, and they ride a bus, it will be deflated. Glass vases are also prohibited on the bus.**

VISITATION

Please refer to our "Return to Learn" Plan for policies and procedures in regards to visiting the school.

TOYS, GAMES, BICYCLES

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

BUS REGULATIONS

Students who come to school on the bus should return home on the same bus unless they **have a note from the parents and given to the office.** Only regularly scheduled bus students are to ride the school buses. The school bus should be regarded by the students and parents as "another classroom," and the child's behavior should reflect that attitude. Failure to behave on the school bus can have very serious consequences just as misbehavior in any classroom would result in serious consequences. At all times, the student's behavior should be refined and courteous. **Bus Rider Rules: Riding a school bus is a privilege, but the privilege may be denied for failure to abide by general school rules and the following bus rider rules:**

Prior to loading students should:

1. Be on time at the designated school bus stops.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to get off the bus.
4. Be careful in approaching bus stops.
5. Not move toward the bus at the school loading zone until the bus has been brought to a complete stop.
6. Respect people and their property while waiting on the bus.

While on the bus students should:

1. Keep all parts of their body inside the bus.
2. Not eat or drink.
3. Not use any form of tobacco (lighter and matches), alcohol, or drugs.
4. Assist in keeping the bus safe and clean.
5. Remember that loud talking and laughing or unnecessary confusion may divert the driver's attention and may result in a serious accident. (The life you save may be your own.)
6. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
7. Never tamper with the bus or any bus equipment.
8. Maintain personal possession of books, lunches, or other articles and keep the aisle clear.
9. Help look after the safety and comfort of small children.
10. Not throw objects out of the bus and/or on the bus.
11. Remain in their seats while the bus is in motion.
12. Refrain from horseplay and fighting.
13. Be courteous to fellow pupils, the bus driver, and the patrol officers or driver's assistants.

14. Remain quiet when approaching a railroad crossing stop.
15. Remain in the bus during road emergencies except when it may be hazardous to their safety.

After leaving the bus student should:

1. Go at least ten (10) feet in front of the bus, stop, check traffic, wait for bus driver's signal, then cross road.
2. Help look after the safety and comfort of small children.
3. Go home immediately--staying clear of traffic.

General Rules:

1. Students will be let off the bus at the same place they are picked up unless the school receives a call or note from the parent.
2. Coat hangers are not to be carried on the bus unless they are inside a garment bag or otherwise covered.
3. The above rules and regulations apply to all trips under school sponsorship.

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.

Remember these basic rules:

1. Check the instructions in each classroom (they are posted) indicating how to leave the building.
2. Walk, do not run. No talking, move quickly and quietly to the designated area.

PLAYGROUND RULES

The playground will be defined by the teacher and/or playground supervisors. Students are expected to play within the defined area. Students who borrow playground equipment (balls, ropes, etc.) are responsible for returning it to the proper storage area, playground supervisor, etc. Students are not to leave the designated playground area without adult permission. If a ball goes out of the designated area, students should first get permission to retrieve the ball, etc. Students will be disciplined for not following playground rules. Those activities that are expressly PROHIBITED include, but are not limited to: 1) tackle football, 2) wrestling, 3) fighting (includes "play-fighting," "chicken fights," "dog piling"), 4) throwing objects (rocks, equipment, etc.), and 5) any other activity likely to cause serious injury. (For example: Students are NOT allowed to jump off the top of the slide or jump out of the swings or WALK ACROSS the top of the monkey bars!) Equipment must be used properly. We will be meeting with students to discuss specific rules on each piece of equipment at the beginning of school during our grade level student meetings. Playground supervisors have the authority to advise students of unsafe use. One warning is allowed. Continued, unsafe use of equipment will result in disciplinary action. For students who insist on misbehaving or abusing playground privileges a "time out" area will be used to give him/her time and to help him/her think about the behaviors that are causing problems. After two trips to the "time out" area, if problems persist, the student's homeroom teacher will be notified. At that point the student will enter the classroom discipline plan or they will be sent to the principal for consequences.

GUIDANCE

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

1. Helping the new student feel at home with new teachers and friends in a different setting.
2. Individual conferences whenever a student, a teacher, a parent, or the counselor deems it necessary.
3. A testing program designed to help the student learn as much as possible about his capabilities.
4. An age-appropriate drug education curriculum to assist students in making the appropriate choices regarding tobacco products, alcohol and illegal drugs.
5. On-going programs to enhance and enrich self-awareness and self-esteem.
6. The counselor welcomes the opportunity to talk things over with any student, parent, or teacher.

AWARDS AND RECOGNITION-HONOR ROLL

Recognition of academic achievement can be both motivational and rewarding.

Other awards may be given from several organizations such as the American Legion, the VFW and the Masonic Lodge. The Presidential Academic Excellence Award and the Presidential Academic Achievement Award are given to those who meet the criteria of the Presidential committee and school officials at the fifth grade level.

Kindergarten students will receive awards/rewards throughout the school year from their classroom teacher. TECC does not have an Honor Roll for students. Diplomas will be presented at the end of the year indicating completion of the kindergarten year.

DISCIPLINE

STEP PROCESS:

Our disciplinary process will include a STEP PROCESS for students sent to the office for disciplinary action. Each disciplinary action given by an administrator will be considered on an individual basis. Each step the student receives will advance from the previous step and include the following process and procedure:

- The student will report to the administrator for an explanation and 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 if possible and/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-Choice of Step Removal is the student's responsibility.
- Student may be referred to the counselor for counseling.

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. With an understanding of the purposes of discipline in a school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but develop the habit of self-restraint which will make you a better person. If a student fails to exhibit proper behavior he/she may be placed in the discipline process. MANY OF THE DISCIPLINE POLICIES AND PROCEDURES ARE LISTED BELOW. ALL DISCIPLINE ISSUES HOPEFULLY WORK TOWARD THE GOALS OF HAVING THE CONDUCT OF THE PUPIL BE CONSISTENT WITH THAT WHICH IS EXPECTED OF GOOD SCHOOL CITIZENS. PLEASE KEEP IN MIND THAT ALL PUNISHMENT ADMINISTERED BY THE ADMINISTRATION OR HIS/HER REPRESENTATIVES MAY INCLUDE, BUT IS NOT LIMITED TO THE FOLLOWING PUNISHMENT:

Discipline Problem

Consequences

I. Bus Problems

- First Step: Note sent home and discuss problem in the office with principal or counselor
Second Step: Note sent home and one (1) day off the bus.
Third Step: Note sent home and three (3) days off the bus.

Fourth Step: Note sent home and five (5) days off the bus.
Fifth Step: Note sent home and ten (10) days off the bus.
Sixth Step: Note sent home and off the bus for the remainder of the semester (or days totaling a semester.)

Note: **Endangerment of students and/or bus driver safety may result in immediate suspension of bus riding privileges.** Hitting can result in an immediate suspension from the bus.

II. Weapons: Use of, displaying, handling, transmitting, or possession of an object that could inflict bodily harm such as guns, BB guns, knives, explosives, poison, etc.

First Step: Suspension for up to two semesters.

REPORT WILL BE SENT TO OKLAHOMA STATE DEPARTMENT OF EDUC.

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

III. Anything such as nail files, clippers, razors, hooks, sharps, glass, poisons, play

guns, play knives, lighters (matches), etc. (if used to hurt others, it will be considered a weapon)

- First Step: Student will discuss problem with counselor/principal and lose recess privileges for a designated time.
- Second Step: Time-out for 1-3 days.
- Third Step: Student will be suspended for (1) day OR parents may choose corporal punishment.
- Fourth Step: Student will be suspended for (3) days
- Fifth Step: Student will be suspended for (5) days
- Sixth Step: Student will be suspended for the number of days that total a semester

IV. Threaten verbally to injure or kill or physically hurt another (I'm going to kill you!)

- First Step: Conference with principal/counselor and lose recess privileges for a designated time.
- Second Step: Time-out for (1-3) days.
- Third Step: Send home for (1) day OR parent may choose corporal punishment
- Fourth Step: Send home for (3) days OR parent may choose corporal punishment
- Fifth Step: Send home for (5) days
- Sixth Step: Send home for (10) days
- Seventh Step: Send home for one semester
- Eighth Step: Meet with parents to discuss alternative schedule and school day

V. Weapons or Hurtful Objects with Verbal Threats

- First Step: Send home for the remainder of the semester or days totaling a semester.
- Second Step: Send home for the remainder of the year or days totaling a year.
- REPORT SENT TO OKLAHOMA STATE DEPARTMENT OF EDUC.

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

VI. Fighting on school grounds- fighting is defined as a mutual participation in a physical altercation where punches, hits, and/or kicks are being thrown. It is possible that the use of objects may be involved. The instigator of this type of altercation and the other participants are all punishable under this rule.

- First Step: Lose recess privileges for a designated time
- Second Step: Time-out for (1-3) days
- Third Step: Send home for (1) day OR parent may choose corporal punishment
- Fourth Step: Send home for (3) days
- Fifth Step: Send home for (5) days
- Sixth Step: Send home for (10) days
- Seventh Step: Send home for days totaling a semester.

VII. Assault / Battery (as defined by Oklahoma state law: "An assault is any willful and unlawful attempt to offer with force or violence to do a corporal hurt to another.")

- First Step: Time-out (2) days/ Bully prevention discussion and intervention
- Second Step: Send home for (1) day OR parent can choose corporal punishment
- Third Step: Send home for (3) days
- Fourth Step: Send home for (5) days

- Fifth Step: Send home for (10) days
Sixth Step: Send home for the rest of the semester

VIII. Disorderly Conduct: Such as rough play, horseplay, tugging, pulling, pushing, shoving, tripping, teasing, name calling, pinching, kneeling, spitting, etc.

- First Step: Miss recess and/or community service for a designated number of days
Second Step: Time-out for (1-3) days
Third Step: Send home for (1) day OR parent can choose corporal punishment
Fourth Step: Send home for (3) days OR parent can choose corporal punishment
Fifth Step: Send home for (5) days
Sixth Step: Send home for (10) days
Seventh Step: Meet with parents to discuss alternative schedule and school day

IX. Bullying: Any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another person, damage another's property, place another in a reasonable fear of harm to the person or property, insult or demean a person or group of people in such a way as to interfere with the school's educational mission.

- First Step: Recess and/or community service during recess for a designated number of days
Bully prevention discussion and intervention.
Second Step: Time-out (1-3) days
Third Step: Send home for (1) day OR parent can choose corporal punishment
Fourth Step: Send home for (3) days OR parent can choose corporal punishment
Fifth Step: Send home for (5) days
Sixth Step: Send home for (10) days
Seventh Step: Meet with parents to discuss alternative schedule and school day

X. Disrespectful and/or Uncooperative Behavior with adults and/or teachers

- First Step: Community Service during recess for a designated number of days
Second Step: Time-out (1-3) days
Third Step: Problem solving and (1) day suspension OR parent can choose corporal punishment
Fourth Step: Send home for (3) days
Fifth Step: Send home for (5) days
Sixth Step: Send home for (10) days
Seventh Step: Meet with parents to discuss alternative schedule and school day

XI. Stealing and/or Gambling

- First Step: Problem solving with counselor/principal (replace or return property to the owner)
Second Step: Lose recess privileges (1-3) days
Third Step: Problem solving and Time-out (1-3) days
Fourth Step: Send home for (1) day OR parents can choose corporal punishment
Fifth Step: Send home for (3) days OR parents can choose corporal punishment
Sixth Step: Send home for (5) days
Seventh Step: Send home for (10) days

Further offenses will constitute conference with parents, law enforcement, and principal.

XII. Disobedient - Refusal to obey reasonable requests by adult staff: Principal, Counselor, Teacher, Teacher Assistants, Cafeteria Workers, Secretaries, and Custodians:

- First Step: Problem solving and (1) day of time-out OR parents can choose corporal punishment
Second Step: Time-out for (1-3) days OR parents can choose corporal punishment
Third Step: Send home for (1) day suspension OR parents can choose corporal punishment
Fourth Step: Send home for (3) days suspension OR parents can choose corporal punishment
Fifth Step: Send home for (5) days suspension
Sixth Step: Send home for (10) days suspension
Seventh Step: Meet with parents to discuss alternate schedule and school day

XIII. Tobacco, Alcohol, Drugs (including "turkey drugs"/false representation of a drug substance) Any student who intentionally sells, gives, possesses, uses, or is under the influence of illicit drugs, narcotics, alcohol, or tobacco products in or on school property, including buses or at the bus stop, shall be:

- 1) Suspended from school for up to one semester or the total of both semesters and,
- 2) Reported to the appropriate law enforcement agencies for possible legal action.

XIV. Cheating/Lying

- First Step: Miss recess and/or community service and redo or retake work.
Second Step: Time-out for (1-3) days and a Zero on the assignment OR parent can choose corporal punishment and a Zero on the assignment
Third Step: Zero Grade on the assignment and send home for (1) day OR parent can choose corporal punishment
Fourth Step: Zero Grade on the assignment and send home for (3) days suspension
Fifth Step: Zero Grade on the assignment and send home for (5) days suspension
Sixth Step: Zero Grade on the assignment and send home for (10) days suspension

XV. Profanity (Use of written or verbal obscenities or obscene gestures/cussing, cursing, swearing, bad words, hand signs etc.) OR Sexual Harassment (Vulgar statements, gestures, or actions)

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

XVI. TECUMSEH PUBLIC SCHOOL'S CULT-GANG POLICY

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

XVII. Vandalism/Defacement of Property/Arson

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

TIME- OUT

The Time-Out (also known as in-school detention) program for TECC and Barnard students 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 student may be placed in another classroom with teacher supervision. Time-out can also be placement in the office for a portion of your child's day. The reason for using a time out is determined at the meeting the student and principal have prior to the administration of the time out consequences.

SUSPENSION

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

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

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

Continuation of those acts which led to the suspension of the pupil is just cause for suspension for the balance of the current school semester. **In all suspension cases the student and his/her parents have the right to the following appeal process: 1. a hearing before the Superintendent of Schools, and 2. a hearing before the Board of Education, if the student and/or parent(s) have given written notice to the Superintendent at least five (5) days prior to the next regularly scheduled Board of Education meeting. If said notice of appeal is not received by the designated time, then said suspension shall be considered final.** While suspension cases are dealt with on an individual basis, certain specific student behaviors can result in suspension from school. Reasons for suspension include, but are not limited to, the following:

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

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