

# **Tecumseh North Early Learning Center**

**Family Handbook  
2019 - 2020**



## **Tecumseh North Early Learning Center**

600 Adrian St., Tecumseh, MI 49286

Main Office: 517-423-9744 | Attendance Line: 517-423-9744 Press 1  
[tps.k12.mi.us](http://tps.k12.mi.us)

# Welcome to Tecumseh North Early Learning Center!

## Mission Statement

*Uncompromisingly Learner Centered*

## Vision Statement

*We are a dynamic learning community taking  
BOLD steps to ensure all learners are inspired  
and empowered for life.*

***Please read through this handbook and share the information with your child(ren).***

This handbook includes important information so please keep it available for quick reference. You will be notified if any information should change during the school year.

Please make note of page 29 where you will find a "Receipt of Handbook Acknowledgment of Policies" form. It should be completed and returned to school by **September 13, 2019**. We appreciate your prompt attention to returning this form.

We hope you have a wonderful year at Tecumseh North Early Learning Center!

### **TPS Board of Education**

Tim Simpson, President  
Rebecca Brooks, Vice President  
John Benzing, Treasurer  
Kevin Johnson, Secretary  
Milton Abbott, Trustee  
Michael McNamara, Trustee  
Suzanne Moore, Trustee

### **District Administration**

Mr. Greg Lewis, Interim Superintendent

### **North Early Learning Center Administration**

Meghan Way, Principal  
Linda Compau, Secretary

**Regular School Hours: 8:25 a.m. - 3:35 p.m.**

**Half-Day Hours: 8:25 a.m. - 11:45 a.m**

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# 2019 - 2020 District Calendar

<u>DATE</u>	<u>ACTIVITY</u>
Wednesday, Aug. 28, 2019	Professional Development Day for Staff (OPENING DAY FOR ALL STAFF)
Wednesday, Aug. 28, 2019	North ELC Open House 5:00 p.m. to 6:30 p.m.
Thursday, Aug. 29, 2019	Professional Development Day for Staff
Tuesday, Sept. 3, 2019	<b><u>First Day of School for ALL Students</u></b>
Wednesday, Sept. 18, 2019	Geskus Individual Student Photo Day
Friday, Sept. 27, 2019	Homecoming
Friday, Oct. 25, 2019	<b>Early Dismissal for ALL STUDENTS: Grades Y5, Kdg. - 12</b> <i>Half-Day Facilitator PD - p.m.</i>
Tuesday, Oct. 29, 2019	Conferences: Grades Y5 & Kdg. - 6 (5:00 p.m. to 8:00 p.m.)
Wednesday, Oct. 30, 2019	Conferences: Grades Y5 & Kdg. - 6 (5:00 p.m. to 8:00 p.m.)
Friday, Nov. 1, 2019	Geskus Individual Student Photo Retake Day
Monday, Nov. 18, 2019	<b>Early Dismissal for ALL STUDENTS: Grades Y5, Kdg. - 12</b> <i>Half-Day Facilitator PD - p.m.</i>
Wednesday, Nov. 27, 2019	NO SCHOOL FOR ALL STUDENTS, Y5, Kdg. – 12 <sup>th</sup> Grade
Thursday - Friday, Nov. 28 - 29, 2019	<b>Holiday Break – NO SCHOOL FOR ALL STUDENTS: Grades Y5, Kdg. - 12</b>
Friday, Dec. 20, 2019	<b>Early Dismissal for ALL STUDENTS Y5, Kdg. - 12</b>
Monday - Friday, Dec. 23 - 27, 2019	<b>NO SCHOOL FOR ALL STUDENTS: Grades Y5, Kdg. - 12</b> <i>Winter Break</i>
Monday - Friday, Dec. 30 - Jan. 3, 2020	<b>NO SCHOOL FOR ALL STUDENTS: Grades Y5, Kdg. - 12</b> <i>Winter Break</i>
Monday, Jan. 6, 2020	School Resumes
Friday, Jan. 17, 2020	<b>Early Dismissal for ALL STUDENTS: Grades Y5, Kdg. - 12</b> <i>Half-Day Facilitator PD - p.m.</i>
Monday, Jan. 20, 2020	<b>NO SCHOOL FOR ALL STUDENTS: Grades Y5, Kdg. - 12</b>
Tuesday, Jan. 21, 2020	School Resumes
Friday, Feb. 14, 2019	<b>Early Dismissal for ALL STUDENTS: Grades Y5, Kdg. - 12</b> <i>Half-Day Facilitator PD – p.m.</i>
Monday, Feb. 17, 2020	<b>NO SCHOOL FOR ALL STUDENTS: Grades Y5, Kdg. - 12</b>
Tuesday, Feb. 18, 2020	School Resumes
Friday, Mar. 13, 2020	<b>Early Dismissal for ALL STUDENTS: Grades Y5, Kdg. - 12</b> <i>Half-Day Facilitator PD - p.m.</i>
Wednesday, Mar. 25, 2020	Conferences: Grades Y5 & Kdg. - 6 (5:00 p.m. to 8:00 p.m.)
Thursday, Mar. 26, 2020	Conferences: Grades Y5 & Kdg. - 6 (5:00 p.m. to 8:00 p.m.)
Friday, Apr. 3, 2020	<b>Early Dismissal for ALL STUDENTS Y5, Kdg. - 12</b>
Monday - Friday, April 6 - 10, 2020	<b>NO SCHOOL FOR ALL STUDENTS: Grades Y5, Kdg. - 12</b> <i>Spring Break</i>
Monday, Apr. 13, 2020	School Resumes
Friday, May 22, 2020	<b>Early Dismissal for ALL STUDENTS Y5, Kdg. - 12</b>
Friday, May 22, 2020	Last Day for Seniors
Monday, May 25, 2020	<b>NO SCHOOL FOR ALL LEARNERS: Grades Y5, Kdg. - 12</b>
Tuesday, May 26, 2020	School Resumes
Sunday, May 31, 2020	Tecumseh High School Graduation, 2 p.m.
Tuesday, Jun.9, 2020	<b>Half-Day for ALL STUDENTS: Grades Y5, Kdg. – 12</b> (P.M. Records Day for Staff)
Wednesday, Jun 10, 2020	IF NEEDED, ANY MAKE UP TIME OR DAYS REQUIRED TO MEET THE 1,098 CLOCK HOUR REQUIREMENTS WILL START ON THIS DAY

Comment [3]: Please add.

## MAPs Schedule

(Art, Music, & Physical Education)

Our students will participate in Art, Music and Physical Education each day on a rotating basis during their scheduled class time.

8:45 a.m. to 9:55 a.m.	Klinger, Young
10:00 a.m. to 11:10 a.m.	Clark, Spohn, Szeman
1:00 p.m. to 2:10 p.m.	Chestney, Hilton, Northrup
2:15 p.m. to 3:25 p.m.	Scheerer, Saxton, Wilcoxon

# Welcome to Tecumseh North Early Learning Center!

Tecumseh Public Schools is on a journey to create an educational experience that supports each and every child in identifying his or her gifts and talents and harnessing these talents to improve the learning experience for each and every child and family we serve. We are thrilled to have this opportunity to serve your child!

North Early Learning Center represents an educational environment that is learner-centered based on the needs of each child. Your child's education at North Early Learning Center will reflect a new way of looking at our educational structure. We recognize the importance of meeting our youngest learners where they are developmentally as well as academically. Our educators will work together to ensure that there is the right balance of developmentally appropriate activities and academic opportunities. We recognize that, even at this early stage in their educational career, learners have a particular style of learning that can be stifled in the traditional environment. We will work together to provide each child the opportunity to grow in his or her best learning environment.

## Quick Reference Guide

<b>North Early Learning Center Main Office</b>	<b>517-423-9744</b>
<b>Food Service Department</b>	<b>517-423-1455</b>
<b>Transportation Department</b>	<b>517-423-2706</b>
<b>Tecumseh Voicemail System</b>	<b>517-424-6505</b>
<b>Tecumseh Public Schools Website</b>	<b><a href="http://tps.k12.mi.us">tps.k12.mi.us</a></b>

## ARRIVAL/DEPARTURE TIMES

Learners may enter at 8:25 a.m.

School doors open: 8:25 a.m. (First bell rings)  
School begins: 8:30 a.m. (Second bell rings)  
School is dismissed: 3:35 p.m.

If your child will be following a different routine after school, please call the office to inform us of this change in departure routines by 3:00 p.m. to ensure the proper steps are taken to inform your child of the necessary change. We do instruct children that if they ever miss the bus, they are to return to their teacher so that transportation can be arranged. We do NOT want children to start walking home if they do not see a parent/guardian waiting for them at the end of the day.

## **AWARENESS OF FOOD ALLERGIES**

Like many schools, we have a number of children in our district that have potentially life-threatening food allergies. Children with food allergies can have life-threatening, fatal reactions within minutes, when exposed to even a tiny amount of an allergen. Therefore, there are several practices in place to help prevent allergic reactions:

- All classrooms are Nut Allergy Aware Spaces. There will be no classroom projects with peanut butter, peanut shells or bird seed for example, in these areas.
- Parents who send a lunch from home for their child are free to pack the foods of their choice. It is our hope that families CHOOSE not to send foods containing peanut butter or nuts.
- Please instruct your child not to share food with other classmates unless a teacher gives approval to do so.

In addition, ANY food item sent in to share with other students, including those brought for class parties, must be pre-packaged and contain an ingredient label. Food without labels will NOT be distributed. Please check with your student's teacher before bringing any celebration treat to school. If you have questions, or would like suggestions for "allergy safe" foods, please contact the school office. To learn more about food allergies, you may visit the Food Allergy & Anaphylaxis Network's website, [www.foodallergy.org](http://www.foodallergy.org). Also, for a guide of allergy safe foods, visit the [SnackSafely.com](http://SnackSafely.com), and download the Safe Snack guide.

## **BIRTHDAY CELEBRATIONS**

Birthdays are important to every child and they like to celebrate this special day with their classmates. Birthday celebrations at North Early Learning Center are non-food special events. Your child will have the opportunity to choose from a list of suggested ideas including (but not limited to) extra recess, game time, donating a book to the classroom, or having a parent come read to the class on the child's special day. For additional information on birthday celebrations, please contact your child's teacher.

## **BREAKFAST/LUNCH PROGRAM**

The breakfast and lunch programs are open to all learners. You can review the lunch money policy below.

- Breakfast is served each morning at 8:20 a.m. for \$1.25. There are several items to choose from every morning.
- Hot lunches for learners cost \$2.75 a day or \$13.75 for the week. Menus are sent home once a month.

For children who bring their own lunches, please do not send soda and avoid the use of glass containers. The use of a thermos for milk, soup, etc. is permissible. Milk (white or chocolate) is available for purchase at \$.50 per ½ pint container.

## **BREAKFAST/LUNCH MONEY POLICY**

Parents/guardians are encouraged to use [My School Bucks](http://MySchoolBucks) online payment plan for school lunches. Please visit [tps.k12.mi.us](http://tps.k12.mi.us), click on Parents at the top of the page, then click [My School Bucks](http://MySchoolBucks). Using the online payment system will safeguard your student's lunch money from becoming lost between home and school. You may check the balance in your child's lunch account by going to <https://mealmagic.lisd.us/mealmagic/mylunchaccount>. Any questions regarding your child's lunch account should be directed to our district's Food Service Manager, at 517-423-1455. Menus are also posted on the district's web page. Click on North Early Learning Center, then Student Life.



You can also send cash or a check made out to Tecumseh Food Service. Please be sure to send cash/check in an envelope with the following information:

- Child's name
- Child's grade and teacher's name
- Purpose of money (lunch)
- Amount enclosed
- Number of lunches to be purchased

If you have more than one child in school, you can make one payment, just indicate how you want the money divided between your children's accounts. All lunch money should be sent in a sealed envelope with your child.

You can always contact the Food Service Department at 517-423-1455 and someone will answer any questions you may have.

## **BREAKFAST/LUNCH SCHEDULES**

Breakfast is served each day beginning at 8:20 a.m.

Lunch Schedule:

Lunch 11:25 a.m. to 11:45 a.m. Recess 11:45 a.m. to 12:05 p.m.	Northrup, Saxton, Wilcoxon
Lunch 11:50 a.m. to 12:10 p.m. Recess 12:10 p.m. to 12:30 p.m.	Chestney, Hilton, Scheerer, Young
Lunch 12:15 p.m. to 12:35 p.m. Recess 12:35 p.m. to 12:55 p.m.	Clark, Klinger, Spohn, Szeman

## **BUILDING OF CHOICE**

The District does honor building of choice requests for our Early Learning Centers. If you would like to request a change in building assignment, please contact the Administrative Services Building at 517-423-2167 and we will get you the information you need.

## **COMMUNITY LEARNING CONNECTIONS**

Community Learning Connections (CLC) is a non-profit organization committed to fostering a learning community and working to engage, support, and empower learners and their families. CLC staff provide whole school, small group, and individual integrated learner supports and facilitate evidence-based programming in all six TPS School Buildings. CLC leverages community resources to address identified needs and help improve school climate. Service categories include (but are not limited to): basic needs, youth empowerment, family engagement, building assets and life skills, academic assistance, peer-to-peer mentoring, community service, financial stability, positive behavior interventions, substance-abuse prevention, and post-secondary exploration/career opportunities.

North Early Learning Center's site coordinator is Heather Franco. For more information call 517-423-7574 or visit [www.communitylearningconnections.org](http://www.communitylearningconnections.org).

## **CONFERENCES**

Conferences for all students are scheduled in the fall and spring. You will be notified well in advance in order to arrange your meeting time. This is a great time for you to discuss your child's progress with his or her teacher.

If you wish a conference with your child's teacher at a time other than fall or spring conferences, arrangements can be made by calling or stopping in the school office. You can always contact the building principal for further assistance.

## **EMERGENCY PREPAREDNESS DRILLS**

Each day, we are entrusted to provide a safe and healthy learning environment for your child. In collaboration with our local community and law enforcement agency, our district has completed A.L.I.C.E. training. A.L.I.C.E. stands for Alert, Lockdown, Inform, Counter, Evacuate and is a model that represents our standard of care for your children. Our strong partnerships in the community allows us to continuously review our procedures to ensure your child is safe in our care. In accordance with state regulations, evacuation, fire, tornado, and lock-down drills will be conducted.

- During fire safety drills and actual fire emergencies, children are escorted out of the building by staff and placed in safe locations which are determined at the discretion of school administrators in consultation with local emergency personnel and in accordance with safety guidelines.
- During evacuation drills and actual emergencies, off campus safe shelter locations are utilized which are determined at the discretion of school administrators in consultation with local emergency personnel and in accordance with safety guidelines.
- During tornado drills and actual severe weather emergencies, children will take shelter within the school building.
- During a lockdown drill, students will not be permitted to move around the building until an all clear is given. Doors will be locked with no one admitted in or out. For safety reasons, parents will not be permitted to remove children from the building during a lockdown drill. In an emergency situation, once a lock-down has been initiated, the school is under the direction and control of local law enforcement.

The school shall conduct emergency drills as set forth in Board Policy.

## **STUDENT RELEASE (DURING SCHOOL HOURS)**

The safety of your child is our top priority. We will not allow students to leave the school building or grounds during school hours, including lunchtime without permission from the office.

In situations where it is necessary for your child to leave school during the school day, the child will be excused through the school office only. The parent/guardian MUST stop at the office and sign out the student. The office personnel will then call the child to the office. Teachers will not release a child to a parent/guardian except through the office approval. This policy is designed for your child's safety and parents/guardians peace of mind. Whenever possible, please notify us ahead of time with a note or phone call when your child will leave early or arrive late due to appointments or other family reasons.

If your child returns to school later in the day, the parent/guardian needs to accompany the child to the office to sign back in. When you enter the building, please use the main entrance at the front of the school and check in at the office.

## **LEARNING FIELD TRIPS**

Spending time outside our school building is an important part of the learning experience. We encourage parents to serve as chaperones on our trips. Your child's teacher is the best resource for opportunities to chaperone for a learning event. Please remember that ALL chaperones must have a background and screening check submitted prior to the scheduled trip.

## **LOST AND FOUND**

If your child is missing any articles of clothing or other personal items, he or she can check the lost and found area located in the main lobby. In order to easily locate misplaced items, please label all coats, hats, gloves and boots with your child's name.

Parents/guardians may also come and check for missing items at any time. These items are displayed outside the office area during fall and spring Conferences. Small and/or valuable items are kept in the office and learners or parent/guardians may ask in the office if such articles have been found. *At holiday break and at the end of the school year, any unclaimed items are sent to a local charity.*

## **MESSAGES**

The North Early Learning Center office is open from 7:30 a.m. to 4 p.m. each school day. Important messages can be called into the school office. Messages are delivered at 3 p.m. every day, so please call before that time to ensure that your child gets the message. Please feel free to phone us regarding any questions or concerns which you may have. The school office phone number is 517-423-9744.

## **MOVING**

If your child's residence or phone number changes, please notify the office at 517-423-9744.

## **PETS IN SCHOOL**

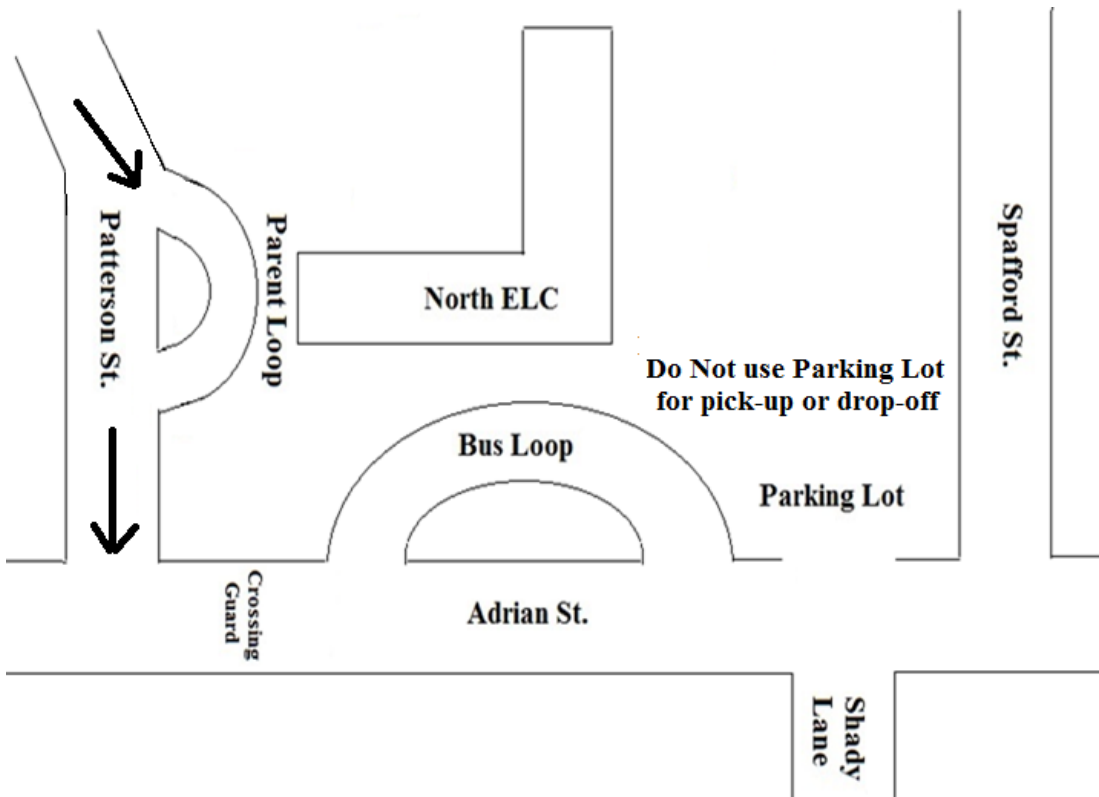
Our teachers are happy to speak to you about our policies for pets in the school buildings and on school grounds. While we know we all love our pets, except in the case of service animals, parents should refrain from bringing their pet with them when picking up or dropping off their child.

## **PICK-UP AND DROP-OFF PROCEDURES**

- The bus loop off of Adrian Street is for buses only (see map.) Cars should enter the car loop off of Patterson Street by way of Union Street.
- Pull up by the Patterson Street side doors of the school between the cones to let your student out of your vehicle in the morning. When your child is safely out of the car proceed back down the hill to Patterson Street to Adrian St. Do not leave your vehicle unattended in the loop.
- If you are walking your child into school, please park in a designated parking area.
- Please do not block the traffic flow. If you need to enter the school, please move to a designated parking spot.
- If you are picking up your child at the end of the day you may enter campus prior to 3:35 p.m. and wait for them along Patterson Street or in a designated parking area. Please inform your child's teacher if this is your plan.

- If you need to change your child's daily pick-up procedure in any way, please send a note and/or call the office by 3 p.m. so we are aware of the change and can make sure your child gets to the correct place each day.

**Morning Time Arrival Procedure:** When you arrive to drop off your child, please use the parent loop off of Patterson Street. Please be considerate, pull around the loop to allow others to do the same. This is not a parking lane, so please pull up and around to allow a few moments for your child to exit your vehicle then pull out of the drop off loop. We ask that you do not park or pull into the emergency fire lane.



**P.T.O. (PARENT-TEACHER ORGANIZATION)**

Research tells us that parent/guardian involvement increases student success. Our P.T.O. gives parents/guardian and teachers an opportunity to work together to provide a variety of in-school and extracurricular activities that enrich the students' school experience and allows parents/guardians to become directly involved in their child's education.

The P.T.O. is a self-governing organization that all parents/guardians may join. It elects its own officers, selects its own committees and finances its own activities, mostly with a major fund raising activity each year. The P.T.O. works with the principal and teachers to plan its activities and projects.

Past projects have included funding for field trips, funding special assembly programs, providing supplementary educational material, such as the Weekly Reader, and presenting special student achievement awards. We look forward to your participation and support. Please feel free to attend P.T.O. meetings in order to keep abreast of their activities. Their meeting schedule is posted in the North Early Learning Center P.T.O Monthly Newsletter.

## **READING PROGRAMMING**

Our Reading Specialist offers students the opportunity to refine and build positive reading strategies on their road to becoming independent readers. They will work closely with teachers to build a “reader’s toolbox” of reading strategies for students who need more development of these skills. Students who qualify will receive individualized instruction on a weekly basis to practice these skills. The Reading Specialist will monitor students closely and collaborate with classroom teachers on how to optimize the most effective techniques.

## **SCHOOL DELAYS AND CLOSINGS**

The following area radio stations will announce any school closings due to weather conditions or emergency situations: WABJ 1490 AM, WLEN 103.9 FM, WQTE 95.3 FM, & W4 102.9 FM. Television stations WTOL Channel 11 and WTVG Channel 13 will also carry school related information. Bulletins are generally aired after 6 a.m. You will also be contacted by the Blackboard Connect Alert System; you are responsible for signing up and making any changes to your account. Finally, all school delays/closings will be posted on our website at [tps.k12.mi.us](http://tps.k12.mi.us).

Please do not call the school. If you drive your child to school and notice very few cars in the parking lot, please check to ensure that school is in session before leaving your child.

Although it is very rare, there may be occasions when school is dismissed early because of an emergency. You should instruct your child what to do if this occurs on a day when you will not be at home. You should also provide this information on the emergency information sheet, which is in the office. Your child will be sent home as usual unless the office has special instructions on file.

## **TECUMSEH CHILDCARE PROGRAM**

We provide a safe, nurturing, and comfortable environment for your child(ren) for before and after school care as well as all-day childcare. We have locations at Tecumseh North Early Learning Center, Tecumseh South Early Learning Center, and Compass Learning Center. If you have any questions about the Tecumseh Childcare Program, please call 517-423-2367 x. 4301.

### **Hours of Operation: Monday through Friday**

- Before School Care: 6 a.m. to the start of school
- After School Care: end of school to 6 p.m.
- All Day: 6 a.m. - 6 p.m.

The program is open on all half days both before and after school, school delays due to weather and other delays, early release dates, conferences, winter break, spring break, and summer. **Should the district close, the child care program will be open at Compass Learning Center, Room 1120.**

## **VISITORS**

Parents are welcome to observe their child at school. To address safety concerns and to minimize disruptions, please call to prearrange visits with teachers and administrators. All visitors entering the building during regular school hours will be required to sign in before being issued a building ID guest badge. All visitors are subject to the Board's school visitor policy.

## **VOLUNTEERS**

We welcome and value volunteers! Please check with your child's teacher to see what volunteer opportunities are available. Please make sure you **sign in** and record any volunteer time on the Volunteer Sign-in sheet located in the office. Also, please wear a Volunteer Badge whenever you are in the building.

*In the course of their work, volunteers may learn confidential information about students and their families. This information must be kept confidential.*

All volunteers are required to fill out a Tecumseh Public Schools Volunteer Registration Form prior to volunteering. This allows the school district to complete a background check on the intended volunteer. ALL volunteers must comply with this in order to participate in any activities involving learners of Tecumseh Public Schools.

## **LUNCH/RECESS EXPECTATIONS**

We work to ensure your child is provided a safe, clean environment to enjoy his or her lunch. Teachers, along with our lunch helpers, will work to provide an environment where your child can spend time with friends in a respectful and caring environment.

We recognize the importance of play in the learning experience. Therefore, we will provide a safe, respectful, and fun environment for your child on our playgrounds. At North Early Learning Center, we aim to have time outside every day. We feel that children learn more effectively if they have a chance to exercise each day. It is important that children are dressed appropriately for the conditions. We will have indoor recess if it is raining or the temperature, with the wind chill factor, falls below 15 degrees.

## Tecumseh Public Schools District Information

### **ANTI-BULLYING & HARASSMENT**

Consistent with Board Policy 5517.01, the District prohibits bullying and other aggressive behavior toward students. This prohibition includes written, physical, verbal and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

This prohibition applies to all “at school” activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Board Policy 5517.01 provides detailed information on the anti-bullying and harassment policies and are available on the District's website.

### **ATTENDANCE POLICY**

Classroom attendance instills a concept of self-discipline, exposes a student to group interactions with teachers and fellow students, and enables a student to hear and participate in class discussion and other related learning experiences.

Regular attendance is critical in the development and learning of all students. Absences are lost hours of learning and instruction, rather than a simple tally of days. The mission of our attendance policy is to clearly and effectively communicate the ways in which absences will be defined.

Research shows that chronic absence is a directly linked factor contributing to lower test scores, an increased dropout rate, and significantly lower levels of reading and math abilities. Chronic absence is defined as missing 10% or more of any school period for any reason. Therefore, when interventions take place, it is not necessary to determine whether absences are excused or unexcused.

The goal of the school district is to link all students and families with the appropriate resources which will enable them to overcome the barriers that interfere with regular attendance.

All absences must be communicated to the school office by the parent or guardian on the day of the absence. Absences will be either counted or not counted, depending on the circumstances surrounding the absence. All absences will be counted with the exception of the following appropriately documented circumstances:

1. Funeral Visitations
2. Doctor's documentation/note
3. Hospitalization
4. School related activity including suspensions
5. Court dates

Counted absences may be blocked with approval for recurring health issues where a doctor's visit is made. This will allow for several related absences to be blocked as one. Assignments will be allowed to be made up with the rule of one day per absence.

All counted absences will be handled in the following manner per semester:

- **Step 1:** After 5 full days of unexcused absences, a letter will be mailed home to notify the parent.
  - Example: 1 full day is equivalent to accumulating 7 missed class hours.
  - Example: 5 full days are equivalent to accumulating 35 missed class hours.

**\* Consistent unexcused absences for a singular class period may result in disciplinary action, including permanent removal from that class, before the equivalent of 5 full days are missed.**
  
- **Step 2:** After 9 full days of unexcused absences, an administrator, if appropriate, will make a phone call to set up a meeting with the parent and student. The goal of the meeting should be to address the root cause of the absences, offer academic support, alternative education if appropriate, and attendance expectations, including an attendance agreement. Interventions should include, but are not limited to mental health screening, problem solving, tutoring, and mentoring. A plan of action will be agreed upon to address the root cause of the absences.
  - Example: 9 full days are equivalent to accumulating 63 missed class hours.
  
- **Step 3:** If the expectations from the parent and student are not met after the meeting, a call will be made along with a referral to the Truancy Specialist. The referral will include the date a letter was sent, as well as a brief summary of the parent meeting. The Truancy Prevention Specialist will determine next steps.

It is the goal of the school to maximize the amount of learning time for each student while they are in our care. The following are things that you can do to be a partner in the education of your child:

- Plan family vacations on weekends or around school breaks. A one week vacation causes each student to miss approximately 35 hours of instruction that his/her classmates will receive. This is valuable learning that is difficult to make up for when the student returns. Please make every effort to schedule any doctor and dentist appointments after school hours.
- Have a plan as well as a backup plan to get your child to school on time every day. Too often a disruption in the morning or transportation issues cause children to miss entire days of school. Communicate with school officials if this is a problem, so that appropriate resources can be sought to help correct the issue.
- Only allow your child to stay home if they are too sick to come to school. Fever, vomiting, pink eye, or severe viral infections are causes to keep them at home. Complaints of a headache or stomach ache can be signs of anxiety and should be communicated to school officials.
- Keep track of your child's attendance. Chronic absence is missing just two days per month, but over the course of a school year equates to about 126 hours of learning. Parents can use a calendar system at home to track attendance, or use the school's online program.

Communicate. Most attendance related issues can be solved fairly easily by utilizing the appropriate resources and staff. Talk to your school officials about what is causing attendance problems and remember, we are here to help. We commit to work with you to provide the services needed to ensure that your child has the opportunity to have excellent attendance.

## **COMMUNICABLE DISEASE INFORMATION**

Any time large numbers of learners are together on a daily basis, there is a risk of spreading contagious infections. For conditions requiring prescription medication, your child needs to be **on the medication for 24 hours** before returning to school.



## CONTAGIOUS INFECTIONS INFORMATION

Our obligation is to do whatever we can to prevent any contagious infections from spreading at school. We meet this obligation by:

1. Alerting you to types of infections and infestations that may occur in an early learning center such as chicken pox, impetigo, scarlet fever, scarlatina, pink eye, head lice, scabies, and ringworm.
2. Sending a student home who appears to have symptoms of a communicable disease. Students who return to school before their symptoms have cleared will be sent home again.
3. Alerting families to watch for symptoms of a communicable disease that has been observed or reported in their student's classroom.
4. Reporting infectious diseases and recurrent cases of infestations to the county health department.
5. Your obligation is to keep your child home when he/she is sick and to make sure the school is provided with accurate up-to-date information about contacting you or your designee in case your student becomes ill at school.

## DISCIPLINE POLICY AND CODE OF CONDUCT

As a community of students, it is the goal of Tecumseh High School staff and students to create an atmosphere where all can learn. We will work together to resolve difficulties with consideration for all parties involved. With input from students, parents, and staff, this Code of Conduct has been established and serves as a guide for behavior and consequences. The Code of Conduct is not all inclusive. students may be disciplined for inappropriate behaviors not specifically listed.

To establish the best possible learning atmosphere for the students, as well as to provide for the health, safety, and welfare of all students and staff, the following categories of misconduct have been adopted along with guidelines for consequences where a student engages in such misconduct. This list is not intended to be exhaustive, and includes, but is not limited to the following:

MISCONDUCT	RANGE OF DISCIPLINE
1. Failure to comply with a reasonable request, insubordination	Warning up to 3-day suspension - Teacher may suspend up to one day
2. Rude, abusive, vulgar inappropriate behavior or language	Warning up to 3-day suspension - Teacher may suspend up to one day
3. Classroom disruption	Warning up to 3-day suspension - Teacher may suspend up to one day
4. Falsification of documents/records	Warning up to 5-day suspension
5. Leaving building/class without permission; skipping/tardiness	Warning up to 3-day suspension
6. Possession of lighter/matches	Warning up to 3-day suspension
7. Defacing property, vandalism	Warning/Restitution/Detention/Up to 5-day suspension

8. Inappropriate use of technology	Warning up to 3-day suspension; see also consequences under Tecumseh Public Schools Internet Permission and Rules
9. Theft	Up to 3-day suspension
10. Theft by use of threat, force, or extortion	Warning up to permanent expulsion
11. Possession/use of fireworks	Warning up to permanent expulsion
12. Setting off false fire alarm	Warning up to permanent expulsion
13. Bullying, threat, intimidation, inappropriate physical contact/harassment	Warning up to permanent expulsion
14. Possession of weapon (which is not a "dangerous weapon" under state law), look-alike weapon, or an object which may be used to cause or threaten harm to others	Up to 10-day suspension and including expulsion
15. Possession of a firearm in a weapon free zone	Permanent expulsion from all public schools in Michigan
16. Possession of a dangerous weapon ("firearm, dirk, dagger, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles") as defined by State Law	Permanent expulsion from all public schools in Michigan, subject to consideration of mitigating factors required by law.
17. Possession /use/distribution or sale of tobacco or tobacco products (including "e-cigs" or vapor devices).	Successful completion of the Tecumseh Coalition for Youth Program AND 3-day suspension/police notification/mandatory tobacco education
18. Possession/use/sale of alcoholic beverages, including any beverages with alcoholic content. Student may be asked to take a breath alcohol test. Refusal to submit to this test may result in disciplinary consequences.	Successful completion of the Tecumseh Coalition for Youth Program AND: 1 <sup>st</sup> Offense: Mandatory screening, up to 5-day suspension—may be reduced by 2 days by successfully completing an educational program. 2 <sup>nd</sup> Offense: Mandatory screening, up to 10-day suspension. 3 <sup>rd</sup> Offense: Expulsion
19. Possession/use of controlled substance or distribution/sale of controlled substances prohibited by law, including but not limited to marijuana, illegal pills, narcotics, look-alike drugs, and drug paraphernalia	Successful completion of the Tecumseh Coalition for Youth Program AND warning up to permanent expulsion

20. Threat to school employee, volunteer, or contractor ("any statement or act, oral or written, which can reasonably be expected to induce in another person(s) an apprehension of danger of bodily injury or harm")	Warning up to permanent expulsion
21. Bomb threat or similar threat directed at a school building, or other school property	Suspension up to permanent expulsion
22. Physical assault of a student ("intentionally causing or attempting to cause physical harm to another through force or violence")	Suspension up to permanent expulsion
23. Physical assault of school employee, volunteer, or contractor ("intentionally causing or attempting to cause physical harm to another through force or violence")	Permanent expulsion from all public schools in Michigan, subject to consideration of mitigating factors required by law.
24. Arson in a school building or on school grounds (including school vehicles or at school events off school grounds)	Permanent expulsion from all public schools in Michigan, subject to consideration of mitigating factors required by law.
25. Criminal sexual conduct in a school building or on school grounds (including school vehicles or at school events off school grounds)	Permanent expulsion from all public schools in Michigan, subject to consideration of mitigating factors required by law.
26. The foregoing list of inappropriate behavior, which may result in student discipline, is not considered all-inclusive.	The Michigan School Code authorizes the Tecumseh Board of Education to suspend or expel from school a student guilty of "gross misdemeanor or persistent disobedience when, in its judgment, the interest of the school may demand it." School officials may also refer matters to local law enforcement.

## DISCIPLINE: DEFINITIONS OF CORRECTIVE MEASURES:

1. **Detention:** A specified number of hours that a student must spend for his/her inappropriate behavior beyond the school day. Classroom detentions may be assigned by teachers or the administration may assign detention hall. The following rules apply to detention:
  - a. Detentions will be served before or after school during the week or on Saturdays depending on the assignment.
  - b. students participating in sports, extracurricular activities, or work are not excused from detention. The student has the obligation to inform his/her coach, sponsor, or employer that he/she will be remaining after school for a specified amount of time.
  - c. Missing a scheduled detention will result in doubling of the detention time.
  - d. Failure to serve the doubled detention will result in a one (1) day suspension from school, and the student must still serve the doubled detention.
  - e. Detention begins at 2:55pm. unless other arrangements are made. students must be on time and make it known to the detention supervisor that he/she is serving the detention.
  - f. Quiet will be maintained during detentions and students are required to study or read.

- 2. Expulsion:** This means removal from school following action by the Board of Education for 60 or more school days.
- 3. Law Enforcement Agency Involvement:** Law enforcement agencies shall be notified of all cases of student misconduct that are defined as criminal under the laws of the State of Michigan.
- 4. Parent Contact:** This may be accomplished in person, by telephone or via the Disciplinary Referral Form, which is mailed home by the Assistant Principal's Secretary.
- 5. Removal From Class:** The student will be removed from the classroom for a period not to exceed five (5) days and will report to the Assistant Principal's office for further placement.
- 6. Restitution:** This is the giving back of what has been lost or taken away. It is the act of making good any loss, damage, or injury.
- 7. Restorative Practices:** A disciplinary option in which students who have committed offenses will do the following: Meet with the offended parties, take responsibility for their actions, apologize, and make restitution. Any option may be invoked at an administrator's discretion and may be used in conjunction with any other disciplinary action.
- 8. Saturday School:** Saturday School will be held in the Media Center beginning at 8 a.m. and concluding at 12 p.m. (length will vary depending on the offense). Students are expected to enter the Southside of the High School and go immediately to the Media Center. Expectations regarding Saturday School are as follows:
  - a. students are expected to arrive on time. students who are late will be sent home and will be expected to make up the detention on another assigned Saturday.
  - b. Students must bring sufficient homework and/or reading materials for the duration of the detention.
  - c. Silence will be maintained during the detention and electronic devices are prohibited.
  - d. Students may not leave the detention until the teacher dismisses them. After dismissal, students must leave the building.  
Failure to serve the Saturday School detention, leaving early or being asked to leave the detention due to disciplinary reasons, will result in a suspension.
- 9. Social Probation:** Social Probation means the student loses all special privileges and only retains the privilege of attending regularly scheduled classes.
  - a. Examples of privilege loss include, but are not limited to: dances, clubs, trips, and athletic events, whether home or away.
  - b. Students on Social Probation are permitted on school grounds during school hours only.
  - c. A violation of this policy will cause a five (5) day suspension from school and extension of the Social Probation period.
  - d. It should be noted that students on social probation are excluded from attending or participating in any school related extracurricular activities.
  - e. Expulsion during the social probation includes athletics and athletic events on or off campus and/or home and away games and scrimmages. Students participating in athletics are also excluded from participating in their sport during the social probation period.
- 10. Student Assistance Program:** The District may require, as a condition of continued attendance, that students who are experiencing problems with alcohol and/or drug abuse seek treatment, assessment, counseling, and/or rehabilitation programs available to the community. Information regarding these programs is available at the Student Services Center.

a. When either the student and/or parents/guardians do not wish to cooperate in making needed assistance available, the student's status in school may be re-evaluated, taking into account the best interests of the student, the nature of the problem, and the health, safety, welfare, educational opportunity, and the rights of other students and staff.

b. Refusal by parents/guardians to seek treatment for a chemically dependent student shall result in a report to the Department of Social Services for suspected child abuse/neglect according to the law.

**11. Suspension:** This means temporary removal from a class/school for fewer than 60 days.

**12. Procedures for Suspension/Expulsion:** On the basis of present school law, the building Principal and Assistant Principal are delegated the authority to suspend a student from school.

a. The results of disciplinary actions are cumulative within and across the categories which may result in suspension or expulsion.

b. The length of suspension or expulsion may vary from 1-59 days depending upon the seriousness of the charges.

i. Principals & Assistant Principals have the authority for suspensions up to 10 days

ii. Superintendents have the authority for suspensions up to 59 days

iii. All expulsions must go to the school board

c. The completion of disciplinary actions (such as detentions and suspensions) when delayed by an "Act of God" will be assigned and served on the next regular student day, whenever it occurs.

d. Suspension begins at the close of the instructional day, or earlier with notification by the administrator and continues until midnight of the last suspension day.

e. During the time of suspension, the student will not participate in any extracurricular activity or be present on school property unless accompanied by a parent or legal guardian for a prearranged conference with an administrator.

f. students who are on campus or any school-sponsored or school related activity during a suspension will have an additional day added to the suspension.

g. The student will be carried on the rolls as an enrollee but will be recorded as being absent during the period of suspension.

h. Building administrators shall be responsible for documenting evidence to support any action or suspension. Such documentation shall be in writing and shall be maintained in the appropriate files. In suspending a student, the Principal or Assistant Principal shall adhere to the following precepts:

i. An informal investigation shall be conducted for the purpose of obtaining all information pertinent to a fair decision.

j. The student shall be informed of the charges and provision shall be made for the student to be heard and to present views if the student wishes

k. The student shall be fully informed of the results of the investigation. If suspension is to occur, the student shall be told the length of suspension, the condition under which reinstatement may take place and what the student's status is during suspension.

l. The parent or legal guardian shall be notified by phone, if possible, and also will be mailed a copy of the disciplinary referral. If the parent or legal guardian cannot be contacted, the student shall be retained in school until the end of the school day, unless the student is a threat to the school. A copy of the Discipline Form will be placed in the student's CA-60 file.

## DISCIPLINE: DUE PROCESS FOR STUDENTS

The following due process procedure is used for students involved in a violation of the Tecumseh Public Schools

Discipline Code:

- The student is notified of alleged misconduct.
- An administrator investigates and the incident is discussed with the student.
- The student is given an opportunity to explain his/her conduct.
- If necessary, further investigation will be conducted.
- If disciplinary consequences are in order, the student is advised of that fact and the parent/guardian is notified in writing and an attempt is made to contact parent/guardian by phone.
- Parents/guardians and/or student will have an opportunity to appeal the decision to the principal, Superintendent, and the Board of Education, in that order if suspension is over 10 school days or expulsion has been recommended.

Note: Penalties may include but are not limited to: Parent/guardian escort, no extracurricular activities (including field trips, class parties, field day, etc.)

- Repeat of any of the above offenses is subject to more severe consequences.
- Suspension occurring on an "Act of God" day will be implemented on the next regular school day.
- Suspension means loss of privilege to attend school activities on school grounds or to be at school activities for the duration of the suspension.
- Other behavioral acts not addressed by this discipline code may provide just cause for disciplinary consequences.
- Details of consequences in regards to Michigan School Law may be obtained from the principal and/or the Superintendent.

## DISTRIBUTION OF OUTSIDE MATERIALS

Distributing or handing out pamphlets, flyers, etc. on school property, is prohibited unless permission has been received from the Board Office. Please bring documents to the Administrative Services Building at 212 N. Ottawa St., Tecumseh, MI for approval, and distribution to the appropriate building.

## DRESS CODE

Students are expected to dress appropriately for school. To establish the best possible learning climate to avoid distractions and provide a clear focus and direction for the student, the following dress code has been established.

**Any dress or grooming which is disruptive to the educational process is prohibited.** This dress code also applies to school dances.

Students who are in violation of the dress code will be asked to change their clothing, and may be sent home for the day. Subsequent violations may be subject to progressive discipline. The administration retains the right to determine the appropriateness of a student's attire. Administrators reserve the right to determine whether clothing is appropriate for the school setting.

## HEALTH CONCERNS

### Immunizations

To enter School: State law prohibits admitting new entrants to school without a record of having received the minimum state-prescribed doses of each of the following immunizations: Measles, mumps, rubella, polio, diphtheria, tetanus, pertussis, hepatitis B and varicella (chicken pox).

Before school starts, parents/guardians are urged to check their student's immunization records to make sure it is up to date. Immunizations are required to be up to date for each student who attends school. Exceptions include situations in which immunizations are contrary to the beliefs of the parent/guardian, or where immunizations are contraindicated by the student's health. In either case, signed waivers must be on file with the school office. If there is an outbreak of a communicable disease at school, and your student has NOT been immunized against that disease, that student will be excluded from attending school until the danger has passed, or your student has been immunized.

### **Lice**

Suspected cases of lice will be reported to the parent. Information about detection and treatment will be provided.

### **Medication**

The administration of medication shall be in compliance with Section 1178 of the Michigan School Code.

Medications include both prescription and non-prescription medications, whether taken by mouth, inhaler, nebulizer, are injectable (Epi-pen), applied as drops to eyes or nose, or applied to the skin.

Consent authorization forms are mandatory for any medication to be administered at school by a school employee or agent of the district acting on the district's behalf. Prescription and non-prescription medication administration requests must have a physician's signature, an order verifying the correct medication, dosage, time of administration, and possible side effects as well as the signature of the student's parent or legal guardian. This information will be kept on file in the school office but a new form needs to be completed each school year. All medications must be in the original pharmacy container or the original, over the counter container.

Board Policies 5330, 5330.1, and 5331 provide detailed information on the District's medication administration policies and are available on the District's website.

## **LOCKERS**

Students will be assigned a locker and are expected to keep lockers free of graffiti. If a student wishes to post items on the inside of their locker, magnets (and not adhesives) must be used so that the items can be removed without damage to the locker. Students need to know that they have to fit all their 'belongings' in--including winter coats, books, and notebooks and the locker door must be closed. Students should not share a locker.

All lockers assigned to student are school district property. A student has no expectation of privacy in a locker or its contents, but the student's privacy rights shall be respected regarding any items that are not illegal or against school policy. At no time does the school relinquish its exclusive control of its lockers. The principal or designee has custody of all locker combinations or locks. Students shall not place a lock on any locker without the advance approval of the principal or designee.

Random searches of school lockers and their contents deter violations of school rules, ensure proper maintenance of school property, and provide greater school security. The principal or designee is authorized to search lockers and locker contents at any time, without notice, and without parental/guardian or student consent, and without a search warrant. A law enforcement official may assist school personnel in searching a locker, upon request of the principal or designee.

The principal or designee may seize any illegal or unauthorized items, including but not limited to: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poison, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items or seizure of items that schools are required to report under the State Law. Any item seized by the principal or designee shall be removed from the locker and held by school officials for evidence in a disciplinary proceeding and/or turned over to law enforcement.

## **NON-DISCRIMINATION/EQUAL OPPORTUNITY**

Tecumseh Public School District adheres to a policy of non-discrimination with regard to employment and educational placement. No person shall, on the basis of any protected class be excluded from participating in, be denied the benefits of, or be subjected to discrimination during any program or activity. The district complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Michigan Elliott-Larsen Civil Rights Act, and the Persons with Disabilities Civil Rights Act. For further information, please see the Board's Policies and Administrative guidelines on this matter.

## **PESTICIDE APPLICATIONS**

State law requires school administrators to notify parents/guardians of children attending that school of their right to be informed prior to application of pesticides at the school. The notice shall contain information obtained from the person applying the pesticides, which includes a statement that a pesticide will be applied, approximate location of the application and the date of the application. Notice will be given by our public announcements.



## TECHNOLOGY ACCEPTABLE USE AND INTERNET SAFETY INFORMATION

Board Policy 7540.03 provides detailed information on the District's Student Network and Internet Acceptable Use And Safety policy and is available on the District's website.

### STAFF AND STUDENTS TECUMSEH PUBLIC SCHOOLS Agreement for Acceptable Use of Technology Resources

Building / Program Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

This Agreement is entered into on (date) \_\_\_\_\_

This Agreement is between (name) \_\_\_\_\_ ("student" or "User") and the  
Tecumseh Public Schools ("District").

The Tecumseh Public Schools (TPS) provides Internet access to students for educational purposes only. The use of the Internet is necessary for many school research projects. Misuse violates Tecumseh School Board Policy and may subject students to suspension and other school disciplinary consequences.

The Internet and other online resources provided by TPS are intended to be used to support the instructional program and further student learning. The TPS network facilities are to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the Tecumseh Public School District. Since the Internet contains an unregulated collection of resources, TPS cannot guarantee the accuracy of the information or the appropriateness of any material that a student may encounter. Therefore, before using the TPS on-line resources, each student and his/her parent/guardian shall read, sign and return a TPS student Computer Use Agreement. This agreement shall specify user obligations and responsibilities and shall set forth consequences for violations.

#### **Internet Control Filtering and Monitoring: As required by the Children's Internet Protection Act**

In accordance with federal, state, and local regulations, filtering software is used to control access to the Internet. This blocks or filters visual depictions that are obscene and other content that may be harmful to minors. Parents are advised, however, that filtering technology is imperfect, and that the possibility exists of obtaining access to prohibited materials. Educational staff will, to the best of their ability, monitor students' use of the Internet and will take reasonable measures to prevent access to inappropriate materials.

From time to time TPS will make a determination on whether specific uses of the network are consistent with the regulations stated above. For security and administrative purposes, TPS reserves the right for authorized personnel to review network use and content. TPS reserves the right to remove an individual's network access privileges to prevent further unauthorized activity.

#### **Internet Restrictions and Guidelines**

##### **Students**

- should use the Internet/network for appropriate educational purposes and research.
- should immediately report any security problems or breaches of these responsibilities to the supervising teacher.
- must adhere to copyright laws and plagiarism rules when using the Internet.
- may not use the network for entering contests, advertising, political lobbying, or personal commercial activities including online purchasing.

- may not use the TPS Internet access for sending or retrieving inappropriate, obscene, illegal, or pornographic material.
- may not circumvent security measures on school or remote computers or networks (hacking) to gain access to restricted internet sites and resources.
- may not use chat rooms, instant messenger, or social media accounts that are not provided/approved by the district for non-academic purposes.
- may not send spam, chain letters, or other mass unsolicited mailings.

### **Security**

- System logins or accounts are to be used only by the authorized owner of the account for the authorized purpose. students may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account
- students shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users; misrepresent other users on the system; or attempt to gain unauthorized access.
- Only authorized technology personnel may install software.
- Permission of authorized technology personnel is required for relocation, removal, or adjustment of any hardware and/or peripheral device by any student.
- students will not use sniffing or remote access technology to monitor the network or other users' activity.
- Files stored on the network are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring of the electronic network may lead to discovery that a student has violated this policy or the law. students should not expect that files stored on district servers are private.
- Parents have the right to request to view the contents of their student's files.

### **E-Mail Policy**

- students will be provided with email accounts that will be used for communicating with teachers and other students for school related activities.
- students will not use outside email accounts such as Gmail, AOL, Yahoo, Hotmail, and other free email services on school computers.
- students will not forward a message that was sent to them privately without the permission of the person who sent them the message.
- students will not post private information about themselves or another person.
- students should have no expectation of privacy at any time while using the district provided email system whether at school or while accessing the district email off the TPS premises.
- The district is authorized to and at all times will monitor email logs and Internet histories of students..
- students shall not engage in cyberbullying or personal attacks.

### **Network Resources**

Network resources are considered to be any location on the TPS network where students and staff store and access files. students may upload any type of file to their dedicated Virtual Hard Drive so long as the content of the file does not contain:

- Derogatory or defamatory statements or use of profanity.
- Sexually explicit content, such as pornography, erotica, and non-erotic discussions of sexual topics such as sexuality or sex.
- Violent or other forms of graphic or "extreme" content.
- Promotion or discussion of bigotry or hate speech.
- Promotion or discussion of gambling, recreational drug use, alcohol, or other activities frequently considered to be vice.
- Promotion or discussion of system cracking, software piracy, criminal skills, or other potentially illegal acts.
- Any form of cheating.

**Students are not permitted to download large files without a teacher's prior permission.**

### **Discussion Groups**

Discussion groups are formal or informal groups that are created through the system to facilitate the sharing of information on specific topics. All aspects of this Agreement must be adhered to when posting messages to a discussion group or when replying to posts within the group. Swearing, offensive language, obscenity, harassment, rudeness, and other inappropriate conduct will not be tolerated in any group. Posts should in no way promote, enable, or discuss bigotry or hate speech, or promote, enable, or discuss gambling, recreational drug use, alcohol, or other activities considered to be vice. Discussion group posts and threads will be monitored for content language and behavior. TPS technology staff reserves the right at any time to delete any post that is deemed derogatory or harmful.

### **Web Posting**

The availability of Internet access in the TPS district provides an opportunity for students and staff to contribute to TPS District's presence on the World Wide Web. The District's web sites provide information to the world about school curriculum, instruction, school-authorized activities, and other general information relating to our District's mission. The web pages also serve as a link to educational resources on the Internet for students and staff to access. Creators of web pages need to familiarize themselves with and adhere to the following policies and responsibilities. Failure to follow these policies or responsibilities may result in the loss of authoring privileges or other disciplinary measures.

- At the bottom of the web page, there must be an indication of the date of the last update to that page and the name or initials of the person(s) responsible for the page or update. It shall be that person's responsibility to keep the web page current.
- At the bottom of the web page, there must be a link that returns the user to the appropriate point(s) in the District web pages.
- The Superintendent and/or the Superintendent's designee shall have the ability to veto or remove any content at any time.
- All subject matter on web pages should relate to curriculum, instruction, school-authorized activities, general information that is appropriate and of interest to others, or it should relate to the School District, or the schools within the District. Staff or student work may be published only as it relates to a class project, course, or other school-related activity.
- students' last names should not be used on Websites.
- students are not to publish addresses or phone numbers on student created web pages.
- **Copying images** off the Web **without permission** and putting them on a page is a **copyright violation**, even if credit is given to the source.
- All videos taken in school must have the consent of individuals included in the video.
- All pictures taken in school must have the consent of individuals included in the picture.

Material on web pages reflects an individual's thoughts, interests, and activities. Such web pages do not, in any way, represent individual schools or TPS, nor are they endorsed or sanctioned by the individual school or the District. Concern about the content of any page(s) created by students or staff should be directed to the building principal of that school or to the TPS technology staff.

### **Technology Hardware**

Hardware and peripherals are provided as tools for student use for educational purposes. students are not permitted to relocate hardware (except for portable devices), install peripherals, or modify settings to equipment without the consent of the TPS technology department.

### **Supervision and Monitoring**

District employees may monitor the use of information technology resources to help ensure that uses are secure and in conformity with this Agreement. Administrators reserve the right to examine, use, and disclose any data found on the TPS system in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

### **Violation of Agreement**

In accordance with established TPS District practices, policies, and procedures, confirmation of inappropriate use of the system may result in termination of access, disciplinary review, expulsion, legal action, or other disciplinary action. Due process will be followed.

TPS will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the TPS District system.

If a student violates the student Computer Use Agreement, disciplinary actions will be tailored to meet specific concerns related to the violation. If the alleged violation also involves a violation of other provisions of the student Disciplinary Code, the violation will also be handled in accordance with the applicable provision of the student Discipline Code.

Access to the system may be suspended during the course of an investigation related to alleged violations of these regulations.

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another member, equipment, software, the system, or any other of the agencies or other networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses.

### **Limitation of Liability**

TPS makes no guarantees of any kind, either express or implied, that the functions or the services provided by or through the District system will be error-free or without defect. TPS will not be responsible for any direct or indirect, incidental or consequential damage users may suffer, including, but not limited to, loss of data or interruptions of service sustained or incurred in connection with the use, operation, or inability to use the system. TPS is not responsible for the accuracy or quality of the information obtained through or stored on the system. TPS will not be responsible for financial obligations arising through the unauthorized use of the system. TPS is not responsible for any damage caused to a user's own hardware or software.

### **Personal Devices**

I will follow all of these rules. I will also follow any directions that my teacher or other school employee gives me about my use of the computers, electronic devices, or the Internet, or any personal technology device(s) I bring to school.

## **TRANSPORTATION CODE OF CONDUCT**

**BUS RULES MUST BE FOLLOWED FOR THE SAFETY OF STUDENTS:** Failure to observe bus rules may result in the issuance of a bus conduct report. In order to guarantee that all children riding the bus enjoy the safe transportation they deserve, certain rules have to be followed. In addition to this Transportation Code of Conduct, the student code of conduct applies at all times to students in any school vehicle or at school bus stops. Parental support is essential to a safe transportation program. The prime responsibility for the application of these rules is with the parent. The schools will assist parents in any way possible. We are publishing the rules so that the district's expectations are clear.

## RESPONSIBILITIES OF STUDENTS

Students must be on time at designated bus stops. Buses cannot wait, so students should leave home in time to arrive at the bus stop about five (5) minutes before the bus is due. Unless there are unusual weather conditions or the bus has an emergency situation, the established schedule should be accurate.

- students must stay off the roadway at all times while waiting for the bus, and conduct themselves with courtesy and consideration for others. The safety and conduct of the students at a bus stop is the responsibility of the parents.
- students are required to cross in front of the bus when crossing a roadway, NOT in back of the bus.
- students must wait until the bus has come to a stop before attempting to enter or leave the bus.
- students should be seated immediately upon entering the bus. students may be expected to sit three (3) per seat. Personal belongings are to be held on the rider's lap. Only items fitting on student's laps will be accepted on the bus. The aisle must be kept clear.
- No pets or other animals may be transported on the bus.
- students are expected to conform promptly with the directions of the bus driver.
- students must help keep the bus clean and orderly at all times.
- students must inform the bus driver when absence from school is expected.
- students must report to the bus driver at once any damage to the bus. Any student disfiguring or mutilating a bus will be suspended from riding until satisfactory adjustment is made.
- Loud, boisterous or profane language, indecent conduct, scuffling, or throwing of objects will not be tolerated. students causing trouble after they have been warned will lose their privilege of riding the bus.
- No windows or doors are to be opened except by permission of the driver. students are required to enter and leave by the front door ONLY, except in case of an emergency and the back emergency door may be used.
- students must keep hands and head inside the bus at all times.
- Smoking, eating, or drinking will not be permitted on the bus.
- Only students registered to ride the bus are permitted on the bus. students may not ride any other bus to homes of friends or places of employment.
- students must not leave the bus without the driver's consent, except at home or at the school.
- students are expected to be picked up and dropped off at one (same) bus stop only.
- students may be assigned a seat by the bus driver.
- Complete silence at railroad crossings is required.
- students must follow the district policy for transporting large instruments.

## FAILURE TO OBSERVE BUS RULES MAY RESULT IN THE ISSUANCE OF A BUS CONDUCT REPORT.

- students are reminded that bus riding is a privilege. They are expected to observe bus safety rules and failure to do so may result in the bus driver issuing a bus conduct report. The following is the district procedure with regard to bus conduct reports:
- **Warning notice:** At the bus driver's discretion, and based on the severity of the offense, issues may be addressed through verbal warnings.
- **First Conduct Report:** The student receives a warning that further conduct reports could result in suspension of bus riding privileges; however, a student may be removed for first conduct report in case of serious offenses, such as fighting.
- **Second Conduct Report:** The student is suspended from riding the bus for five (5) school days.
- **Third conduct Report:** The student will be suspended from riding the bus for up to thirty (30) school days.
- **Fourth conduct Report:** The student will be suspended from riding the bus for the remainder of the school year.

**Note: One or more of the above steps in progressive discipline may be skipped, depending on the severity of the misconduct. In the event of a bus suspension, it becomes the parent's responsibility to find alternative means to get the student to school. If an absence occurs due to a student's failure to come to school during a bus suspension, this may be considered an unexcused absence.**

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) ANNUAL NOTIFICATION OF RIGHTS AND DESIGNATION OF DIRECTORY INFORMATION**

Each year the Tecumseh Public Schools is required to give notice of the various rights accorded to parents/guardians or learners under the Family Educational Rights and Privacy Act ("FERPA"). In accordance with FERPA, you are notified of the following:

1. **RIGHT TO INSPECT:** You have the right to inspect and review your education records maintained by or at the District. This right extends to the parent/guardian of a student under 18 years of age and to any student age 18 or older.
2. **RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any part of an education record which you believe is inaccurate, misleading, or otherwise in violation of your rights. This includes the right to a hearing to present evidence that the record should be changed if a designated official of the District decides not to alter the education records according to your request. If no change is made to the education record after the hearing, you have a right to place a written rebuttal in the record.
3. **RIGHT TO PREVENT DISCLOSURES:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the Board of Education to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure (and which may be disclosed under Michigan law), or under the provisions of FERPA which allow disclosure without prior written consent.

The Michigan Freedom of Information Act specifies that school districts must exempt from disclosure under the Freedom of Information Act any "directory" information, as defined by the Family Educational Rights and Privacy Act, which is requested for the purpose of surveys, marketing, or solicitation, unless the school district determines that the proposed use is consistent with the educational mission of the public body and beneficial to the affected students.

One exception under FERPA which permits disclosure without the consent of a parent/guardian (or eligible student) is where disclosure is made to school officials with a legitimate educational interest. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student serving an official committee, such as a disciplinary or grievance committee, or assisting another school official. A school official has a "legitimate educational interest" if there is a need to review an education record in order to fulfill his or her professional responsibility by or on behalf of the District.

4. **RIGHT TO COMPLAIN:** You have the right to file a complaint with the United States Department of Education concerning the alleged failure of the District to comply with FERPA. Your complaint should be directed to:

Family Policy and Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

5. **RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA. A copy may be obtained in person or by mail from:  
Superintendent of Schools  
Tecumseh Public Schools  
212 N. Ottawa St., Tecumseh, MI 49286

6. **RIGHT TO OBJECT TO RELEASE OF DIRECTORY INFORMATION:** Generally, school officials must have written permission from the parent/guardian of a student or an eligible student before releasing any information from a student's record. However, FERPA allows school districts to disclose, without consent, "directory" type information. The Board of Education has designated the following personally identifiable information contained in a student's education record as "directory information":

- Student name, address, telephone listing;
- Student's date and place of birth;
- Name, address, and telephone listing of parent/guardian;
- Student participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Student's dates of attendance, honors, degrees, and awards received; student's grade level placement;
- Most recent previous school attended;
- Information generally found in yearbooks;
- Students photographs and video; and
- Audio-visual materials.

Unless you advise the District that you do not want any or all of this information released, school officials may release personally identifiable information that has been designated as directory information. Upon such objection, this information will not be released without the prior consent of the parent/guardian or eligible student.

7. Two federal laws and one state law require the District to provide military recruiters, upon request, with the names, addresses, and telephone listings of its secondary school students. The student or the student's parent/guardian may request that the student's name, address, and telephone listing not be released unless prior written consent is obtained.

8. You have seven (7) days from the receipt of this notice to advise the District in writing of any or all of those types of information about the student which you refuse to permit the District to designate as directory information. Your objections should be addressed to:

Superintendent of Schools  
Tecumseh Public Schools  
212 N. Ottawa St., Tecumseh, MI 49286

**DISCLOSURE TO OTHER SCHOOL DISTRICTS:** Upon request, the District discloses education records of students, without consent, to officials of another school district in which a student seeks or intends to enroll. For students enrolling in another Michigan school district, Section 1135 of the Revised School Code requires the District to forward a copy of a transferring student's record to the new school within thirty (30) days after receipt of the request, unless otherwise notified by law enforcement authorities.

## **CELL PHONES and OTHER PERSONAL ELECTRONIC DEVICES**

- Classrooms and other instructional areas including the gymnasiums, the library, TVA, and the computer labs are NO CELL PHONE ZONES unless specifically instructed by the teacher that the cell phone may be utilized for learning i.e. research, Google Classroom, dictionary, student responses, voting, taking pictures of notes, etc.
- During the hours of 8:30 a.m. to 3:30 p.m. students may check their cell phones for messages during passing periods between classes and during lunch.
- Cell phones are not to be used by students in the hallways or restrooms when classes are in session. When the tardy bell rings, all cell phones shall be put on sleep/airplane mode and put away.
- Students observed texting, using other forms of social media, and/or listening to music without permission from the teacher during class time and/or instruction are in violation of the cell phone policy. The student's cell phone may be confiscated by the teacher or an administrator.
- Any use of a cell phone during testing is prohibited. A zero shall be assigned to a student observed using a cell phone during testing and the cell phone shall be confiscated by the teacher or an administrator.
- If a student has an emergency in which a conversation on the cell phone is needed, the student must request permission from an administrator. Parents/guardians are asked not to call or text students during the school day. If there is a family emergency, please call the main office at 517-423-6008 ext. 7.
- Cell phone incidents will be documented into the student's discipline record for future reference.
- Any disruption of the learning environment as a result of a student's noncompliance with the school cell phone policy will result in disciplinary action that may include the following disciplinary action(s) ...
  - 1st offense: The device will be confiscated and turned over to the office. Parents will be notified by a phone call home from the teacher. The phone will be returned to the students at the end of the school day.
  - 2nd offense: The device will be confiscated and turned into the office. The main office will contact the parents. The device will only be returned to a parent or guardian who appears at school to claim the device.
  - 3rd offense: The device will be confiscated and turned into the office. The main office will contact the parents. A parent must schedule a parent/student/administrator meeting between 7:45 a.m. and 2:45 p.m. After the successful completion of this meeting, the cell phone will be returned to the parent.
  - 4th offense: Same as the 3rd offense up to a suspension assigned

### **Use of Cameras, Videophone, or other Visual Recording Devices**

There has been a variety of incidents at schools across the country involving inappropriate use of video recording devices. In an effort to be proactive, THS is prohibiting the use of cameras, videophones, or other visual recording devices on campus and on the bus. The only exceptions to this policy include when a student has permission from a staff member to appropriately utilize such devices. Examples include recording a sporting event for an athletic team or a prior approved classroom assignment. Violations of this policy could result in disciplinary actions.



**Tecumseh North Early Learning Center Receipt of Handbook  
Acknowledgment of Policies 2019 - 2020**

**NORTH EARLY LEARNING CENTER HANDBOOK IS ONLINE**

Please visit the District website at: tps.k12.mi.us

Click on Schools, North Early Learning Center, Student Life, Handbook  
We ask that you please read it there and **sign this "Receipt of Handbook" form.**  
**Return it to school by Friday, Sept. 13, 2019.**

If you do not have access to the Handbook online, please stop in the school office to pick up a copy.

**Please sign and return by Friday, Sept. 13, 2019.** Thank you for your prompt attention to this matter.  
Receipt of Handbook Acknowledgment of Policies for 2019-20 school year.

Learner's Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
(please print)

Home Address: \_\_\_\_\_  
- (number and street name) (city) (zip)

Telephone Number: \_\_\_\_\_  
(area code) xxx-xxxx

Signature indicates that I have received a copy of the North Early Learning Center Family Handbook. I have shared this information with my child(ren) and understand that questions regarding any information in the Family Handbook should be posed to an appropriate school employee.

\_\_\_\_\_  
Parent/Guardian Signature Date

\_\_\_\_\_  
Student Signature Date

**Parent-Teacher Organization Contact**

*The North Early Learning Center office and P.T.O. will communicate important information to families through email whenever possible in order to be more cost effective and efficient. In order to be sure that you do not miss any important information, please provide us with a working email at which you will receive communication, such as newsletters, building updates, reminders, etc.*

Most often used home/office email addresses:

Primary email: \_\_\_\_\_ Secondary email: \_\_\_\_\_