

Tecumseh Compass Learning Center

Family Handbook 2018-19



Phone Number: 517-423-1105
Attendance Line: 517-423-6717
Fax Number: 517-423-1300
tps.k12.mi.us

Uncompromisingly *Learner Centered*
Tecumseh Public Schools

Welcome to Tecumseh Compass 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 25** where you will find a "Receipt of Handbook Acknowledgment of Policies" form. It should be completed and returned to school by **Sept. 14, 2018**. We appreciate your prompt attention to returning this form.

TPS Board of Education

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Compass Learning Center Administration

Carl Lewandowski, Early Elem. Principal, Grades 2-3
Trisha Howard, Upper Elem. Principal, Grades 4-6
Kristen Terryberry, Main Office Secretary
Barb Seidel, 2nd/3rd Grade Secretary
Maria Burns, 4th - 6th Grade/Main Office Secretary

Regular School Hours: 8:35 a.m. - 3:40 p.m.

Half-Day Hours: 8:35 a.m. - 11:50 a.m.

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2018-19 District Calendar

<u>DATE</u>	<u>ACTIVITY</u>
Tuesday, Aug. 28, 2018	Professional Development Day for Staff (OPENING DAY FOR ALL STAFF)
Wednesday, Aug. 29, 2018	Professional Development Day for Staff
Thursday, Aug. 30, 2018	Professional Development Day for Staff
Tuesday, Sept. 4, 2018	<u>First Day of School for ALL Learners</u>
Friday, Sept. 28, 2018	Homecoming
Friday, Oct. 26, 2018	Early Dismissal for ALL Learners: Grades Y5, Kdg. - 12 <i>Half-Day Facilitator PD - p.m.</i>
Wednesday, Nov. 7, 2018	Conferences: Grades 7 - 12
Thursday, Nov. 8, 2018	Conferences: Half-Day – Grades 7 - 12
Monday, Nov. 19, 2018	Conferences: Grades Y5 & Kdg. - 6
Tuesday, Nov. 20, 2018	Conferences: Half-Day – Grades Y5 & Kdg. - 6
Wednesday, Nov. 21, 2018	NO SCHOOL FOR ALL LEARNERS: Grades Y5, Kdg. - 12
Thursday - Friday, Nov. 22 - 23, 2018	Holiday Break – NO SCHOOL FOR ALL LEARNERS: Grades Y5, Kdg. - 12
Monday, Nov. 26, 2018	School Resumes
Tuesday - Thursday, Dec. 18 - 20, 2018	Full-Day Exams: Grades 7 - 12
Friday, Dec. 21, 2018	Half-Day Exams: Grades 7 - 12 AND Early Dismissal for ALL LEARNERS Y5, Kdg. - 12
Monday - Friday, Dec. 24 - 28, 2018	NO SCHOOL FOR ALL LEARNERS: Grades Y5, Kdg. - 12 <i>Winter Break</i>
Monday - Friday, Dec. 31 - Jan. 4, 2019	NO SCHOOL FOR ALL LEARNERS: Grades Y5, Kdg. - 12 <i>Winter Break</i>
Monday, Jan. 7, 2019	School Resumes
Monday, Jan. 21, 2019	NO SCHOOL FOR ALL LEARNERS: Grades Y5, Kdg. - 12 <i>Full-Day PD for Staff</i>
Tuesday, Jan. 22, 2019	School Resumes
Friday, Feb. 15, 2019	Early Dismissal for ALL Learners: Grades Y5, Kdg. - 12 <i>Half-Day Facilitator PD – p.m.</i>
Wednesday, Mar. 13, 2019	Conferences: Grades Y5, Kdg. – 6
Thursday, Mar. 14, 2019	Conferences: Half Day – Grades Y5, Kdg. - 6
Wednesday, Mar. 27, 2019	Conferences: Grades 7 - 12
Thursday, Mar. 28, 2019	Conferences: Half Day – Grades 7 – 12
Friday, Mar. 29, 2019	Early Dismissal for ALL LEARNERS: Grades Y5, Kdg. - 12
Monday - Friday, April 1 - 5, 2019	NO SCHOOL FOR ALL LEARNERS: Grades Y5, Kdg. - 12 <i>Spring Break</i>
Monday, Apr. 8, 2019	School Resumes
Friday, Apr. 19, 2019	NO SCHOOL FOR ALL LEARNERS: Grades Y5, Kdg. - 12
Monday, Apr. 22, 2019	School Resumes
Friday, May 24, 2019	Last Day for Seniors
Monday, May 27, 2019	NO SCHOOL FOR ALL LEARNERS: Grades Y5, Kdg. - 12
Tuesday, May 28, 2019	School Resumes
Sunday, Jun. 2, 2019	Tecumseh High School Graduation, 2 p.m.
Thursday - Monday, Jun. 6 - 10, 2019	Full-Day Exams: Grades 7 - 12
Tuesday, Jun.11, 2019	Half-Day Exams: Grades 7 - 12 AND Half-Day for ALL Learners: Grades Y5, Kdg. - 12
Wednesday, Jun. 12, 2019	Records Day for Staff
Thursday, Jun. 13, 2019	IF NEEDED, ANY MAKE UP TIME OR DAYS REQUIRED TO MEET THE 1,098 CLOCK HOUR REQUIREMENTS WILL START ON THIS DAY

Welcome to Compass 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!

Compass Learning Center serves learners in grades 2-6 grade and is an environment focused on the needs of each and every child.

Quick Reference Guide

Compass Learning Center Main Office	517-423-1105
Food Service Department	517-423-6008 x7177
Transportation Department	517-423-2706
Tecumseh Voicemail System	517-424-6505
Tecumseh Public Schools Website	www.tps.k12.mi.us

ATTENDANCE

We are thrilled to be able to serve you and your child on this learning journey. Attendance each day at Compass Learning Center provides learning opportunities for group interactions while participating in class discussions. We want to ensure that your child has the best possible learning experience each and every day.

If you arrive at school with your child and it is 8:35 a.m. or later, please sign in at the office to obtain a pass. Learners will be marked absent for the morning if they are signed in after 9:35 a.m. Learners that leave after 1:05 will be marked absent for the afternoon.

Your child's health and well being are vitally important. We want all children to feel their best and ready to learn. If learners are running a temperature, are experiencing diarrhea or pink eye, are vomiting or have a persistent cough, they should stay home. If your child had been running a temperature, he or she should be "fever free" for 24 hours prior to returning to school.

On each morning of a child's absence, parent/guardian is requested to call the school office at 517-423-1105 to report the absence and along with the reason. If your child will be missing school because of planned travel, a scheduled surgery or other reasons, please get a pre-arranged absence form from the office so we can make arrangements with the facilitator.

If we find that your child is missing many days of school, we will reach out to your family to develop a plan that removes barriers to attendance. If appropriate, administrators will request the support Lenawee Intermediate School District resources, such as the county truancy officer. Again, it is very important that your child is taking advantage of the learning opportunities each and every day. If you would like additional information, please contact the building principal for a copy of the district attendance policy.

ARRIVAL/DEPARTURE TIMES

Learners may enter at 8 a.m.

School doors open:	8:25 a.m. (First bell rings)
School begins:	8:35 a.m. (Second bell rings)
School is dismissed:	3:40 p.m.

If your child will be following a different routine after school, please call the office to inform us of this change by 3 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 facilitator 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 will be designed as 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 learner 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 facilitator gives approval to do so.

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. Also, for a guide of allergy safe foods, visit the SnackSafely.com website and download the Safe Snack guide.

BICYCLES

Learners in second through sixth grades who normally walk to school, may ride their bicycles if these rules are followed:

- Bicycles are to be walked while on school grounds.
- Bicycles are to be parked in the proper area during school hours.
- For security reasons, we require that all bicycles be locked when parked. We are not responsible for loss or damage.
- Helmets **MUST** be worn when riding bike to and from school.

BIRTHDAY CELEBRATIONS

Birthdays are important to every child and they like to celebrate this special day with their classmates. At Compass Learning Center all birthday celebrations will include 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 facilitator.

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 beginning at 8:00 a.m. for \$1.25. There are several items to choose from every morning.
- Hot lunches for learners are \$2.70 a day or \$13.50 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 our My School Bucks online payment plan for school lunches. Please visit tps.k12.mi.us and click on Parents at the top of the page, then click My School Bucks. Using the online payment system will safeguard your learner'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 Compass 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 learning facilitator'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 a.m. Each grade level eats lunch with their peers. Please see the lunch schedule below:

10:35 a.m. - 11:15 a.m.	3rd Grade
11:10 a.m. - 11:40 a.m.	4th Grade
11:25 a.m. - 12:05 a.m.	2nd Grade
11:55 a.m. - 12:35 p.m.	5th Grade
12:20 p.m. - 1 p.m.	6th Grade

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.

Compass Learning Center's site manager is Cindy Hook and can be reached at chook@tps.k12.mi.us. For more information call 517-423-7574 or visit communitylearningconnections.org.

CONFERENCES

Conferences for all learners 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 look at your child's progress.

If you wish to have a conference with your child's facilitator 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.

COUNSELING

Counseling services are available to help learners examine alternatives and reach satisfactory solutions when they need assistance with problems or concerns. Counselors provide general assistance, class selection and future plans. Learners wishing to meet with a counselor may leave a message in the office and a counselor will meet with the learner as soon as possible.

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, learners 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

LEARNER RELEASE (DURING SCHOOL HOURS)

The safety of your child is our top priority. We will not allow learners 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, your child will be excused through the school office only. The parent/guardian MUST stop at the office to sign the child out of school. The office personnel will then call the child to the office. Facilitators will not release a child to a parent/guardian except through the office protocol. 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, please use the main entrance at the front of the school. A parent/guardian needs to accompany the child to 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 learning facilitator 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 to 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 Compass Learning Center office is open from 8 a.m. to 4:15 p.m. each school day. Important messages can be called into the school office. Messages are delivered to classrooms prior to dismissal each afternoon. Please call before 3 p.m. 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 517-423-1105.

MOVING

If your child's residence or phone number changes, please notify the office at 517-423-1105.

PETS IN SCHOOL

Our learning facilitators 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, please refrain from bringing your pet with you when picking up or dropping off your learner.

PICK-UP AND DROP-OFF PROCEDURES

CAR RIDERS

- Second and third graders will be dropped off and picked up in the Shawnee loop on the south side of the building.
- Fourth, fifth and sixth graders will be dropped off at the main entrance of the building on Maumee St.

BUS RIDERS

Learners riding the bus to and from school will enter and exit out the west doors at the back of the school. All of the buses will be parked in the loop behind the building and the learners will be taken to their bus by the safety patrols.

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

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

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 facilitators 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 learner achievement awards. We look forward to your participation and support. Please feel free to attend P.T.O. meetings in order to keep you abreast of their activities. Their meeting schedule is in our Compass Learning Center monthly newsletter.

READING PROGRAMMING

Our Reading Specialist offers learners the opportunity to refine and build positive reading strategies on their road to becoming independent readers. They will work closely with learning facilitators to build a "reader's toolbox" of reading strategies for learners who need more development of these skills. Learners who qualify will receive individualized instruction on a weekly basis to practice these skills. The Reading Specialist will monitor learners closely and collaborate with classroom learning facilitators 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.

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

Although it is very rare, there may be occasions when school is dismissed early because of an emergency. You should instruct your learner 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 learner 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.

VISITORS

Parents are welcome to observe their child at school. To address safety concerns and to minimize disruptions, please call to prearrange visits with learning facilitators and administrators. All guests entering the building during regular school hours will be required to sign in before being issued a building ID guest badge.

VOLUNTEERS

We welcome and value volunteers! Please check with your child's learning facilitator to see what volunteer opportunities are available, and please call the school office to be put on the volunteer calling list. 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 learners and their families. This information must be kept confidential.*

All volunteers are required to fill out a Tecumseh Public Schools Volunteer Registration Form upon their initial visit to the school. 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. The facilitators, 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 Compass Learning Center, we aim to have time outside every day. There are three playgrounds accessible during the school 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 Policies

The following policies are in effect at all of the buildings in our school district. Further information may be obtained from our Administrative Services Building, located at 212 N. Ottawa St., Tecumseh, MI. Questions may be directed to 517-423-2167.

ANTI-BULLYING

The Tecumseh Public Schools Board of Education prohibits acts of bullying, harassment, and other forms of aggression and violence. The Board of Education has determined that a safe and civil environment in school is

necessary for learners to learn and achieve high academic standards. Harassment or bullying, like other disruptive, aggressive or violent behaviors, interferes with both a school's ability to educate its learners and a learner's ability to learn. All administrators, faculty, staff, parents, volunteers, and learners are expected to refuse to tolerate bullying and harassment and to demonstrate behavior that is respectful and civil. It is especially important for adults to model these behaviors (even when disciplining) in order to provide positive examples for learner behavior.

"Bullying" or "harassment" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e., cyberbullying, through the use of internet, cell phone, personal digital assistant (pda), computer, or wireless handheld device, currently in use or later developed and used by learners) that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and may be motivated either by bias or prejudice based upon any actual or perceived characteristic.

Bullying and harassment also include forms of retaliation against individuals who report or cooperate in an investigation under this policy. Such behaviors are considered to be bullying or harassment whether they take place on or off school property, at any school-sponsored function, or in a school vehicle or at any time or place where a learner's imminent safety or overall well-being may be at issue.

"Bullying" is conduct that meets all of the following criteria:

- is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
- is directed at one or more learners;
- is conveyed through physical, verbal, technological or emotional means;
- substantially interferes with educational opportunities, benefits, or programs of one or more learners;
- adversely affects the ability of a learner to participate in or benefit from the school district's or public school's educational programs or activities by placing the learner in reasonable fear of physical harm or by causing emotional distress; and,
- is based on a learner's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

"Harassment" is conduct that meets all of the following criteria:

- is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
- is directed at one or more learners;
- is conveyed through physical, verbal, technological or emotional means;
- substantially interferes with educational opportunities, benefits, or programs of one or more learners;
- adversely affects the ability of a learner to participate in or benefit from the school district's or public school's educational programs or activities because the conduct, as reasonably perceived by the learner, is so severe, pervasive, and objectively offensive as to have this effect; and,
- is based on a learner's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

The scope of this policy includes the prohibition of every form of bullying, harassment, and cyberbullying or harassment, whether in the classroom, on school premises, immediately adjacent to school premises, when a learner is traveling to or from school (portal to portal), or at a school-sponsored event, whether or not held on school premises. Bullying or harassment, including cyberbullying or harassment, that is not initiated at a location defined above is covered by this policy if the incident results in a potentially material or substantial disruption of the school learning environment for one or more learners and/or the orderly day-to-day operations of any school or school program.

The Tecumseh Public Schools Board of Education recognizes that in order to have the maximum impact, it is critical to provide a minimum of annual training for school employees and volunteers who have significant contact with

learners on school policies and procedures regarding bullying and harassment. Training will provide school employees with a clear understanding of their roles and responsibilities and the necessary skills to fulfill them.

The Tecumseh Public Schools Board of Education believes that standards for learner behavior must be set through interaction among the learners, parents and guardians, staff, and community members of the school district, producing an atmosphere that encourages learners to grow in self-discipline and their ability to respect the rights of others. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of learners, staff, parents, and community members.

The Tecumseh Public Schools Board of Education believes that the best discipline for aggressive behavior is designed to (1) support learners in taking responsibility for their actions, (2) develop empathy, and (3) teach alternative ways to achieve the goals and solve problems that motivated the aggressive behavior. Staff members who interact with learners shall apply best practices designed to *prevent* discipline problems and encourage learners' abilities to develop self-discipline and make better choices in the future.

Since bystander support of bullying and harassment can encourage these behaviors, the district prohibits both active and passive support for acts of harassment or bullying. The staff should encourage learners *not* to be part of the problem; *not* to pass on the rumor or derogatory message; to walk away from these acts when they see them; to constructively attempt to stop them; to report them to the designated authority; and to reach out in friendship to the target. Periodic classroom meetings should be conducted to teach bystanders how and when to respond to bullying and harassment incidents. Informal classroom discussions and activities designed to provide awareness and increase learner connectedness promote a positive shift in peer norms that will support empowered bystanders. When bystanders do report or cooperate in an investigation, they must be protected from retaliation with the same type of procedures used to respond to bullying and harassment.

The Tecumseh Public Schools Board of Education requires its school administrators to develop and implement procedures that ensure *both* the appropriate consequences *and* remedial responses to a learner or staff member who commits one or more acts of bullying and harassment.

Consequences and appropriate remedial actions for a learner or staff member who engages in one or more acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, in the case of a learner, or suspension or termination in the case of an employee, as set forth in the Board of Education's approved code of learner conduct or employee handbook. School employees will also be held accountable for bullying or harassing behavior directed toward school employees, volunteers, parents, or learners.

Consequences for a learner who commits an act of bullying and harassment shall vary in method and severity according to the nature of the behavior, the developmental age of the learner, and the learner's history of problem behaviors and performance, and must be consistent with the Board of Education's approved code of learner conduct. Remedial measures shall be designed to: *correct the problem behavior*; *prevent another occurrence* of the behavior; and *protect the victim* of the act. Effective discipline should employ a school-wide approach to adopt a rubric of bullying offenses and the associated consequences.

The Tecumseh Public Schools Board of Education requires the principal and/or the principal's designee at each school to be responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or the principal's designee. All other members of the school community, including learners, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

The Tecumseh Public Schools Board of Education requires the principal and/or the principal's designee to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and/or the principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. The investigation is to be completed within three school days after a report or complaint is made. The parents of the learners involved shall receive written notice from the school on the outcome of the investigation (in

compliance with current privacy laws and regulations). All reports on instances of bullying and/or harassment must be recorded by the school for annual data review.

The Tecumseh Public Schools Board of Education prohibits reprisal or retaliation against any person who reports an act of bullying or harassment or cooperates in an investigation. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

The Tecumseh Public Schools Board of Education prohibits any person from falsely accusing another as a means of bullying or harassment. The consequences and appropriate remedial action for a *person* found to have falsely accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a *school employee* found to have falsely accused another as a means of bullying or harassment shall be in accordance with district policies, procedures, and agreements.

The Tecumseh Public Schools Board of Education requires school officials to annually disseminate the policy to all school staff, learners, and parents, along with a statement explaining that it applies to all applicable acts of harassment and bullying that occur on school property, at school-sponsored functions, on a school bus or other acts of bullying that occur outside the school property, (e.g., cyber bullying), which interferes with the learning process. The chief school administrator shall develop an annual process for discussing the school district policy on harassment and bullying with learners and staff.

The Tecumseh Public School District shall incorporate information regarding the policy against harassment or bullying into each school employee training program.

COMMUNICABLE DISEASE POLICY

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 learner needs to be **on the medication for 24 hours** before returning to school.

Head Lice Policy: If lice or nits (egg sacs) are found on a learner, the parent/guardian of the infected learner is notified. The learner's classmates are given a letter to take home alerting parents/guardians to check their learner's heads for lice. Information about detection and treatment of lice is given to the infected learner's parent/guardian.

CONTAGIOUS INFECTIONS POLICY

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 learner home who appears to have symptoms of a communicable disease. Learners 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 learner's classroom.
4. Reporting infectious diseases and recurrent cases of infestations to the county health department.
5. Your obligation is to keep your learner home when sick and to make sure the school is provided with accurate, up-to-date information about contacting you or your designee in case your learner becomes ill at school.

DISCIPLINE POLICY AND CODE OF CONDUCT

Our goal is to provide a safe and orderly learning environment. Staff members work hard to establish and maintain positive discipline. We have two basic guidelines:

- Disruption of the educational process is unacceptable.
- Learners may not endanger themselves or others.

When problems occur, we prefer to work with parents/guardians and learners to resolve them in a way that is positive. However, ultimately, penalties may be required. Suspensions and expulsions are possible outcomes of unacceptable behavior.

Of course it is impossible to enumerate every possible infraction that our learners may take part in. For this reason, Michigan law gives the Board of Education broad authority to impose disciplinary measures, including suspension or expulsion of a learner guilty of gross misconduct or persistent disobedience, when, in our judgment, the interest of the school may demand it.

A discipline code has been established and is intended to serve as a guide. It is not all-inclusive. Learners may be disciplined for inappropriate behaviors not listed here. We will maintain a safe and orderly environment.

MISCONDUCT	RANGE OF DISCIPLINE
1. Failure to comply with a reasonable request, insubordination	Warning up to 3-day suspension - Facilitator may suspend up to one day
2. Rude, abusive, vulgar inappropriate behavior or language	Warning up to 3-day suspension - Facilitator may suspend up to one day
3. Classroom disruption	Warning up to 3-day suspension - Facilitator 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	Up to 10-day suspension and including expulsion
11. Possession/use of fireworks	Up to 10-day suspension and including expulsion
12. Setting off false fire alarm	Up to 10-day suspension and including expulsion
13. Bullying, threat, intimidation, inappropriate physical contact/harassment	Up to 10-day suspension and including 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 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	Mandatory permanent expulsion: School Code §1311
16. Possession /use/distribution of tobacco or tobacco products (including “e-cigs” or vapor devices).	Referral to the Tecumseh Coalition for Youth Program and/or: 3-day suspension/police notification/mandatory tobacco education
17. Possession/use of alcoholic beverages, including any beverage with alcoholic content. Learner may be asked to take a Breathalyzer test. Refusal to submit to this test may result in disciplinary consequences.	Referral to the Tecumseh Coalition for Youth Program and/or: 1 st Offense: Mandatory screening, up to 5-day suspension—may be reduced by 2 days by successfully completing an educational program. 2 nd Offense: Mandatory screening, up to 10-day suspension. 3 rd Offense: Expulsion
18. 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	Referral to the Tecumseh Coalition for Youth Program and/or: Up to 10-day suspension or recommendation for expulsion
19. 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”)	Suspension or expulsion
20. Bomb threat or similar threat directed at a school building, or other school property	Mandatory suspension or expulsion: School Code §1311a
21. Physical assault of a learner (“intentionally causing or attempting to cause physical harm to another through force or violence”)	Mandatory (up to 180 days) suspension or expulsion: School Code §1310.
22. Physical assault of school employee, volunteer, or contractor (“intentionally causing or attempting to cause physical harm to another through force or violence”)	Up to Mandatory permanent expulsion: School Code §1311a
23. Arson in a school building or on school grounds (including school vehicles or at school events off school grounds)	Mandatory permanent expulsion: School Code §1311
24. Criminal sexual conduct in a school building or on school grounds (including school vehicles or at school events off school grounds)	Mandatory permanent expulsion: School Code §1311

25. The foregoing list of inappropriate behavior, which may result in learner discipline, is not considered all-inclusive.

The Michigan School Code authorizes the Tecumseh Board of Education to suspend or expel from school a learner 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.

DUE PROCESS FOR LEARNERS

The following due process procedure is used for learners involved in a violation of the Tecumseh Public Schools Discipline Code:

- The learner is notified of alleged misconduct.
- An administrator investigates and the incident is discussed with the learner.
- The learner is given an opportunity to explain his/her conduct.
- If necessary, further investigation will be conducted.
- If a penalty is in order, the learner 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 learner will have an opportunity to appeal the decision to the principal, Superintendent, and the Board of Education, in that order.

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

Handing out pamphlets, flyers, etc. on school property, is prohibited unless permission has been received from the Board Office. Materials for distribution must be delivered to the Administrative Services Building at 212 N. Ottawa St., Tecumseh, MI for review, approval, and distribution.

IMMUNIZATIONS

To Enter School: State law prohibits admitting new entrants to school without a record of having received at least one dose of each of the following immunizations: Measles, mumps, rubella, polio, diphtheria, tetanus, pertussis, hepatitis B, and varicella (chicken pox).

To Stay in School: You must provide the school with a record showing that your learner has received all of these immunizations.

Before school starts, parents/guardians are urged to check their learner's immunization records to make sure it is up to date. Immunizations are required to be up to date for each learner 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 learner'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 learner has NOT been immunized against that disease, that learner will be excluded from attending school until the danger has passed, or your learner has been immunized.

Learners new to the District must show proof of immunization at the time of entry. Should a learner not have proper immunization, they shall be excluded from school until they show appropriate documents for immunization.

Michigan schools are required to assess and report the immunization status of all 6th grade learners, as well as new school entrants. All 6th graders and new enrollees must have documentation that they have had the following immunizations or must have a signed waiver filed with the Middle School office:

Required Childhood Immunizations for Michigan School Settings
Healthcare providers in Michigan should follow the 2012 Recommended Immunization Schedule
For more information, see www.michigan.gov/immunize

Entry Requirements for All Public & Non-Public Schools		
Age → Vaccine** ↓	4 years through 6 years	7 years through 18 years including all 6th grade learners
Diphtheria, Tetanus, Pertussis	4 doses DTP or DTaP, one dose must be on or after 4 years of age	4 doses D and T OR 3 doses Td if #1 given on or after 7 years of age. 1 dose of Tdap*** for children 11 through 18 years IF 5 years since the last dose of tetanus/diphtheria containing vaccine.
Polio	4 doses, if dose 3 administered on or after 4 years of age, only 3 doses are required	3 doses
Measles,* Mumps,* Rubella*	2 doses on or after 12 months of age	
Hepatitis B*	3 doses	
Meningococcal****	None	1 dose for children 11 years of age or older upon entry into 6th grade or higher
Varicella* (Chickenpox)	2 doses of varicella vaccine at or after 12 months of age OR current lab immunity OR reliable history of disease	

* Current laboratory evidence of immunity is acceptable instead of immunization with antigen.

** All doses of vaccines must be given with appropriate spacing between doses and at appropriate ages to be considered valid.

***Tdap is required at 11 years of age or older regardless of grade.

****Meningococcal is not assessed in MCIR/SIRS if the child is 11 years of age and in a grade lower than 6th grade.

CHILDREN who have not received the required immunizations WILL BE EXCLUDED from school UNTIL documented proof that ALL REQUIRED IMMUNIZATIONS have been given, or that a parent waiver has been filed.

Lice

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

LOCKERS

Learners will be assigned a locker and are expected to keep lockers free of graffiti. If a learner 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. Learners 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.

All lockers assigned to learner are school district property. 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. Learners 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 learner consent.

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.

MEDICATION ADMINISTRATION

We recognize that some learners require medication to be administered during the school day. To ensure that all medications are administered safely and appropriately, our school policy requires that the following procedures be followed by all parent/guardians:

- An authorization form must be completed and on file in the office of the school your learner attends before medication can be administered.
- The authorization form is required for both prescription and non-prescription medications. In the event of cough drops, a signed and detailed note from a parent/guardian which states frequency of use must be accompanied with all cough drops. If your learner is to receive prescription and/or non-prescription medication, the form must contain both a parent/guardian and physician signature.
- Prescription medication must be supplied in a properly labeled prescription bottle. Most pharmacists will gladly label extra containers for this purpose if asked. Non-prescription or over-the-counter medications must be supplied in the original container and labeled with the learner's name and correct dosage. Medications will not be accepted in any other containers or plastic bags.
- All medications are to be delivered to the school office by a parent/guardian.
- A new authorization form must accompany any change in medication or medication dosage.
- Because of the young age of our learners, only authorized personnel must dispense all medications. Any questions may be directed to the Board Office at 517-423-2167.

NON-DISCRIMINATION

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 race, color, national origin, sex or disability, be excluded from participating in, being 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, and Section 504 of the Rehabilitation Act of 1973. Administrative guidelines have been developed for the processing of concerns regarding these acts.

PESTICIDE APPLICATIONS

Public Act 131-93 requires school administrators to notify parents/guardians of learners attending 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, and a statement that a pesticide will be applied, approximate location of the application and the date of the application. Notes will be sent home informing parent/guardian anytime

REPRODUCTIVE HEALTH

Michigan law regulates certain topic areas offered by school districts. Tecumseh Public Schools has determined that reproductive health is an essential component of a comprehensive health curriculum, and therefore chooses to offer reproductive health instruction. Parent/guardian shall be notified in advance by letter/permission slip when a learner is to receive instruction in reproductive health. According to State Law 1507, a parent/guardian must sign and return the permission slip in order for a learner to receive the reproductive health curriculum.

SERIOUS COMMUNICABLE DISEASE PREVENTION PROGRAM

The Tecumseh Public School Board of Education has established programs of instruction in reproductive health, HIV/AIDS and other serious communicable disease prevention education. A listing of the HIV/AIDS and growth and development topics are available upon request at your learner's school building. Your learner is eligible to participate in these programs.

According to the State School Aid Act for FY 1994, you have the right to review the materials and curricula content to be used in teaching these programs. You also have the right to observe the actual instruction. Please call the school office to set up an appointment for this review if you so desire.

Also, State Law allows you to excuse your learner from participation during the class period(s) when this instruction is taking place. If you wish to excuse your learner, without penalty, from this instruction, please send a written notice to the attention of the principal before, October 1st. Failure to file a signed excuse notice with the principal by the October 1 deadline indicates approval for your learner to be included in this instruction.

SEXUAL HARASSMENT

Any kind of harassment of another person is inappropriate. Any sexual harassment or threat of violence whether of a school employee, another learner, or a visitor at the school, is a serious health and safety issue for the school, and may be dealt with by referral to local law enforcement agencies and/or appropriate school discipline.

TECHNOLOGY POLICY

We recognize that cell phones have become a common tool for communication. However, they have also become a major distraction to the learning environment and are vulnerable to theft. We ask that you allow your child to carry a cell phone only if absolutely necessary. Learners are allowed to carry cell phones to school. However, phones must be turned off and stored out of sight during school hours. Phones may not be used to talk, take pictures, play games, record or text during school hours, including recesses. If a learner violates the cell phone policy, they will

have the following consequences:

First Infraction: Learners will have their cell phone taken away and returned at the end of the day.

Second Infraction: Learners will have their cell phone taken and locked up in the office until a parent can come to school to retrieve it.

Third Infraction: Learner will no longer be allowed to bring a cell phone to school until a parent conference with the principal is held.

Compass Learning Center and Tecumseh Public Schools are not responsible for lost, damaged or stolen phones, iPods or electronic gaming devices.

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 learner under 18 years of age and to any learner 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 learners.

One exception under FERPA which permits disclosure without the consent of a parent/guardian (or eligible learner) 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 learner 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 learner or an eligible learner before releasing any information from a learner'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 learner's education record as "directory information":
 - Learner name, address, telephone listing;
 - Learner's date and place of birth;
 - Name, address, and telephone listing of parent/guardian;
 - Learner participation in officially recognized activities and sports;
 - Weight and height of members of athletic teams;
 - Learner's dates of attendance, honors, degrees, and awards received; learner's grade level placement;
 - Most recent previous school attended;
 - Information generally found in yearbooks;
 - Learners 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 learner.

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

TECUMSEH COMPASS LEARNING CENTER PARENT/GUARDIAN INVOLVEMENT POLICY

In conjunction with Tecumseh Public School's parent involvement policy, Tecumseh Compass Learning Center will provide information regarding grant programs through:

- Back-to-School Night/Open Houses/Curriculum Night
- Conferences
- Personal contacts by learning facilitators
- Mid-trimester progress notes
- Newsletters/Emails
- Annual Grant Needs Assessment meeting

We will provide parents timely information about:

- Learner, learning facilitator, and parent expectations through the Learner/Learning Facilitator/Parent Compact
- Types of assessments
- Results of assessments
- Program curriculum and expectations
- Learner graduation requirements

We will:

- Allow contribution of suggestions and revisions of programs by parents.
- Allow parent contributions through the allocation of time at all meetings involving parents.
- Include parent representation at the Grant Needs Assessment Meeting.
- Do our very best to provide all reasonable support for parental involvement activities as parents may request.
- Confer once per year with families about the expectations listed on the Learner/Learning Facilitator/Parent Compact

Each Building Administrator shall:

- Annually review the Parent Involvement Plan with a parent advisory group
- Ensure that a parent representative of learners receiving Title I or 31A services be included in the parent advisory group.
- Minutes of such meetings will be kept on file in each building with copies sent to the administration office.

The annual review at the building level must be completed by April 1 for inclusion in the Building Handbooks for the upcoming year.

**Compass Learning Center Receipt of Handbook
Acknowledgment of Policies 2018-19**

COMPASS LEARNING CENTER HANDBOOK IS ONLINE

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

Click on Schools, Compass 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. 14, 2018.

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. 14, 2018. Thank you for your prompt attention to this matter.
Receipt of Handbook Acknowledgment of Policies for 2018-19 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 Tecumseh Compass 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

Learner Signature

Date

Parent-Teacher Organization Contact

The Compass Early Learning Center office and P.T.O. will be 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: _____