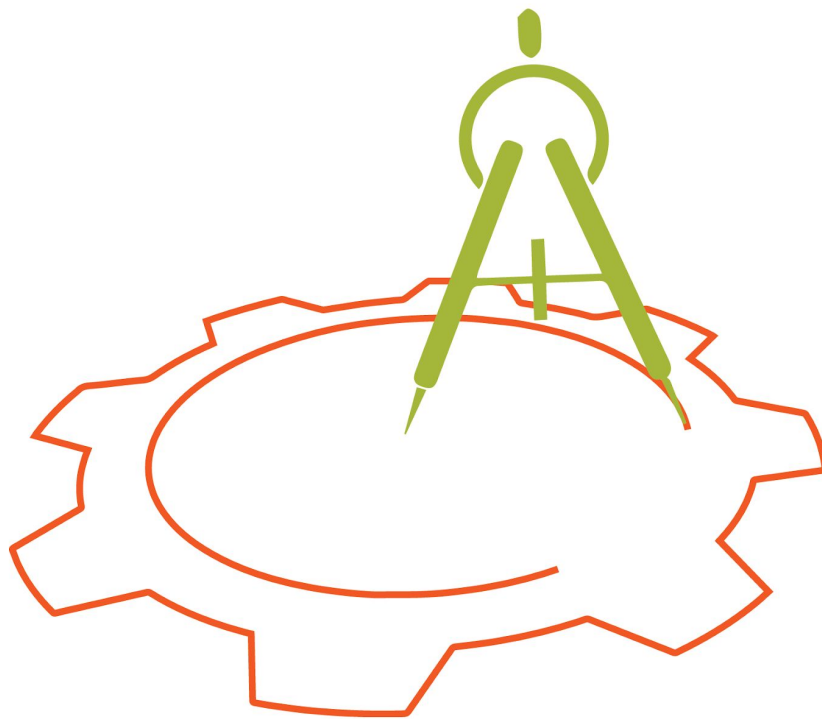


Tecumseh East and West STEAM Centers Parent/Learner Handbook



Tecumseh East STEAM Center

600 Herrick Park Dr.
Tecumseh, MI 49286
517-423-2324

Tecumseh West STEAM Center

401 N. Van Buren St.
Tecumseh, MI 49286
517-423-3331

tps.k12.mi.us

Uncompromisingly Learner Centered

Tecumseh Public Schools

Welcome to the Tecumseh STEAM Centers!

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 30** 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

Roger Hart, President
Steven Linn, Vice President
Kimberly Amstutz-Wild, Treasurer
Deborah Johnson-Berges, Secretary
Lynne Davis, Trustee
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District Administration

Dr. Kelly Coffin, Superintendent

East STEAM Center Administration

Melanie Nowak, Principal
Amy Wells, Secretary

West STEAM Center Administration

Deidra Thelen, Principal
Michele Sanders, Secretary

Regular School Hours: 7:35 a.m. - 2:30 p.m.

Half-Day Hours: 7:35 a.m. - 10:50 a.m

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2018-2019 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 the Tecumseh STEAM Centers!

The Tecumseh Public Schools STEAM Centers are a learner-centered environment that has been designed with input and guidance from our families, learners, and community and organized in a way to allow each learner the opportunity to identify his or her own learning path.

The 7th & 8th Grade STEAM Centers are project-based learning environments where learners will incorporate content areas within the context of real-world issues. Your learner will be engaged in interdisciplinary units that help them to understand the “bigger story” of the future they face. Community involvement will be a key piece in the learning environment. Your child will have the opportunity to master content standards at their pace and will be met at their individual level to ensure they are moving forward academically.

Quick Reference Guide

Tecumseh East STEAM Center Main Office	517-423-2324
Tecumseh West STEAM Center Main Office	517-423-3331
Food Service Department	517-423-1455
Transportation Department	517-423-2706
Athletic Department	517-424-3651
Tecumseh Community Pool	517-423-5585
Tecumseh Voicemail System	517-424-6505
Tecumseh Public Schools Website	www.tps.k12.mi.us

STEAM Center Overview

The STEAM Centers utilize a Project-Based Learning model. This model will blend all subject areas in authentic learning units. Learners will be presented with a real-world problem, and with Learning facilitators guiding learners through lessons and activities incorporating content standard, will develop a solution to the problem. All content areas are incorporated into the units; therefore, learners in the STEAM centers are not scheduled into daily courses by discipline. Your child will be met at his or her level, and have the opportunity to learn and grow at his or her rate. Learning facilitators monitor progress on a daily basis to ensure that your child receives the support he or she needs to learn and demonstrate growth.

Based on the needs of the learners, courses will be scheduled to provide more direct support in small groups. Scheduling of these direct instruction sessions will take place throughout the school year as learners progress through the units.

Currently, the exceptions to this scheduling model are Mathematics, Music, and Foreign Language. Your child is enrolled in an hour long mathematics course based on their readiness level. All learners are assigned to 7th grade Math, 8th grade Math, Algebra, or Geometry with a certified Mathematics Learning Facilitator. Learners have the opportunity to progress through the mathematics curriculum at their own pace, ensuring mastery of each content standard. Learning facilitators will provide direct instruction as needed, and check in with learners regularly.

Learners may also select Music and/or Foreign Language for the full year. They may choose a maximum of two year-long courses. (Example: learners could take two music classes, or a music and foreign language.)

In addition, learners have the opportunity to select exploratory courses (Art, Project Lead the Way, Computer Science, etc.) throughout the year. These offerings will vary in length and subject matter during the year depending on the units of study and learner interest.

Your child will be issued a Chromebook for use throughout the school year. This is a great resource for your child as he or she works through projects and learns at his or her own pace. Please make sure to review the Technology Acceptable Use policy at the end of this document.

Finally, learning with and from the community will be a key aspect of the work happening in our STEAM Centers. Your child will have tremendous opportunities to work and learn in the community; developing connections with business and community leaders while identifying their own unique gifts, talents, and passions. The learning environment for your child will extend well past the walls of the STEAM Centers.

ATTENDANCE

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

If you arrive to school with your learner and it is 7:35 a.m. or later, please sign in at the office and obtain a pass. Your learner may then report to class.

Your learner's health and wellbeing 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 learner had been running a fever, he or she should be "fever free" for 24 hours prior to returning to school.

On each morning of a learner's absence, parent/guardian is requested to call the main office to report the absence and the reason for it. If your learner will be missing school because of planned travel, a scheduled surgery or other reasons, please make prior arrangements with learning facilitators.

If your learner is missing many days of school, we will reach out to the family to develop a plan that removes barriers to attendance. Again, it is very important that your learner is taking advantage of the learning opportunities each and every day. If you would like additional information, please see the full district attendance policy in this handbook.

ARRIVAL/DEPARTURE TIMES

Learners may enter the building at 7 a.m.

First Bell:	7:30 a.m. (First bell rings)
School begins:	7:35 a.m. (Second bell rings)
School is dismissed:	2:30 p.m.

If your learner will be following a different routine after school, please call the office to inform us of this change in by 2 p.m. to ensure the proper steps are taken to inform your learner of the necessary change.

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 learner not to share food with other classmates unless a facilitator gives approval to do so.

In addition, ANY food item sent in to share with other children, 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 learner's facilitator 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. Also, for a guide of allergy safe foods, visit the SnackSafely.com website, and download the Safe Snack guide.

BICYCLES

Learners 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.

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 7 a.m. for \$1.25. There are several items to choose from every morning.
- Hot lunches for learners cost \$2.70 a day or \$13.50 for the week.

For children who bring their own lunches, please 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

Parent/guardians are encouraged to use our online My School Bucks payment plan for school lunches. Please visit tps.k12.mi.us and click on the Parent Portal, then My School Bucks to add funds to your child's account. 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 learner's lunch account by going to <https://mealmagic.lisd.us/mealmagic/mylunchaccount>. Any questions regarding your learner'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.

You can also send cash or a check made out to Tecumseh Food Service.

Please feel free to contact the Food Service Department at 517-423-1455 with any other cafeteria-related questions.

COMMUNITY LEARNING CONNECTIONS (CLC)

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.

The program coordinators for the STEAM Centers are Heather Franco, hfranco@tps.k12.mi.us, and Tracy Hedrick, thedrick@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 discuss your learner's progress with his or her facilitators.

If you wish to meet with your learner's facilitators 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, and also help with class selection and future plans. Learners wishing to meet with a counselor may leave a message in the office, and the counselor will meet with him or her as soon as possible.

EDUCATIONAL DEVELOPMENT PLAN – EDP

Beginning in 7th grade, learners complete activities that relate to career awareness and exploration. Through a web based program called Career Cruising learners identify their interests and talents and consider the career possibilities in each of six career clusters or pathways. Learners may have the opportunity to participate in career exploration experiences in their area of interest.

EMERGENCY PREPAREDNESS DRILLS

Each day, we are entrusted to provide a safe and healthy learning environment for your learner. 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 learner is safe in our care.

In accordance with state regulations, evacuation, fire, tornado, and lockdown 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 lockdown has been initiated, the school is under the direction and control of local law enforcement.

LEARNER RELEASE (DURING SCHOOL HOURS)

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

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 outside of the school community. Learning facilitators are the best resources for opportunities to chaperone for a learning event. Please remember that **ALL** chaperones must have a background and screen check submitted prior to the scheduled trip.

MESSAGES

The STEAM Center offices are open from 7 a.m. to 3:30 p.m. each school day. Important messages can be called into the school office. Messages are delivered at 2 p.m. each afternoon, so please call before that time to ensure that your learner gets the message. Please feel free to call the main office regarding any questions or concerns which you may have.

MOVING

If your learner's residence or phone number changes, please notify the office.

PETS IN SCHOOL

Our Facilitators will be 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.

SCHOOL 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 see 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.

SPORTS

Athletic competition is an important part of school life and provides a meaningful opportunity for learner growth. It is important, however, to remember that athletic participation is a privilege. Tecumseh STEAM Centers follow the Michigan High School Athletic Association (MHSAA) rules and regulations. Our program works to include as many learners as possible. Coaches concentrate on teaching fundamentals and teamwork. Learners are expected to represent our school, their families, and themselves in a dignified and responsible manner.

Learners who wish to participate in interscholastic athletics must have a current physical form on file in the office **before** they can practice or try out (MHSAA regulations). A current year physical is one given on or after April 15 of the previous school year. Forms are available in the High School Athletic Office, the STEAM Center Offices, and online. Competitive sports for 7th and 8th grade include football, basketball, volleyball, wrestling, swimming and diving, track, and cross country. Athletes shall follow the District Athletic Code (on file in the school office) and individual team rules.

General Rules of Participation:

1. Athletes are responsible for all equipment issued to them. It must be returned to the coach at the end of the season.
2. Athletes are expected to attend all games and practices. If they are unable to do so because of illness, injury, or family emergency, the learner must contact the coach directly.
3. Good sportsmanship is the required standard for all athletes. Inappropriate language, comments, or gestures will result in the learner's removal from that specific contest. Further disciplinary action may also result.
4. Athletes will ride the team bus to and from events. If a learner must make alternate arrangements, the parent must fill out a Transportation Waiver (one for the season) and return it to the school. A parent may transport only his/her learner and no other learners.
5. Zero tolerance (no contact with controlled substances) is the expectation for all athletes for substance use. Should a learner come in contact with others who are using drugs, tobacco, alcohol, he/she is expected to leave immediately.
6. There are no pay-to-participate fees for 2018-19.

Athletic Eligibility:

All learner-athletes will have their academic progress checked on a weekly basis. Learners who are failing courses will be placed on "academic probation" for one week. If the learner is still failing for a second week, they will be academically ineligible and will not participate in an athletic competition until a progress report demonstrates they are no longer failing.

While on academic probation, or ineligible, a learner athlete may continue to practice and attend contests with the

team. They may not participate in any contests until they are off the ineligibility list.

VISITORS

Parents are welcome to observe their learner 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 learning facilitators 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 will be required to complete 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/OUTDOOR LEARNING EXPECTATIONS

We work to ensure your learner is provided a safe, clean environment to enjoy his or her lunch. Learning facilitators and cafeteria staff work to provide an environment where your learner can spend time with friends in a respectful and caring environment. Your STEAM Center learner will have the opportunity to purchase lunch and eat lunch on school grounds. There will be an open period for lunch where your learner can choose to eat with friends, enjoy the outdoors, or work on a project.

The outdoor space at the STEAM Centers will be used for recreation and education. Your learner will have many opportunities to spend time outside in every season. They will want to make sure they are dressed for the weather in order to enjoy their time outside.

HOME ACCESS CENTER (HAC)

Tecumseh Public Schools has taken a step to provide parents with timely information about the progress of their son or daughter's education. Parents and learners can log into the Home Access Center (HAC) by visiting <https://hac.lisd.us/homeaccess/> 24 hours a day, seven days a week from anywhere there is internet service. There is also a link to HAC in the Parent Portal of the district website. The information provided in Home Access Center contains many new and exciting features to give the parents and guardians even more information to keep up to date on their child's progress, including the ability to receive alerts via email.

If you have any questions about our HAC system, including password information, please contact the main office.

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 the Administrative Services Building at 212 N. Ottawa St., Tecumseh MI or by calling 517-423-2167.

ANTI-BULLYING POLICY

The Tecumseh Public School 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 believes that a comprehensive health education curriculum, within a coordinated school health framework, helps learners attain knowledge and skills vital to school success, a productive workforce, and good citizenship. Critical skills include anticipating consequences of choices, making informed decisions, communicating effectively, resolving conflicts, and developing cultural competency.

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 and handbook.

ATTENDANCE POLICY

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

Regular attendance is critical in the development and learning of all learners. 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 learners 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. The day of a doctor's visit
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 four counted absences, a letter will be mailed home to notify the parent.

Step 2: After seven absences, a letter will be sent reminding parents about the importance of regular attendance.

Step 3: After nine absences, a call will be made along with a referral to the Truancy Specialist. Direct parent communication will take place, and an action plan will be agreed upon to address the root cause of the absences. The school attendance team will be notified and discussions to improve attendance will take place.

Step 4: After eleven absences, a notice of truancy will be mailed home, and contact will be made by the Truancy Specialist to the learner or parent. A meeting will be requested with the learner and/or parent at the school with the appropriate members of the attendance team. An attendance agreement will be developed with clear expectations from all parties.

Step 5: If absences continue, a re-evaluation of the root cause of the absences will be examined and a corrective action plan pursued. Failure to cooperate and comply will result in a complaint on behalf of the school district against the parent or guardian in probate court.

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

1. Plan family vacations on weekends or around school breaks. A one week vacation causes each learner 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 learner returns. Please make every

effort to schedule any doctor and dentist appointments after school hours.

2. 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 to school officials if this is a problem, so that appropriate resources can be sought to help correct the issue.
3. 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.
4. 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.
5. 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.

DISCIPLINE POLICY AND CODE OF CONDUCT

As a community of learners, it is the goal of Tecumseh STEAM staff and learners to create an atmosphere where all can learn. We will work together to resolve difficulties with consideration for all parties involved. With input from learners, 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. Learners may be disciplined for inappropriate behaviors not specifically listed.

To establish the best possible learning atmosphere for the learners, as well as to provide for the health, safety, and welfare of all learners and staff, the following categories of misconduct have been adopted along with guidelines for consequences where a learner 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 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 procedures are used for learners involved in an alleged violation of the Tecumseh STEAM Centers Discipline Code:

- The learner is notified of the 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 disciplinary consequences are in order, the learner is advised of that fact, and the parents/guardians are notified in writing, and an attempt is made to contact the parents by phone.
- Parent(s) and/or learner 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 escort, no extracurricular activities, (including dances, field trips, camp, sports, plays)

- 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 be on school grounds or to attend school activities for the duration of the suspension.
- Other behavioral acts not addressed by this Discipline Code may provide a basis for discipline or disciplinary consequences.
- Details of consequences required by the Michigan School Code may be obtained from the Principal and/or the Superintendent.

DRESS CODE

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

Any dress or grooming which is disruptive to the educational process is prohibited.

Learners 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 learner's attire. Administrators reserve the right to determine whether clothing is appropriate for the school setting.

DISTRIBUTION OF OUTSIDE MATERIALS

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

HEALTH CONCERNS

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). 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.

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 learner'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.

LOCKERS

All 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, including winter coats, books, and notebooks in the locker with the door closed. Learners should not share a locker.

All lockers assigned to learners 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. Learner 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.

NON-DISCRIMINATION

Tecumseh Public School District adheres to a policy of non-discrimination for 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 Education Amendment 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. Administrative guidelines have been developed for the processing of concerns regarding these laws.

PESTICIDE APPLICATIONS

State Law requires administrators to notify parents/guardian of children attending that school of their right to be informed prior to application of pesticide 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 POLICY

It is the policy of the Tecumseh Public School District's Board of Education to provide learners, staff, volunteers, and other authorized users access to the District's technology resources, including its computers and network resources, in a manner that encourages responsible use. It is also the policy of the Board to comply with the Children's Internet Protection Act ("CIPA"). As required by the CIPA, the Board directs the District's administration to:

1. Monitor minors' online activities and use technology protection measures on the District's computers with Internet access to block minors' access to visual depictions that are obscene, that constitute child pornography, or that are "harmful to minors." The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Use technology protection measures on the District's computers with Internet access to block all access to visual depictions that are obscene or that constitute child pornography. The technology protection measures may be disabled by an authorized staff member, during adult use, to enable access to bona fide research or for other lawful purposes. The Board designates the following person to determine which staff members are authorized to disable the protection measures: Technology Director, or his/her designee.
3. Educate minors about appropriate online behavior, including interacting with other people on social networking websites and in chat rooms and cyberbullying awareness and response.
4. Prohibit access by minors to inappropriate matter on the Internet.
5. Prohibit unauthorized access, including so-called "hacking," and other unlawful activities by minors online;
6. Prohibit the unauthorized disclosure, use, and dissemination of personal identification information

regarding minors;

7. Restrict minors' access to materials that are "inappropriate for minors." The Board defines materials that are inappropriate for minors to include those items listed in Item #1 above.
8. Encourage the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication.

The Board designates and directs the following person to take all steps necessary to implement this policy and to otherwise comply with the Children's Internet Protection Act: Superintendent of Schools.

The Board directs the Superintendent of Schools to develop, review, and revise as necessary an acceptable use agreement that must be signed annually by all users of the District's technology resources before the user will be allowed to use the technology resources. Different acceptable use agreements may be developed based on the user's status. At a minimum, the Superintendent of Schools, in consultation with the District Technology Director, will develop (1) an acceptable use agreement to be signed by adult users, including employees, volunteers, and board members; (2) an acceptable use agreement to be signed by learners in grades Y5-Kdg. through 4th grade and their parents; and (3) an acceptable use agreement to be signed by learners in grades 5th through 12th grades and their parents. The acceptable use agreements must be consistent with this Board policy and must include, at a minimum:

- A statement that the use of the technology resources is a privilege that may be revoked at any time.
- A statement that a user has no expectation of privacy when using the technology resources.
- Provisions to protect the integrity of the technology resources, including a requirement that each user only access the technology resources by using his or her assigned username and password.
- A statement that the technology resources may not be used to bully other people.
- A statement that misuse of the technology resources may result in loss of access to the technology resources and potential disciplinary action.
- A list of what constitutes "misuse" of the technology resources.
- A statement that the District does not guarantee that the technology resources will be error free or uninterrupted.
- A statement regarding use of personal technology devices that are brought into school.
- A requirement that users report any material that makes them feel threatened, harassed, or bullied.
- A release of all claims and liabilities against the District for use of the technology resources.

**STAFF AND LEARNERS
TECUMSEH PUBLIC SCHOOLS
Agreement for Acceptable Use of Technology Resources**

Building /Program Name: _____

Learner Name: _____

This Agreement is entered into on (date): _____

This Agreement is between _____ ("learner" or "User") and Tecumseh Public Schools ("District").

Tecumseh Public Schools (TPS) provides Internet access to learners 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 learners 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 learner 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 learner may encounter. Therefore, before using the TPS's online resources, each learner and his/her parent/guardian shall read, sign and return a TPS Learner 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 learners' 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

Learners:

- 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 facilitator
- 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 and instant messenger that are not provided 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. Learners 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
- Learners 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 learner.
- Learners will not use sniffing or remote access technology to monitor the network or other user's 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 learner has violated this policy or the law. Learner should not expect that files stored on district servers are private.
- Parents have the right to request to view the contents of their learner's files.

E-Mail Policy

- Learners will be provided with email accounts that will be used for communicating with facilitators and other learners for school related activities.
- Learners will not use outside email accounts such as Gmail, Hotmail, Yahoo, and other free email services on school computers.
- Learners will not forward a message that was sent to them privately without the permission of the person who sent them the message.
- Learners will not post private information about themselves or another person.
- Learners 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 learners..
- Learners shall not engage in cyberbullying or personal attacks.

Network Resources

Network resources are considered to be any location on the TPS network where learners and staff store and access files. Learners 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.

Learners are not permitted to download large files without a facilitator'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 learners 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 learners 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 learner work may be published only as it relates to a class project, course, or other school-related activity.
- Learners' last names should not be used on Websites.
- Learners are not to publish addresses or phone numbers on learner 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 learners 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 learner use for educational purposes. Learners 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 learner 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 learner violates the Learner 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 Learner Disciplinary Code, the violation will also be handled in accordance with the applicable provision of the Learner 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 damages caused to a user's own hardware or software.

Personal Devices

Learners are expected to follow the directions provided by their facilitators, or other school employee gives regarding the use of computers, electronic devices, the Internet, or any personal technology device(s) they bring to school.

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 or learners under the Family Educational Rights and Privacy Act ("FERPA"). In accordance with FERPA, you are notified of the following:

- **RIGHT TO INSPECT:** You have the right to inspect and review all of your education records maintained by

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.

- **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.
- **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 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.
- **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 Ave., SW, Washington, DC 20202-4605
- **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
- **RIGHT TO OBJECT TO RELEASE OF DIRECTORY INFORMATION:** Generally, school officials must have written permission from the parent 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":
 - a. Learner name, address, telephone listing;
 - b. Learner's date and place of birth;
 - c. Name, address, and telephone listing of parent(s)/guardian(s);
 - d. Learner participation in officially recognized activities and sports;
 - e. Weight and height of members of athletic teams;
 - f. Learner's dates of attendance, honors, degrees, and awards received, learner's grade level

placement;

- g. Most recent previous school attended;
- h. Information generally found in yearbooks;
- i. Learner photographs and video; and
- j. 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 or eligible learner.
- 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 may request that the learner's name, address, and telephone listing not be released unless prior written consent is obtained.
- 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
- **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.

Title 1 School-Parent-Learner Compact

Tecumseh STEAM Center and the parents of the learners participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating learners), agree that this compact outlines how the parents, the entire school staff, and the learners will share the responsibility for improved academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during the 2018-2019 school year.

School Responsibilities

Tecumseh STEAM Centers will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating learners to meet the State's learner academic achievement standards with additional supports such as: Title 1 Math and Reading Encore, Co-taught classes, mentoring programs.
- Hold conferences during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be: Fall Conferences in October or November and Mid-Winter Conferences in February.
- Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows: Home Access- Online and updated weekly and Quarterly Report Cards- Online (paper copies available on request)
- Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents during team meeting times, by scheduled appointments, and/or through staff email as listed on the Tecumseh Public Schools website.
- Provide parents opportunities to volunteer and participate in various events at Tecumseh STEAM Centers. These may include: Chaperone a field trip, participate in online surveys, assist with the Scholastic Book Fair, be a guest speaker, make donations as needed and/or help with special school/classroom activities.

Parent Responsibilities

We, as parents, will support learning in the following ways:

- Monitor attendance.
- Ensuring that homework is completed.
- Monitoring use/amount of technology/television being used.
- Volunteering in child's school.
- Participating, as appropriate, in decisions relating to my child's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicate with the school by promptly reading all notices from the school or the school district either received by my child, mail, email, phone message, or home-access website and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups.
- Request additional meetings with staff as needed in a timely manner.

Learner Responsibilities

I, as a learner, will share the responsibility to improve my academic achievement and achieve the state's high standards. Specifically, I will:

- Do my homework every day and ask for help when I need it.
- Be respectful and cooperative with facilitators and other learners.
- Be in school.
- Report to class prepared and on time.

- Assist parents in use of Home Access Center and facilitator websites.
- Read at least 20-30 minutes every day outside of school time.
- Give my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

Facilitator: _____ Date: _____

Parent/Guardian: _____ Date: _____

Learner: _____ Date: _____

Tecumseh STEAM Centers
Receipt of Handbook Acknowledgment of Policies 2018-2019

Please sign and return by Sept. 14, 2018.
Thank you for your prompt attention to this matter.

Learner Name(s): _____ Grade(s): _____
(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 East/West STEAM Centers 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

The Tecumseh STEAM Centers 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:* _____

If you do not have access to email, please call the office of your learner's respective school.