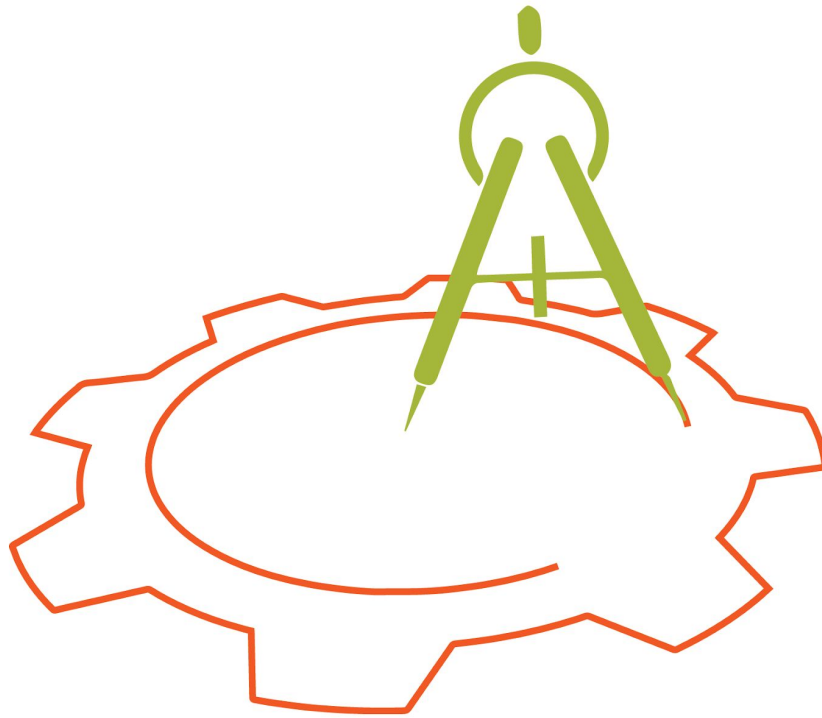


Tecumseh East and West STEAM Centers Parent/Student Handbook



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

Welcome to the Tecumseh STEAM Centers!

Mission Statement

Uncompromisingly student Centered

Vision Statement

*We are a dynamic learning community taking
BOLD steps to ensure all students 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, 2019**. We appreciate your prompt attention to returning this form.

TPS Board of Education

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

District Administration

Greg Lewis, Interim Superintendent

East STEAM Center Administration

Melanie Nowak, Principal
Amy Kirkpatrick, Secretary

West STEAM Center Administration

Melanie Nowak, Principal
Theresa Dunnavan, Secretary

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

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

Table of Contents

Welcome to the Tecumseh STEAM Centers!

Quick Reference Guide	
AWARENESS OF FOOD ALLERGIES	4
BICYCLES	4
BREAKFAST/LUNCH PROGRAM	5
COMMUNITY LEARNING CONNECTIONS (CLC)	5
CONFERENCES	5
COUNSELING	5
EDUCATIONAL DEVELOPMENT PLAN – EDP	6
TARDY/SKIPPING POLICY	
EMERGENCY PREPAREDNESS DRILLS	8
STUDENT RELEASE (DURING SCHOOL HOURS)	8
MESSAGES	8
MOVING	8
PETS IN SCHOOL	9
SCHOOL CLOSINGS	9
SPORTS	9
VISITORS	10
VOLUNTEERS	10
LUNCH/OUTDOOR STUDENT EXPECTATIONS	10
HOME ACCESS CENTER (HAC)	10
CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICES	11
Tecumseh Public Schools District Policies	
ATHLETICS	12
ANTI-BULLYING & HARASSMENT	12
ATTENDANCE POLICY	
DISCIPLINE POLICY AND CODE OF CONDUCT	14
DISCIPLINE: DEFINITIONS OF CORRECTIVE MEASURE	
DISCIPLINE: DUE PROCESS FOR STUDENTS	17
DISTRIBUTION OF OUTSIDE MATERIALS	
DRESS CODE	18
HEALTH CONCERNS	18
LOCKERS	19
NON-DISCRIMINATION	19
PESTICIDE APPLICATIONS	19
TECHNOLOGY ACCEPTABLE USE AND INTERNET SAFETY POLICY	19
STAFF AND STUDENT AGREEMENT FOR ACCEPTABLE USE OF TECHNOLOGY AND RESOURCES	21
TRANSPORTATION CODE OF CONDUCT	24
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)	21
TITLE 1 School-Parent-Student Compact	28
Receipt of Handbook Acknowledgment of Policies 2019-2020	30

Welcome to the Tecumseh STEAM Centers!

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

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

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 in minutes, when exposed to even a tiny amount of an allergen. Therefore, there are several practices in place to help prevent allergic reactions:

- All classrooms are Nut Allergy Aware Spaces. There will be no classroom projects with peanut butter, peanut shells or bird seed for example, in these areas.
- Parents who send a lunch from home for their student 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 student not to share food with other classmates unless a teacher gives approval to do so.

In addition, ANY food item sent in to share with other 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 students teacher before bringing any celebration treat to school. If you have questions, or would like suggestions for "allergy safe" foods, please contact the school office. To learn more about food allergies, you may visit the Food Allergy & Anaphylaxis Network's website, www.foodallergy.org. Also, for a guide of allergy safe foods, visit the SnackSafely.com website, and download the Safe Snack guide.

BICYCLES

Students 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 a bike to and from school.

BREAKFAST/LUNCH PROGRAM

The breakfast and lunch programs are open to all students. 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 students cost \$2.70 a day or \$13.50 for the week.

For students 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 student's lunch money from becoming lost between home and school. You may check the balance in your student's lunch account by going to <https://mealmagic.lisd.us/mealmagic/mylunchaccount>. Any questions regarding your student'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 students and their families. CLC staff provide whole school, small group, and individual integrated student 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 students are scheduled in the fall and spring. You will be notified well in advance in order to arrange your meeting time. This is a great time for you to discuss your student's progress with his or her teachers.

If you wish to meet with your student's teachers 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 students 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. Students 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, students complete activities that relate to career awareness and exploration. Through a web based program called Career Cruising students identify their interests and talents and consider the career possibilities in each of six career clusters or pathways. Students may have the opportunity to participate in career exploration experiences in their area of interest.

TARDY/SKIPPING POLICY

The Attendance Office Secretary will issue an admit pass to class and keep track of the number of total tardies a student accumulates throughout the semester. Total tardies refer to all classes combined, not individual classes. Therefore, a tardy first hour and a tardy sixth hour means that a student has accumulated two tardies.

1. Students that receive their 1st tardy will be given a verbal warning down in the Main Office after receiving their pass back to class.
2. Students that receive their 2nd tardy will be given a verbal warning down in the Main Office after receiving their pass back to class.
3. On the 3rd tardy, a student will have a session with the student's counselor to develop a plan for getting to class on time.
4. On the 4th accumulated tardy, a meeting will be scheduled with a parent.
5. Excessive tardies beginning with ten (10), and every tardy thereafter will result in a suspension. Failure to serve the detention will also result in a suspension.

All students that are caught skipping will be escorted back to class.

EMERGENCY PREPAREDNESS DRILLS

Each day, we are entrusted to provide a safe and healthy learning environment for your student. 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 student 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, students will not be permitted to move around the building until an all clear is given. Doors will be locked with no one admitted in or out. For safety reasons, parents will not be permitted to remove children from the building during a lockdown drill. In an emergency situation, once a lockdown has been initiated, the school is under the direction and control of local law enforcement.
- The school shall conduct emergency drills as set forth in Board Policy

STUDENT RELEASE (DURING SCHOOL HOURS)

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

In situations where it is necessary for your student to leave school during the school day, your student will be excused through the school office only. The parent/guardian MUST stop at the office and sign the student out. The office personnel will then call the student to the office. Teachers will not release a student to a parent/guardian except through the office approval. This policy is designed for your student's safety and parents/guardians peace of mind. Whenever possible, please notify us ahead of time with a note or phone call when your student 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. 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 3:00 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 student gets the message. Please feel free to call the main office regarding any questions or concerns you may have.

MOVING

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

PETS IN SCHOOL

Our Teachers will be happy to speak to you about our policy for bringing in pets to 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 student.

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.

If you drive your student to school and notice very few cars in the parking lot, please check to see that school is in session before leaving your student.

Although it is very rare, there may be occasions when school is dismissed early because of an emergency. You should instruct your student 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 student 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 student 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 students as possible. Coaches concentrate on teaching fundamentals and teamwork. Students are expected to represent our school, their families, and themselves in a dignified and responsible manner.

Students 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 and individual team rules. In addition to the Athletic Code, athletes must follow the following general 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 student must contact the coach directly.
3. Good sportsmanship is the required standard for all athletes. Inappropriate language, comments, or gestures will result in the student'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 student 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 student and no other students.
5. Zero tolerance (no contact with controlled substances) is the expectation for all athletes for substance use. Should a student 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 2019-20.

Athletic Eligibility:

All student-athletes will have their academic progress checked on a weekly basis. Students who are failing courses will be placed on “academic probation” for one week. If the student 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 student 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 student at school. To address safety concerns and to minimize disruptions, please call to prearrange visits with teachers and administrators. All visitors entering the building during regular school hours will be required to sign in before being issued a building ID guest badge. All visitors are subject to the Board’s school visitor policy.

VOLUNTEERS

We welcome and value volunteers! Please check with teachers 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 students and their families. This information must be kept confidential.

Any individual who volunteers to work in the schools, on any school sponsored activity or has access to students shall submit to a criminal history records check, prior to being allowed to participate in any activity or program. All volunteers will be required to complete a Tecumseh Public Schools Volunteer Registration Form prior to volunteering. This allows the school district to complete a background check on the intended volunteer. ALL volunteers must comply with this in order to participate in any activities involving students of Tecumseh Public Schools.

LUNCH/OUTDOOR STUDENT EXPECTATIONS

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

CELL PHONES and OTHER PERSONAL ELECTRONIC DEVICES

- Classrooms and other instructional areas are NO CELL PHONE ZONES unless specifically instructed by the teacher that the cell phone may be utilized for learning i.e. research, Google Classroom, dictionary, student responses, voting, taking pictures of notes, etc.
- During the hours of 7:35 a.m. to 2:30 p.m. students may check their cell phones for messages during passing periods between classes and during lunch.
- Cell phones are not to be used by students in the hallways or restrooms when classes are in session. When the tardy bell rings, all cell phones shall be put on sleep/airplane mode and put away.
- Students observed texting, using other forms of social media, and/or listening to music without permission from the teacher during class time and/or instruction are in violation of the cell phone policy. The student's cell phone may be confiscated by the teacher or an administrator.
- Any use of a cell phone during testing is prohibited. A zero shall be assigned to a student observed using a cell phone during testing and the cell phone shall be confiscated by the teacher or an administrator.
- If a student has an emergency in which a conversation on the cell phone is needed, the student must request permission from an administrator. Parents/guardians are asked not to call or text students during the school day. If there is a family emergency, please call the main office at 517-423-2324..
- Cell phone incidents will be documented into the student's discipline record for future reference.
- Any disruption of the learning environment as a result of a student's noncompliance with the school cell phone policy will result in disciplinary action that may include the following disciplinary action(s) ...
 - 1st offense: The device will be confiscated and turned over to the office. Parents will be notified by a phone call home from the teacher. The phone will be returned to the students at the end of the school day.
 - 2nd offense: The device will be confiscated and turned into the office. The main office will contact the parents. The device will only be returned to a parent or guardian who appears at school to claim the device.
 - 3rd offense: The device will be confiscated and turned into the office. The main office will contact the parents. A parent must schedule a parent/student/administrator meeting between 7:35 a.m. and 2:30 p.m. After the successful completion of this meeting, the cell phone will be returned to the parent.
 - 4th offense: Same as the 3rd offense up to a suspension assigned

Use of Cameras, Videophone, or other Visual Recording Devices

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

Tecumseh Public Schools District Information

ATHLETICS

Representing Tecumseh Public Schools in interscholastic athletics is a privilege, and not a right. Students who participate in interscholastic athletics are expected to represent the highest ideals of character by exemplifying good conduct, good sportsmanship, good citizenship, and good training, which includes abstaining from the use of tobacco, alcohol, and drugs. Separate and apart from a student's performance as an athlete, the student's conduct, sportsmanship, citizenship, and training, reflect at all times on the student Athlete, our team, our school, and our community. Accordingly, the TPS Athletic Code has been established for all students who aspire to participate in interscholastic athletics at Tecumseh High School.

Students 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 or Main Offices of other buildings.

If your student participates in athletics, he/she will receive the TPS Athletic Handbook and Code of Conduct and must sign and return an acknowledgment of receipt. Athletics are expected to follow the Code of Conduct and any other individual team rules.

ANTI-BULLYING & HARASSMENT

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

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

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

ATTENDANCE POLICY

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

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

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

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

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

absence. All absences will be counted with the exception of the following appropriately documented circumstances:

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

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

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

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

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

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

- Plan family vacations on weekends or around school breaks. A one week vacation causes each student to miss approximately 35 hours of instruction that his/her classmates will receive. This is valuable learning that is difficult to make up for when the student returns. Please make every effort to schedule any doctor and dentist appointments after school hours.
- Have a plan as well as a backup plan to get your child to school on time every day. Too often a disruption in the morning or transportation issues cause children to miss entire days of school. Communicate with school officials if this is a problem, so that appropriate resources can be sought to help correct the issue.

Only allow your child to stay home if they are too sick to come to school. Fever, vomiting, pink eye, or severe viral infections are causes to keep them at home. Complaints of a headache or stomach ache can be signs of anxiety and should be communicated to school officials.

- Keep track of your child's attendance. Chronic absence is missing just two days per month, but over the course of a school year equates to about 126 hours of learning. Parents can use a calendar system at home to track attendance, or use the school's online program.
- Communicate. Most attendance related issues can be solved fairly easily by utilizing the appropriate resources and staff. Talk to your school officials about what is causing attendance problems and remember, we are here to help. We commit to work with you to provide the services needed to ensure that your child has the opportunity to have excellent attendance.

DISCIPLINE POLICY AND CODE OF CONDUCT

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

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

MISCONDUCT	RANGE OF DISCIPLINE
1. Failure to comply with a reasonable request, insubordination	Warning up to 3-day suspension teacher may suspend up to one day
2. Rude, abusive, vulgar inappropriate behavior or language	Warning up to 3-day suspension teacher may suspend up to one day
3. Classroom disruption	Warning up to 3-day suspension teacher may suspend up to one day
4. Falsification of documents/records	Warning up to 5-day suspension
5. Leaving building/class without permission; skipping/tardiness	Warning, Saturday School or up to 3-day suspension
6. Possession of lighter/matches	Warning up to 3-day suspension
7. Defacing property, vandalism	Warning/Restitution/Detention/Suspension/Up to permanent expulsion
8. Inappropriate use of technology	Warning up to permanent expulsion; see also consequences under Tecumseh Public Schools Internet Permission and Rules
9. Theft	Up to 3-day suspension
10. Theft by use of threat, force, or extortion	Warning up to permanent expulsion
11. Possession/use of fireworks	Warning up to permanent expulsion
12. Setting off false fire alarm	Warning up to permanent expulsion
13. Bullying, threat, intimidation, inappropriate physical contact/harassment	Warning up to permanent expulsion
14. Possession of weapon (which is not a "dangerous weapon" under state law), look- alike weapon, or an object which may be used to cause or threaten harm to others	Up to 10-day suspension and including expulsion
15. Possession of a firearm in a weapon free zone	Permanent expulsion from all public schools in Michigan
16. Possession of a dangerous weapon ("firearm, dirk, dagger, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles") as defined by State Law	Permanent expulsion from all public schools in Michigan, subject to consideration of mitigating factors required by law
17. Possession /use/distribution or sale of tobacco or tobacco products (including "e-cigs" or vapor devices).	Successful completion of the Tecumseh Coalition for Youth Program AND 3-day suspension/police

	notification/mandatory tobacco education
18. Possession/use/sale or distribution of alcoholic beverages, including any beverages with alcoholic content. student may be asked to take a breath alcohol test. Refusal to submit to this test may result in disciplinary consequences.	Successful completion of the Tecumseh Coalition for Youth Program AND: 1st Offense: Mandatory screening, up to 5-day suspension—may be reduced by 2 days by successfully completing an educational program. 2nd Offense: Mandatory screening, up to a 10-day suspension. 3rd Offense: Expulsion
19. Possession/use of controlled substance or distribution/sale of controlled substances prohibited by law, including but not limited to marijuana, illegal pills, narcotics, look-alike drugs, and drug paraphernalia	Successful completion of the Tecumseh Coalition for Youth Program AND warning up to permanent expulsion
20. Threat to school employee, volunteer, or contractor (“any statement or act, oral or written, which can reasonably be expected to induce in another person(s) an apprehension of danger of bodily injury or harm”)	Warning up to permanent expulsion
21. Bomb threat or similar threat directed at a school building, or other school property	Suspension up to permanent expulsion
22. Physical assault of a student (“intentionally causing or attempting to cause physical harm to another through force or violence”)	Suspension up to permanent expulsion
23. Physical assault of a school employee, volunteer, or contractor (“intentionally causing or attempting to cause physical harm to another through force or violence”)	Permanent expulsion from all public schools in Michigan, subject to consideration of mitigating factors required by law
24. Arson in a school building or on school grounds (including school vehicles or at school events off school grounds)	Permanent expulsion from all public schools in Michigan, subject to consideration of mitigating factors required by law
25. Criminal sexual conduct in a school building or on school grounds (including school vehicles or at school events off school grounds)	Permanent expulsion from all public schools in Michigan, subject to consideration of mitigating factors required by law
26. The foregoing list of inappropriate behavior, which may result in student discipline, is not considered all-inclusive.	The Michigan School Code authorizes the Tecumseh Board of Education to suspend or expel from school a student guilty of “gross misdemeanor or persistent disobedience when, in its judgment, the interest of the school may demand it.” School officials may also refer matters to local law enforcement.
27. Driving students off campus (during school hours)	Up to 3-day suspension
28. Driving to LISD TECH Center without permit	1-day suspension from LISD TECH Center & THS classes
29. Throwing anything over the upstairs railings.	Up to 10-day suspension and including expulsion
30. Grades 9, 10, & 11 leaving campus for lunch	Loss of privilege, senior year, of going off campus during lunch 1st Offense: 1st Semester 2nd Offense: 2nd Semester

DISCIPLINE: DEFINITIONS OF CORRECTIVE MEASURES:

1. **Detention:** A specified number of hours that a student must spend for his/her inappropriate behavior

beyond the school day. Classroom detentions may be assigned by teachers or the administration may assign detention hall. The following rules apply to detention:

- a. Detentions will be served before or after school during the week or on Saturdays depending on the assignment.
 - b. students participating in sports, extracurricular activities, or work are not excused from detention. The student has the obligation to inform his/her coach, sponsor, or employer that he/she will be remaining after school for a specified amount of time.
 - c. Missing a scheduled detention will result in doubling of the detention time.
 - d. Failure to serve the doubled detention will result in a one (1) day suspension from school, and the student must still serve the doubled detention.
 - e. Detention begins at 2:55pm. unless other arrangements are made. students must be on time and make it known to the detention supervisor that he/she is serving the detention.
 - f. Quiet will be maintained during detentions and students are required to study or read.
2. **Expulsion:** This means removal from school following action by the Board of Education for 60 or more school days.
3. **Law Enforcement Agency Involvement:** Law enforcement agencies shall be notified of all cases of student misconduct that are defined as criminal under the laws of the State of Michigan.
4. **Parent Contact:** This may be accomplished in person, by telephone or via the Disciplinary Referral Form, which is mailed home by the Assistant Principal's Secretary.
5. **Removal From Class:** The student will be removed from the classroom for a period not to exceed five (5) days and will report to the Assistant Principal's office for further placement.
6. **Restitution:** This is the giving back of what has been lost or taken away. It is the act of making good any loss, damage, or injury.
7. **Restorative Practices:** A disciplinary option in which students who have committed offenses will do the following: Meet with the offended parties, take responsibility for their actions, apologize, and make restitution. Any option may be invoked at an administrator's discretion and may be used in conjunction with any other disciplinary action.
8. **Saturday School:** Saturday School will be held in the Media Center beginning at 8 a.m. and concluding at 12 p.m. (length will vary depending on the offense). Students are expected to enter the Southside of the High School and go immediately to the Media Center. Expectations regarding Saturday School are as follows:
- a. students are expected to arrive on time. students who are late will be sent home and will be expected to make up the detention on another assigned Saturday.
 - b. Students must bring sufficient homework and/or reading materials for the duration of the detention.
 - c. Silence will be maintained during the detention and electronic devices are prohibited.
 - d. Students may not leave the detention until the teacher dismisses them. After dismissal, students must leave the building.
- Failure to serve the Saturday School detention, leaving early or being asked to leave the detention due to disciplinary reasons, will result in a suspension.
9. **Social Probation:** Social Probation means the student loses all special privileges and only retains the privilege of attending regularly scheduled classes.
- a. Examples of privilege loss include, but are not limited to: dances, clubs, trips, and athletic events, whether home or away.
 - b. Students on Social Probation are permitted on school grounds during school hours only.
 - c. A violation of this policy will cause a five (5) day suspension from school and extension of the Social Probation period.
 - d. It should be noted that students on social probation are excluded from attending or participating in any school related extracurricular activities.
 - e. Expulsion during the social probation includes athletics and athletic events on or off campus and/or home and away games and scrimmages. Students participating in athletics are also excluded from participating in their sport during the social probation period.

- 10. Student Assistance Program:** The District may require, as a condition of continued attendance, that students who are experiencing problems with alcohol and/or drug abuse seek treatment, assessment, counseling, and/or rehabilitation programs available to the community. Information regarding these programs is available at the Student Services Center.
- a. When either the student and/or parents/guardians do not wish to cooperate in making needed assistance available, the student's status in school may be re-evaluated, taking into account the best interests of the student, the nature of the problem, and the health, safety, welfare, educational opportunity, and the rights of other students and staff.
 - b. Refusal by parents/guardians to seek treatment for a chemically dependent student shall result in a report to the Department of Social Services for suspected child abuse/neglect according to the law.
- 11. Suspension:** This means temporary removal from a class/school for fewer than 60 days.
- 12. Procedures for Suspension/Expulsion:** On the basis of present school law, the building Principal and Assistant Principal are delegated the authority to suspend a student from school.
- a. The results of disciplinary actions are cumulative within and across the categories which may result in suspension or expulsion.
 - b. The length of suspension or expulsion may vary from 1-59 days depending upon the seriousness of the charges.
 - i. Principals & Assistant Principals have the authority for suspensions up to 10 days
 - ii. Superintendents have the authority for suspensions up to 59 days
 - iii. All expulsions must go to the school board
 - c. The completion of disciplinary actions (such as detentions and suspensions) when delayed by an "Act of God" will be assigned and served on the next regular student day, whenever it occurs.
 - d. Suspension begins at the close of the instructional day, or earlier with notification by the administrator and continues until midnight of the last suspension day.
 - e. During the time of suspension, the student will not participate in any extracurricular activity or be present on school property unless accompanied by a parent or legal guardian for a prearranged conference with an administrator.
 - f. Students who are on campus or any school-sponsored or school-related activity during a suspension will have an additional day added to the suspension.
 - g. The student will be carried on the rolls as an enrollee but will be recorded as being absent during the period of suspension.
 - h. Building administrators shall be responsible for documenting evidence to support any action or suspension. Such documentation shall be in writing and shall be maintained in the appropriate files. In suspending a student, the Principal or Assistant Principal shall adhere to the following precepts:
 - i. An informal investigation shall be conducted for the purpose of obtaining all information pertinent to a fair decision.
 - j. The student shall be informed of the charges and provision shall be made for the student to be heard and to present views if the student wishes
 - k. The student shall be fully informed of the results of the investigation. If suspension is to occur, the student shall be told the length of suspension, the condition under which reinstatement may take place and what the student's status is during suspension.
 - l. The parent or legal guardian shall be notified by phone, if possible, and also will be mailed a copy of the disciplinary referral. If the parent or legal guardian cannot be contacted, the student shall be retained in school until the end of the school day, unless the student is a threat to the school. A copy of the Discipline Form will be placed in the student's CA-60 file.

DISCIPLINE: DUE PROCESS FOR STUDENTS

The following due process procedures are used for students involved in an alleged violation of the Tecumseh School Discipline Code:

- The student is notified of the alleged misconduct.
- An administrator investigates and the incident is discussed with the student.
- The student is given an opportunity to explain his/her conduct.
- If necessary, further investigation will be conducted.
- If disciplinary consequences are in order, the student is advised of that fact, and the parents/guardians are notified in writing, and an attempt is made to contact the parents by phone.
- Parent(s) and/or student 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, camps, 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.

DISTRIBUTION OF OUTSIDE MATERIALS

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

DRESS CODE

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

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

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

HEALTH CONCERNS

Immunizations

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

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

Lice

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

Medication

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

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

Consent authorization forms are mandatory for any medication to be administered at school by a school employee or agent of the district acting on the district's behalf. Prescription and non-prescription medication administration requests must have a physician's signature, an order verifying the correct medication, dosage, time of administration, and possible side effects as well as the signature of the student's parent or legal guardian. This

information will be kept on file in the school office but a new form needs to be completed each school year. All medications must be in the original pharmacy container or the original, over the counter container.

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

LOCKERS

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

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

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

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

Tecumseh East/West Steam is not responsible for any materials missing from lockers.

NON-DISCRIMINATION/EQUAL OPPORTUNITY

Tecumseh Public School District adheres to a policy of non-discrimination for employment and educational placement. No person shall, on the basis of any protected class 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. For further information, please see the Board's Policies and Administrative Guidelines on this matter.

PESTICIDE APPLICATIONS

State Law requires administrators to notify parents/guardians 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 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

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

1. networking websites and in chat rooms and cyberbullying awareness and response.
2. Prohibit access by minors to inappropriate matter on the Internet.
3. Prohibit unauthorized access, including so-called "hacking," and other unlawful activities by minors online;
4. Prohibit the unauthorized disclosure, use, and dissemination of personal identification information regarding minors;
5. 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 students in grades Y5-Kdg. through 4th grade and their parents; and (3) an acceptable use agreement to be signed by students 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 studentS
TECUMSEH PUBLIC SCHOOLS
Agreement for Acceptable Use of Technology Resources

Building /Program Name: _____

student Name: _____

This Agreement is entered into on (date): _____

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

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

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

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

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

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

Internet Restrictions and Guidelines

students:

- should use the Internet/network for appropriate educational purposes and research.
- should immediately report any security problems or breaches of these responsibilities to the supervising teacher
- must adhere to copyright laws and plagiarism rules when using the Internet.
- may not use the network for entering contests, advertising, political lobbying, or personal commercial activities including online purchasing.
- may not use the TPS Internet access for sending or retrieving inappropriate, obscene, illegal, or pornographic material.
- may not circumvent security measures on school or remote computers or networks (hacking) to gain access to restricted internet sites and resources.

- may not use chat rooms 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. students may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account
- students shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users; misrepresent other users on the system; or attempt to gain unauthorized access.
- Only authorized technology personnel may install software.
- Permission of authorized technology personnel is required for relocation, removal, or adjustment of any hardware and/or peripheral device by any student.
- students will not use sniffing or remote access technology to monitor the network or other 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 student has violated this policy or the law. student should not expect that files stored on district servers are private.
- Parents have the right to request to view the contents of their student's files.

E-Mail Policy

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

Network Resources

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

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

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

Discussion Groups

Discussion groups are formal or informal groups that are created through the system to facilitate the sharing of information on specific topics. All aspects of this Agreement must be adhered to when posting messages to a discussion group or when replying to posts within the group. Swearing, offensive language, obscenity, harassment,

rudeness, and other inappropriate conduct will not be tolerated in any group. Posts should in no way promote, enable, or discuss bigotry or hate speech, or promote, enable, or discuss gambling, recreational drug use, alcohol, or other activities considered to be vice. Discussion group posts and threads will be monitored for content language and behavior. TPS technology staff reserves the right at any time to delete any post that is deemed derogatory or harmful.

Web Posting

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

Failure to follow these policies or responsibilities may result in the loss of authoring privileges or other disciplinary measures.

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

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

Technology Hardware

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

Supervision and Monitoring

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

Violation of Agreement

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

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

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

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

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

Limitation of Liability

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

Personal Devices

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

TRANSPORTATION CODE OF CONDUCT

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

RESPONSIBILITIES OF STUDENTS

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

- students must stay off the roadway at all times while waiting for the bus, and conduct themselves with courtesy and consideration for others. The safety and conduct of the students at a bus stop is the responsibility of the parents.
- students are required to cross in front of the bus when crossing a roadway, NOT in back of the bus.
- students must wait until the bus has come to a stop before attempting to enter or leave the bus.
- students should be seated immediately upon entering the bus. students may be expected to sit three (3) per seat. Personal belongings are to be held on the rider's lap. Only items fitting on student's laps will be accepted on the bus. The aisle must be kept clear.
- No pets or other animals may be transported on the bus.
- students are expected to conform promptly with the directions of the bus driver.
- students must help keep the bus clean and orderly at all times.

- students must inform the bus driver when absence from school is expected.
- students must report to the bus driver at once any damage to the bus. Any student disfiguring or mutilating a bus will be suspended from riding until satisfactory adjustment is made.
- Loud, boisterous or profane language, indecent conduct, scuffling, or throwing of objects will not be tolerated. students causing trouble after they have been warned will lose their privilege of riding the bus.
- No windows or doors are to be opened except by permission of the driver. students are required to enter and leave by the front door ONLY, except in case of an emergency and the back emergency door may be used.
- students must keep hands and head inside the bus at all times.
- Smoking, eating, or drinking will not be permitted on the bus.
- Only students registered to ride the bus are permitted on the bus. students may not ride any other bus to homes of friends or places of employment.
- students must not leave the bus without the driver's consent, except at home or at the school.
- students are expected to be picked up and dropped off at one (same) bus stop only.
- students may be assigned a seat by the bus driver.
- Complete silence at railroad crossings is required.
- students must follow the district policy for transporting large instruments.

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

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

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

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

Each year the Tecumseh Public Schools is required to give notice of the various rights accorded to parents or students 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 the District. This right extends to the parent/guardian of a student under 18 years of age and to any student age 18 or older.
2. **RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any part of an education record which you believe 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.

- a. The Michigan Freedom of Information Act specifies that school districts must exempt from disclosure under the Freedom of Information Act any "directory" information, as defined by the Family Educational Rights and Privacy Act, which is requested for the purpose of surveys, marketing, or solicitation, unless the school district determines that the proposed use is consistent with the educational mission of the public body and beneficial to the affected students.
- b. One exception under FERPA which permits disclosure without the consent of a parent/guardian (or eligible student) is where disclosure is made to school officials with a legitimate educational interest. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving an official committee, such as a disciplinary or grievance committee, or assisting another school official. A school official has a "legitimate educational interest" if there is a need to review an education record in order to fulfill his or her professional responsibility by or on behalf of the District.

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

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

1.

2. **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

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

- a. student name, address, telephone listing;
- b. student's date and place of birth;
- c. Name, address, and telephone listing of parent(s)/guardian(s);
- d. student participation in officially recognized activities and sports;
- e. Weight and height of members of athletic teams;
- f. student's dates of attendance, honors, degrees, and awards received;
- g. student's grade level placement
- h. Most recent previous school attended;
- i. Information generally found in yearbooks;
- j. student photographs and video; and
- k. Audio-visual materials.

4. 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 student.

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

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

Superintendent of Schools
Tecumseh Public Schools

212 N. Ottawa St., Tecumseh, MI 49286

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

TECUMSEH PUBLIC SCHOOLS
TECHNOLOGY USER AGREEMENT AND PARENT PERMISSION FORM
2019-2020

TO THE STUDENT

I have read, understand, and will abide by the School District's Agreement for Acceptable Use of Technology Resources ("Acceptable Use Agreement"). I also understand that violation of the Code of Conduct or the Acceptable Use Agreement may result in restriction, suspension, or revocation of my technology use privileges, and that disciplinary action and/or appropriate legal action may be taken.

Student's Signature: _____ Date: _____

TO THE PARENT/LEGAL GUARDIAN

As the parent/legal guardian of the minor student signing above, I have read the School District's Internet Rules. I grant permission for my son or daughter to access network computer services such as the Internet. I recognize that it is impossible for the Tecumseh Public Schools to restrict access to all objectionable materials and I will not hold the Tecumseh Public Schools responsible for materials or communications acquired on the Internet. Further, I accept full responsibility for guidance and supervision when my son or daughter's use of the Internet is not in the school setting.

Yes, I give permission _____ No, I do not give permission _____

Parent/Legal Guardian's Signature: _____ Date: _____

Name of student: _____ Grade: _____

School: _____

Student: _____ Login: _____ Login Password: _____ HAC Login: _____ AC Password: _____

RECEIPT OF HANDBOOK/AGENDA ACKNOWLEDGEMENT OF POLICIES 2019-2020

I, (print student's name) _____, have reviewed a copy of the 2019-20 Tecumseh High School student Handbook/Agenda. I have been informed of the school's policies about student behavior and have had my rights and responsibilities as a student explained to me. I also acknowledge that I have been given notice of the various rights accorded to parents or students under the Family Educational Rights Privacy Act (FERPA).

Student's Signature: _____ Date: _____

Parent/Legal Guardian's Signature: _____ Date: _____

*This page must be signed and returned during Registration or at the latest by Sept. 13, 2019.

