

Tecumseh High School Vision Statement

To be the high school of choice in Southeastern Michigan.

Tecumseh High School Mission Statement

We, the staff of Tecumseh High School, are committed to teaching all students so they will have the opportunity to maximize their educational potential and to become responsible citizens capable of adapting to an evolving global society.

WELCOME

The administration and staff would like to welcome all of our students to Tecumseh High School. We pledge our support to help you learn, to meet the course and credit requirements for graduation, and to become a successful contributing member of our school. We hope that this will be an exciting and rewarding year for you!

Building Administration

Mr. Griff E. Mills, Principal

Mrs. Angel Mensing, Assistant Principal

District Administration

Dr. Kelly Coffin, Superintendent

Mrs. Anna Kanitz, Student Pupil Accounting

Board of Education

Mrs. Kimberly Amstutz-Wild – President

Mr. Roger Hart – Vice President

Mrs. Deborah Johnson-Berges – Secretary

Mr. Steven Linn– Treasurer

Mr. Greg Johnson – Trustee

Dr. Edward Tritt – Trustee

Mr. Jim Rice – Trustee

PHONE DIRECTORY

Main Office 423-6008
Mon. - Fri. 7:00 AM - 3:30 PM

Attendance 423-4666 (24 Hour)
Mon. - Fri. 7:00 AM - 3:30 PM

Student Services 423-3803
Mon. - Fri. 7:00 AM- 3:30 PM

Athletics 423-3651
Mon. - Fri. 7:00 AM - 3:30 PM

Transportation 423-2706
Mon. - Fri. 5:30 AM - 5:00 PM

Board of Education 423-2167
Mon. - Fri. 8:00 AM - 4:30 PM

Web site – www.tps.k12.mi.us

**TECUMSEH HIGH SCHOOL
WHERE TO GO...**

REGARDING	LOCATION	WHO TO SEE
Activities	Main Office	Principal
Athletics	Athletic Office	Athletic Director
Attendance	Attendance/Main Office	Attendance Secretary
Auto Registration	Main Office	Principal's Secretary
Bus Information	Transportation Dept.	Transportation Secretary
Colleges	Student Services Center	Student's Counselor
Clubs	Tecumseh High School	Club Sponsor
Dual Enrollment	Student Services Center	Student's Counselor
Finding a job	Jobs Hotline	517-424-6505 x9898
First Aid	Main Office	Principal's Secretary
Fund Raising Activity	Tecumseh High School	Club Sponsor
Grading	Classrooms	Student's Teacher
Graduation Requirements	Student Services Center	Student's Counselor
Library/Media Info	Library/Media Center	Media Specialist
Lockers	Main Office	Principal's Secretary
Media/AV Equipment	Library/Media Center	Media Specialist
Student Services	Student Services Center	Student's Counselor
Peer Mediation	Student Services Center	Student's Counselor
Vocational/Technical Education	LISD	517-265-1651

STUDENT COUNCIL

President	Adam Shelby
Student Council	Ashia Scott Olivia Mills Dani Nowak Abby Lawson
Advisor	Bart Northrup

<i>Seniors</i>	<i>Class of 2017</i>	<i>Juniors</i>	<i>Class of 2018</i>
President	Devin Mendez	President	Carlee Swan
Vice-President	Justin Arbini	Vice President	Ricky Amador
Spirit Rep	Nick McClure	Spirit Rep	Jonny Montaya
Float/Pilar Rep	Hailey Whitehead	Float/Pilar Rep	Chloe Kneiper
Dance/Event Rep	Emily Phelan	Dance/Event Rep	Jessica Kane
Advisors	Darin DeWeese & Tim Mark	Advisor	Katie Marecle & AJ Marry
<i>Sophomores</i>	<i>Class of 2019</i>	<i>Freshmen</i>	<i>Class of 2020</i>
President	Jack Teichman	President	Victor Coscarelli
Vice-President	Josh Hilton	Vice-President	Melanie McNamara
Spirit Rep	Katie Selenko	Treasurer	Hannah Sweet
Float/Pillar Rep	Laree Cameron	Secretary	Molly McCloud
Dance/Event Rep	Katelynn Moorehead		
Advisor	Aaron Huck & John Hacker	Advisor	Michelle Vanhala

TABLE OF CONTENTS

Academic Policies.....	34
Acceptable Use Policy (technology).....	58
Anti-Bullying Policy.....	11
Athletic Policies.....	43
Attendance.....	15
Bell Schedule.....	6
Dances.....	20
Dress Code.....	20
FERPA Information.....	7
General Information.....	10
Grading System.....	36
Graduation Requirements.....	37
Handbook Acknowledgment(<i>to be signed & returned</i>).....	69
Home Access.....	38
Mission & Vision Statements.....	1
Plagiarism Policy.....	34
Personal Electronic Devices Policy.....	63
Quick Reference to Services.....	4
SEC Contact Information.....	46
Student Assistance Program.....	27
Student Code of Conduct.....	47
Tardy Policy.....	29
Tecumseh Virtual Academy.....	30
Transportation Code of Conduct.....	56
User Agreement Parent Permission Form (to be signed).....	66

6 Period Day Bell Schedule

7:45-8:46 1st Hour (*7:45-7:47 Announcements)

8:52-9:51 2nd Hour

9:57-10:56 3rd Hour

11:02-12:31 4th Hour

Lunch A 10:56-11:26

Lunch B 12:01-12:31

12:37-1:36 5th Hour

1:42-2:41 6th Hour

**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.

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

One exception under FERPA which permits disclosure without the consent of a parent/guardian (or eligible student) is where disclosure is made to school officials with a legitimate educational interest. A school official is a person employed by the District as an administrator, supervisor,

instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving an official committee, such as a disciplinary or grievance committee, or assisting another school official. A school official has a "legitimate educational interest" if there is a need to review an education record in order to fulfill his or her professional responsibility by or on behalf of the District.

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

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

5. **RIGHT TO OBTAIN POLICY**: You have the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA. A copy may be obtained in person or by mail from:

Superintendent of Schools
Tecumseh Public Schools
212 North Ottawa Street
Tecumseh, MI 49286

6. **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; student's grade level placement;
- g. Most recent previous school attended;
- h. Information generally found in yearbooks;
- i. Student 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 student.

7. Two federal laws and one state law require the District to provide military recruiters, upon request, with the names, addresses, and telephone listings of its secondary school students. The student or the student's parent may request that the student's name, address, and telephone listing not be released unless prior written consent is obtained.
8. You have seven (7) days from the receipt of this notice to advise the District in writing of any or all of those types of information about the student which you refuse to permit the District to designate as directory information. Your objections should be addressed to:
Superintendent of Schools
Tecumseh Public Schools
212 North Ottawa Street
Tecumseh, MI 49286

9. 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.

PARENT AND STUDENT HANDBOOK

All provisions expressed in the Parent and Student Handbook apply to all students regardless of age while they are enrolled at Tecumseh High School. These provisions are in effect on all school district property and vehicles and at all school-related activities.

GENERAL INFORMATION

ACCIDENT REPORT

All accidents and injuries are to be reported immediately to the teacher, the coach or an administrator. In case of illness, injury or emergency, students will not be sent home unless a parent or guardian has been called or an emergency number has been reached. In order to comply with the above, it is necessary to have an accurate emergency card on file in the office.

ACTIVITIES

There are a number of co-curricular and extra-curricular activities available to every student at Tecumseh High School. Whether students are interested in joining a club, learning a new skill, competing with other schools or performing in music or speech, there is an activity or club for everyone. Students who are interested in joining an activity should listen to the announcements for details or stop by the Main Office. Listed below are some of the activities available to students:

<u>Clubs</u>	
Art Club	Pokémon Club
Book Club	Quiz Bowl
Equations	Robotics
Fellowship of Christian Athletes	SAAC
Fishing Club	SADD
GSA	Science Olympiad
Key Club	Spanish/French Club
Link Crew	Student Council
Math Club	Tecumseh Ultimate Club
National Honor Society	Varsity Club
Peer-2-Peer	

ANNOUNCEMENTS

Daily public announcements are made covering official business, athletics, music, club and organizational news, plans, and accomplishments. Paying careful attention during this time will help alert everyone to the happenings and will assist with planning. Video announcements will be played during the day as well as posted on the high school web page. Verbal announcements will be made at the beginning of the day and prior to the end of the day.

ANTI-BULLYING

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 students 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 students and a student's ability to learn. All administrators, faculty, staff, parents, volunteers, and students 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 student 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 students) 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 child's imminent safety or over-all 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 pupils;

- is conveyed through physical, verbal, technological or emotional means;
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- adversely affects the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress; and,
- is based on a pupil'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 pupils;
- is conveyed through physical, verbal, technological or emotional means;
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- adversely affects the ability of a pupil 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 pupil, is so severe, pervasive, and objectively offensive as to have this effect; and,
- is based on a pupil'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 cyber-bullying or harassment, whether in the classroom, on school premises, immediately adjacent to school premises, when a student 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 cyber-bullying 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 students and/or the orderly day-to-day operations of any school or school program.

The Tecumseh Public School Board of Education believes that a comprehensive health education curriculum, within a coordinated school health framework, helps students 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 School 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 pupils 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 School Board of Education believes that standards for student behavior must be set through interaction among the students, parents and guardians, staff, and community members of the school district, producing an atmosphere that encourages students 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 students, staff, parents, and community members.

The Tecumseh Public School Board of Education believes that the best discipline for aggressive behavior is designed to (1) support students 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 students shall apply best practices designed to *prevent* discipline problems and encourage students' 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 students *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 student 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 School Board of Education requires its school administrators to develop and implement procedures that ensure *both* the appropriate consequences *and* remedial responses to a student or staff member who commits one or more acts of bullying and harassment.

Consequences and appropriate remedial actions for a student 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 student, or suspension or termination in the case of an employee, as set forth in the Board of Education's approved code of student conduct or employee handbook. School employees will also be held accountable for bullying or harassing behavior directed toward school employees, volunteers, parents, or students.

Consequences for a student 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 student, and the student's history of problem behaviors and performance, and must be consistent with the Board of Education's approved code of student 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 School 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 students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

The Tecumseh Public School 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 students 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 School 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 School 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 School Board of Education requires school officials to annually disseminate the policy to all school staff, students, 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 students 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.

Revised Policy: January 4, 2012 (Review @ Policy Committee)
Approved by Board: February 13, 2012

REPORTING SUSPECTED BULLYING:

Incidences of suspected bullying can be reported to any school personnel. Additionally, reports can be submitted anonymously by using the link on the Tecumseh High School website.

<http://www.tps.k12.mi.us/thhs/index.html>

ATTENDANCE

Attendance and participation are essential parts of the learning process and are considered necessary to academic achievement. In addition, regular and punctual attendance is an important trait of responsibility and self-discipline for students to develop. Excessive absences are disruptive to the educational process. Improved attendance will result in greater student classroom success and more efficient use of a teacher's time.

Student Responsibility

Good attendance is the responsibility of every student. It is the student's responsibility to arrange to complete missed assignments. If a student does not attend school on a regular basis and has an irregular number of unexcused absences, the student may be prohibited from participating in afterschool activities, dances, special trips and perhaps academic ceremonies.

Parent Responsibility

Parents are required to notify the Attendance Office by telephone within 24 hours to excuse an absence. Calls can be received 24 hours per day and on weekends. Calls to excuse an absence will not be accepted after 24 hours. The Attendance Office phone number is (517) 423-4666.

County-wide Attendance Policy

All absences must be communicated to the school office by the parent or guardian within 24 hours. Absences will be either **counted** (unexcused) or **not counted** (excused), 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 (documentation is required for an appointment to be a non-counted absence)
3. Hospitalization
4. School related activity including suspensions
5. Court dates
6. Unusual circumstances as approved by administration.

Medical 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.

**Students cannot make up work for counted absences.

All counted (unexcused) 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 counted absences a letter will be sent reminding parents about the importance of regular attendance

Step 3: After nine counted 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 counted absences, a notice of truancy will be mailed home, and contact will be made by the Truancy Specialist to the student or parent. A meeting will be requested with the student 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 counted 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.

Truancy

Any student whose absence is not communicated by the parent/guardian will be considered truant. Classwork for that day cannot be made up and no credit will be given for those daily assignments. An accumulation of three truant days will result in a referral to the Truancy Specialist.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board of Education.

- A. Counted absences may include but are not limited to the following:
 - 1. Oversleeping
 - 2. Car problems
 - 3. Leaving school without permission
 - 4. Signing in late
 - 5. Errand running (shopping, driver's license, etc.)
 - 6. Pre-planned family activities
- B. Work may not be made up for counted absences, except for pre-planned family activities.

PRE-ARRANGED VACATION FORM

The school recommends that vacation trips be scheduled during school vacations. When that is not possible, the student must obtain a PRE-ARRANGED VACATION FORM from the Attendance Office, which is to be completed in full, signed by the student's teachers and the parent, and returned to the Attendance Secretary.

BACK-TO-SCHOOL-NIGHT

Tecumseh High School offers a night for parents to meet their student's teachers and visit their classrooms. This is a great time to establish contact with teachers and learn about the school rules and classroom expectations. Schedules will be available in the high school Student Services Center. This night will feature a review of the Annual Report in the cafetorium provided by the principal, followed by a journey through the student's actual daily schedule. Back-to-School Night will be held on September 12, 2016 at 6pm.

CANINE SEARCHES

Periodically, building administration and local law enforcement officials will conduct canine searches in the building. Students will be required to remain in classrooms. Backpacks, lockers, and vehicles in the student parking lot will be subject to search.

CAREER PLANNING

At the high school, students will continue to work on their Educational Development Plan (EDP) developed in the middle school. Students will participate in twenty hours of career related online experience using Career Cruising and other software. The Student Services Center provides resources for students regarding college admission, financial aid, and scholarship opportunities.

CLOSED CAMPUS AND TRUANCY

The Tecumseh High School shall be operated on the basis of a closed campus. (Except during a 12th grader's lunch period). This shall be interpreted to mean that students, after arriving at school in the morning, shall not leave the school property during their regularly scheduled day, unless they have signed out in the Attendance Office (or they are a 12th grader with open-campus lunch privileges during their assigned lunch period). Being absent without administrative authorization or parental permission is an act of truancy, and truancy is considered an unexcused absence under our attendance policy. School work missed due to truancy may not be made up. For purposes of discipline, truanancies are cumulative throughout the school year.

COLLEGE INFORMATION

1. Procedure for Applying to College

- a. In-State applications are available upon request in the Student Services Center or online.
- b. Out-of-State applications must be requested in writing from

the Out-of-State school; addresses are available in the Student Services Center.

- c. Applications should be filled out neatly, preferably typed.
 - d. Completed applications should be turned into the Student Services Center with the college application fee in the form of a check or money order.
 - e. Students should allow two weeks for our processing of the application. The application process begins after the student completes six high school semesters.
 - f. Students need not wait until the SAT or ACT tests have been taken to apply to colleges.
 - g. The ACT or SAT should be taken on the following dates:
SAT-During the student's Junior year as part of the MME School testing.
2. **Applying for Financial Aid**
- a. The FAFSA (Free Application for Federal Student Aid) should be filed by February of the student's senior year. This can be found online.
 - b. Complete any financial application as required by the school the student is planning to attend.
 - c. Remember **deadlines** for financial aid are usually January or February of the student's senior year.

COMPUTER LABS

The following expectations apply to use of all computers in the building:

1. No food or drink in the lab.
2. Report any damage or problems immediately to the teacher.
3. Use only the assigned software.
4. Save your work to your own diskettes, not the hard drives.
5. Ask the teacher (or assistant) for help, and follow his/her instructions.
6. Clear papers from around computers and printers.
7. Turn the monitor off before leaving the lab.
8. You will be responsible for any damage to your computer.
9. Abide by the district's Acceptable Use Policy.

DRESS CODE

Students 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 student, the following dress code has been established. Any dress or grooming which is disruptive to the educational process is prohibited.

- Shoes or appropriate footwear must be worn at all times.
- Clothing which results in the improper exposure of the body is inappropriate.
- The following clothing is prohibited:
 - Halter tops or bare-back dresses, mesh shirts, muscle shirts, tops that expose cleavage and/or the midriff, pants worn below the waist, other types of clothing that disrupts the learning environment are not permitted.
- Sleeveless shirts may be worn as long as the straps are a minimum of 3 fingers in width and undergarments cannot be seen.
- Any article of clothing with vulgar or profane imprinting, sexual innuendo/harassing imprinting (“Hooters”, etc.), or imprinting which promotes alcohol, tobacco, or other drug usage is not permitted.
- Any clothing deemed to be inappropriate or disruptive, must be changed.
- Chains of any sort for any purpose are not allowed.
- Pajamas, robes, or slippers are not allowable attire, except on designated days.
- Hats or head coverings, gloves, and coats shall not be worn during school hours and need to be left in lockers.

This dress code also applies to all school dances.

Students who are in violation of this 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.

DANCES

Tecumseh High School dances are sponsored by school organizations and are not open to the public. They are held after a home athletic event until 11:00 PM. Attendance at dances is limited to THS students with

CURRENT ID CARD. Guests are not allowed at dances with the exception of Homecoming, the Holiday Dance, TICWSS, and the Prom. All students attending the dances are subject to the following policies:

- **Ticket Sales/Guests**

- No one will be allowed to purchase dance tickets without a current ID card- **NO-EXCEPTIONS!**
 - Guests for Homecoming, Holiday, TICWSS, or Prom must be signed up and paid for in advance **NO LATER THAN 2:30 PM** on the day of the dance.
 - Guest forms must be signed & faxed by the guest students home school no later than 48 hours prior to the event.
 - THS students must enter and leave with their guests and are responsible for the actions of their guests at the dance. **GUESTS MUST BE LESS THAN 21 YEARS OF AGE and not in Middle School.**
 - Tickets may be purchased at the door. Doors will close 45 minutes after the game or at the posted time. **NO ONE** will be admitted after those times unless prior arrangements have been made with the activity advisor or Principal. If a student has to work late, a note from the employer will be required.
- Coats and purses will be checked at the door. Students cannot access them until they leave.
 - Dress code will be followed for dances.
 - Students suspected of being under the influence of drugs or alcohol will be checked carefully by the administrator on duty or the police officer with a personal breathalyzer test, searched if necessary, parents notified, excluded from the dance, and disciplined.
 - Loitering in the halls, restroom, the foyer, outside the building, or in the parking lot is not permitted.

No one shall leave the building for any reason until ready to leave the campus entirely and not return. Inappropriate behavior of any type at dances will not be tolerated. Students who violate this policy or fail to obey a reasonable request will be sent home and denied admittance to dances for the balance of the semester or four dances, whichever is longer.

- Inappropriate behavior by any guest will result in the guest and his/her sponsor being sent home, and the THS student will be denied admittance to dances for the balance of the semester or four

dances, whichever is longer, plus loss of privilege to sign up guests for the remainder of the school year.

- The sponsor of the group putting on the dance is responsible for the organization and supervision of that dance. Parents who are assisting our staff in chaperoning the dance have the same authority as staff members.
- Any type/style of dancing that is deemed inappropriate behavior by the chaperones will be stopped immediately.

IF DANCES ARE TO BE CONTINUED, THE COOPERATION OF ALL STUDENTS IS EXPECTED. STUDENTS WHO DO NOT CONFORM TO THE ABOVE RULES WILL BE SUBJECT TO DISCIPLINARY CONSEQUENCES AS WELL AS DENIED THE PRIVILEGE OF FUTURE ATTENDANCE AT THESE ACTIVITIES.

EMERGENCY FORMS

All students are required to have an emergency form completed and signed annually by the parent or guardian. All sections of the card must be completely filled out (including those parents with email accounts). This card is maintained in the attendance office.

ID CARDS

1. Student ID Cards will be issued at the beginning of each school year as proof of identity on school property, for school activities, and eligibility for student rates. ID cards are also needed to obtain a driving/parking permit and to check out library books.
2. Replacement fee for a lost ID card will be \$5 payable at the main office. If the student does not have the money for the ID, an ID will be issued and a cost of \$5 will be charged to that student's account.

IMMUNIZATIONS

The Michigan Department of Public Health has the following requirements for enrolling students:

1. A second dose of MMR (Measles, Mumps, and Rubella).
2. A TD (Tetanus/Diphtheria) booster every 10 years.

Even if the student is not a new enrolling student, it is strongly recommended that he/she obtain these very important immunization boosters.

LIBRARY MEDIA CENTER

1. Goal

The goal of the Library Media Center is to provide a quality collection of materials in various forms, to make the information

and materials as accessible as possible, and to provide an atmosphere conducive to study and learning.

2. Hours and Student Use of Library

The library is open from 7:30a.m. until 3:00p.m. Students are encouraged to use the Library Media Center for research, reading, or study during the posted times or during lunchtime. All students are required to have a pass and to sign in at the circulation desk during class periods. Only necessary quiet talking is acceptable. No food or beverages are permitted. Backpacks are not allowed in the Library Media Center.

3. Materials

Our collection includes books, periodicals, newspapers, pamphlets, audiovisual materials, and computer access to numerous sources including electronic encyclopedias, data bases, and magazines.

4. Library Computer Lab

Computers are available for student use in the Library Media Center throughout the day. Students are encouraged to use our computers during lunch, as well as during the school day. Students are expected to be familiar with computer use and must know how to access any programs that they work on; however, staff is available to troubleshoot minor problems.

5. Library Cards

Each student will receive a student ID card which will serve as their library card for the school year. Students must carry their ID cards and all times and be able to show the appropriate ID when asked. No materials may be checked out by a student without this card. If a student loses his/her card, a replacement may be purchased for \$5.00 in the main office.

6. Fines

The fines for overdue books are \$0.05 per day, and magazines are \$1.00.

LOCKERS

Lockers are the property of the school. Administrators have a master key for lockers, pursuant to the revised school code and Board Policy, and may make periodic inspections of a student's locker and its contents. Lockers may also be subject to canine searches. Inappropriate use of the locker will result in disciplinary action.

1. Each student will be assigned an individual locker and under no circumstance should a student give his/her combination to another student.

2. Only school-related items or material may be stored in lockers.
3. Nothing can be glued, painted, taped or attached to any locker surface, except by use of non-adhesives such as magnets. At the end of the year, the locker must be entirely cleaned out and in the same condition as when it was assigned. Fines will be assessed if a locker is damaged, altered, or in any way different from the condition in which it was assigned.
4. Individual locks are not allowed on hall lockers and if used, will be removed.
5. Students are urged to not leave valuables or money in their lockers.
6. Locker doors must be closed carefully and completely each time you leave.
7. Space of nearby students must be respected.
8. Students must use the assigned locker until administrative authorization is given to change. Any change **must** be recorded in the main office.
9. Report to the office the name of anyone opening or damaging your locker, or any locker.
10. Students are responsible for their locker and its contents.
11. **Tecumseh High School is not responsible for any materials missing from lockers.**

NO food may be stored in your locker once the school day ends.

LUNCH PROGRAM

Students will eat lunch during one of two scheduled periods. Hot lunch, a la carte, and salads are available. Those students who qualify for free or reduced price lunch must complete the proper application form and submit it to the main office. All food and beverage items are to be consumed and/or disposed of before leaving the cafeteria and are not to be carried into the halls or classrooms. Since classes are in session during all lunch periods, students are not to be in the halls.

MAKE UP WORK – General Procedure

1. Students are responsible for requesting their own make-up work.
2. Students will be given the same number of days as the number of absence days to hand in the work.
3. If assignments are not turned in during the allotted number of days, students will not be given credit for completed work.
4. Students who will be absent for an extended period of time may request homework from the Student Services Center at (517) 423-3803.

MAKE UP WORK-Special Cases

1. Students who are suspended must request make-up work upon their return to school.
2. Students who will be absent due to a trip must complete a pre-arranged vacation form, request homework before leaving for vacation and turn in homework on the first day back to school.
3. Students who are truant may not make up work.

MEDICATION

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

Medication includes both prescription and non-prescription and includes those taken by mouth, taken by inhaler, taken by nebulizer, which are injectable (Epi-pen), applied as drops to eyes or nose, or applied to the skin.

- Parent consent authorization forms are mandatory for medications to be administered at school by a school employee or agent of the district acting on the district's behalf. The consent form must contain a signature of the student's parent or legal guardian.
- Prescription and non-prescription medication administration requests must have a physician's signature and order verifying the correct medication, dosage, time of administration, and possible side effects. This information will be included on the consent/authorization form and kept on file in the school office.

PARENT-TEACHER-STUDENT CONFERENCES

Parent-Teacher-Student Conferences are offered during the fall semester and spring semester. Teachers are located at tables in the main hallway, where parents may confer with them regarding student progress and academic program requirements and expectations. Students and parents are encouraged to consult with teachers, counselors, or the administration at any time pertaining to any phase of the learning process. If an appointment is necessary, please telephone the school office at (517) 423-6008 to schedule one.

PASSES

Students are not permitted in halls during class periods unless they are accompanied by a teacher or have a signed agenda book/authorized hall pass.

POSTERS AND SIGNS

Various school activities may be publicized by posters placed only on tack

strips or bulletin boards located throughout the building. Posters must be approved, in advance, by an administrator. As soon as the advertised event is completed, all posters must be removed.

RELEASE OF STUDENTS

If one (1) parent/guardian has been awarded custody of the student by the court, the parent/guardian of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights on the non-custodial parent/guardian. Absent such notice, the school will presume that the student may be released into the care of either parent/guardian.

SAFETY DRILLS

Fire drills, tornado drills, and lock-down drills are required by law and are an important safety precaution. It is essential that when the first signal is given, **everyone** obeys orders promptly and clears the building by the prescribed route as quickly as possible. Students should report immediately to their assigned teacher for further instructions and attendance. Severe weather drills and intruder drills are also an important safety precaution and will be held periodically. Student cooperation is imperative.

SCHEDULE CHANGE PROCEDURE

All students must be enrolled in six classes. No students will be allowed to drop or change a course after being enrolled for **one** weeks during the first semester and **one** week during the second semester. In all cases, communication will be made with the parent or guardian regarding the change.

SCHOOL CLOSING

In the event of severe inclement weather, the Superintendent may make the decision to close school. Parents/guardians signed up through the telephone system ALERT NOW will be informed of this decision. The Superintendent will also make all local news agencies aware including: WLEN Radio, The Tecumseh Herald, The Daily Telegram. Do not call the schools.

SCHOOL PROPERTY

The care of books, supplies, furniture and lockers supplied by the school is the responsibility of each student. If a student damages school property, he or she will be expected to pay for it. If school property, like a textbook which has been assigned to students, is stolen, the administration should be notified immediately.

SICK ROOM PROCEDURE

Students who become ill during the day must report to the Attendance Office in order to sign into the sick room. The Attendance Secretary will contact the student's parents to arrange for the student to go home. "Sick in the restroom" is an unexcused absence.

SIGN-IN/SIGN-OUT PROCEDURE

Students who arrive at 7:45a.m., or later for a first hour class must sign in by reporting to the Attendance Office. Students who need to leave school due to illness or other excused reasons must sign out in the Attendance Office. The Attendance Office secretary must speak to the parent or guardian by phone or in person. The Attendance Office phone number is (517) 423-4666. Failure to sign in or out will result in disciplinary action.

STUDENT ASSISTANCE PROGRAM

The Board of Education and the School 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.

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 rights of other students and staff.

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.

STUDENT GOVERNMENT

The purpose of student government is:

- To establish close cooperation between the faculty and students of Tecumseh High School.
- To establish standards of education, school spirit, and honor based on school pride.
- To provide democratic school government through representation and to promote the general welfare of the school community.
- The student government is made of class councils and the Executive

Board, each of which includes an elected president, vice-president, secretary, treasurer, and representatives at large.

STUDENT PROPERTY

It is advised that students **not** bring unnecessary amounts of money or valuables to school. Items such as rings and watches should be carefully guarded when worn. Gym and hall lockers are not good places to house these items, especially since these classes (P.E., etc.) necessitate leaving them behind. School insurance covers only those items owned by the school.

Valuable property such as cell phones, cameras, radios, tape recorders, electronic games, CD and MP3 players, and pagers should not be brought to school. Failure to follow this procedure will result in confiscation. Confiscated items will be sent to the office. These confiscated items will be returned to the parents after a conference or to the students at the end of the school year, whichever occurs first. **ANY THEFT FROM HALL LOCKERS, GYM LOCKERS, or ANYWHERE ELSE IN THE BUILDING SHOULD BE REPORTED TO THE MAIN OFFICE ADMINISTRATION IMMEDIATELY.**

Students who find lost articles are asked to take them to the office where they can be claimed by the owner. Found articles are usually kept until the end of each semester before being donated to a charitable organization. Students who lose valuables should report the loss to the office immediately. Parents are advised to have their students label all possessions, including textbooks.

STUDENT SERVICES CENTER

Some of the services available through your Student Services Center are:

Aptitude and Achievement Testing	Grief Group
Career Counseling	Personal Counseling
Class Scheduling	Scholarship Assistance
College Information	Tobacco Awareness Groups
Co-op	Work Permits
Crisis Counseling	Youth Assistance
Financial Aid	

All students will be assigned a counselor at Tecumseh High School. Students may elect to speak to someone other than their assigned counselor regarding private or confidential issues.

TARDINESS/TARDY POLICY

Punctuality is an important part of the learning process. As a result, we expect students to arrive on time to school and class. Only the following excuses will be approved reasons for tardiness to school:

1. Personal illness of student (may require a doctor's note)
2. Death of a family member, close friend of the family, or student.
3. Medical or dental care (note from doctor required)
4. Religious observances.
5. Participation in a legal proceeding (note from court required)
6. Unusual circumstances as approved by the building administrator.

Unexcused tardies may include, but are not limited to the following:

1. Personal illness when believed to be misused, misrepresented, or occurring in excess without supporting documentation.
2. Oversleeping.
3. Car problems.
4. Errand running (shopping, driver's license, etc.)

All students that are tardy to class will immediately report to the Attendance Office. 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.

On the third tardy, a student will have a session with the student's counselor to develop a plan for getting to class on time.

On the fourth accumulated tardy, the student will receive a two (2) hour Saturday detention. Failure to serve the detention will result in a four (4) hour Saturday detention.

On the fifth accumulated tardy, and every tardy thereafter, the student will receive a four (4) hour Saturday detention.

On the sixth accumulated tardy, a meeting will be scheduled with a parent.

Excessive tardies beginning with ten (10), and every tardy thereafter, will result in suspension. Failure to serve a detention will also result in a suspension.

TELEPHONE POLICY

Students who are ill and wish to go home are required to use the Main Office phone. Students may not use the office phone except in cases of emergency. Parents who need to contact their student during the school day are asked to contact the Attendance Office at (517) 423-4666. In order to minimize classroom disruptions and maximize student instruction, we will not call students out of class for phone messages, unless it is an emergency. If you need to pick up your student, please call the Attendance Line and leave a message indicating your student's name, time you would like them excused, and reason. We will not call students out of class to pick up items from the office. If your student is aware that you are bringing items for him/her, he/she can stop by the Main Office between classes.

TECUMSEH VIRTUAL ACADEMY (TVA)

The Tecumseh Virtual Academy student agrees to maintain two-way communication with my assigned mentor teacher on the designated state pupil accounting days. For the 2016-2017 school year, those dates are _____ and _____. The Tecumseh Virtual Academy student agrees to log in a minimum of 1 class on the above dates and an additional 10 day between the dates of _____ and _____ and again through _____.

The Tecumseh Virtual Academy student agrees to meet, at a predetermined time and place, **once per week** with my assigned mentor teacher. This meeting time and place will be arranged between the assigned mentor teacher and me upon enrollment. Other accommodations may be considered and will require coordinator approval.

The Tecumseh Virtual Academy student agrees to enroll in courses, required for completion of this program. In addition, The Tecumseh Virtual Academy student will meet their mentor, on the dates set forth by my mentor in order to meet the course curriculum.

The Tecumseh Virtual Academy student understands that failure to abide by these requirements may result in loss of my online privileges and/or payment of my courses.

Actual Attendance is determined as follows:

1. Through logging in to each course.
2. Through two-way communication with the assigned mentor teacher (i.e. meetings, phone conversations, etc.).
3. During required physical attendance dates.
4. Completing 4 hours of coursework per class, per week.

This is measured from Wednesday at 12:01 a.m. to the following Tuesday at 12:00pm.

As a Tecumseh Virtual Academy student, I understand that if I do not abide by the above attendance policy, I am subject to the following process:

- Step 1. The mentor teacher will formally contact my parent/legal guardian with concerns via phone, email, and/or written letter.
- Step 2. A formal meeting including myself, my assigned mentor teacher, my parent/legal guardian, and the supervisor of the program will be mandated to discuss an action plan. This plan will include a minimum of 12 weekly hours spent physically attending on-site labs.
- Step 3. The supervisor of the program will contact my parent/legal guardian and will require a minimum of 20 weekly hours spent physically attending on-site labs.
- Step 4. If I am a minor student, the district will make the necessary referrals to juvenile court system regarding truancy and educational neglect.
- Step 5. If I am inactive for 10 consecutive days, the district reserves the right to drop me from the program.

Seat Time Waiver Attendance

The pupil must meet both attendance and participation requirements as described below:

In order for a district to count a pupil in membership, two-way interaction between the teacher of record and pupil must occur at least one (1) time per week for each week. This interaction may occur through, but is not limited to, means such as email, telephone, instant messaging, or face-to-face conversation. Interaction must be relevant to the course content.

The week in which participation will be measured begins on Wednesday, and continues through the following Tuesday.

Seat time waiver participants must meet the requirements defined for the specific programs or course types in which they are enrolled, including those prescribed by legislation, administrative rule, and the State of Michigan Pupil Accounting Manual.

The district may adopt additional requirements for pupils enrolled in virtual learning, distance learning, or independent study.

A student will be considered absent if they do not meet the aforementioned criteria. All counted absences will be handled in the following manner per semester:

Step 1: After an absence the student will be notified by their mentor teacher.

Step 2: After multiple absences a notice of truancy will be mailed home, and contact will be made by the Truancy Specialist to the student or parent. A meeting will be requested with the student 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 3: If absences continue, a re-evaluation of the root cause of the absences will be examined and a corrective action plan implemented. Failure to cooperate and comply will result in a complaint on behalf of the school district against the parent or guardian in probate court.

The local district retains the right to drop students that are not meeting program attendance/ participation guidelines

Testing

The Tecumseh Virtual Academy student understands that as a full-time student taking core academic courses, they are required to participate in all appropriate grade-level state assessments. The Tecumseh Virtual Academy student agrees to appear at the designated location when directed to take state testing in order to continue in their seat-time waiver program.

Course Completion

All fall course requirements must be completed by _____*.

All winter course requirements must be completed by _____*.

Students unable to meet the completion deadlines must contact their assigned mentor teacher 3 weeks prior to the required completion dates in order to be considered for alternative completion dates.

Final Examination

The Tecumseh Virtual Academy student understands that final exams for all virtual courses are required to be taken at the resident district.

**Dates may be modified at the discretion of the coordinator due to state reporting requirements. In the event of a change, the modification will be noted in this agreement with advanced notification given to the student and assigned mentor teacher.*

Mentor Teacher Contact

The Tecumseh Virtual Academy student agrees to maintain two-way communication with their assigned mentor teacher on a weekly basis throughout their enrollment (exceptions during winter and spring break only).

The Tecumseh Virtual Academy student agrees to meet at my predetermined time, either

at the resident district or by telephone, **once per week** with their assigned mentor teacher. This arrangement is made between the assigned mentor teacher and me upon my enrollment.

Technology

On-site labs are available to students during the regularly scheduled school day. If you are not previously scheduled to attend the lab, email your assigned mentor teacher prior to attending to ensure availability and supervision. Students must sign-in at the main office prior to coming to the lab.

The Tecumseh Virtual Academy student understands that the district/school code of conduct will be met while present on campus. Please visit the [school's website](#) for information regarding the Code of Conduct.

In the event that I do not have a computer or access to online services, the district will provide me a computer and broadband internet if I am enrolled in an approved Seat Time Waiver (STW) program (Bond v. Ann Arbor School District, 383 Mich 693, 1973). I understand and agree to abide by the technology user agreement I signed at the time of enrollment. As noted in that user agreement, misuse of technology will result in loss of access (1 year minimum), with other disciplinary or legal action possible.

21F

Students enrolled in a public local district or public school academy in any of grades 5 to 12 are eligible to enroll in an online course. Section 21f defines an online course as a "...course of study that is capable of generating a credit or a grade, that is provided in an interactive internet-connected learning environment, in which pupils are separated from their teachers by time or location or both, and in which a teacher who holds a valid Michigan teaching certificate is responsible for determining appropriate instructional methods for each pupil, diagnosing learning needs, assessing pupil learning, prescribing intervention strategies, reporting outcomes, and evaluating the effects of instruction and support strategies." With the consent of the student's parent or legal guardian, a student may enroll in up to two online courses as requested by the pupil during an academic term, semester."

VISITORS

The **ONLY** visitors permitted on school premises are PARENTS and Non-Student Adults who are on official business. No other visitor will be permitted including relatives, friends, and former Tecumseh High School students unless given administrative permission. All visitors must sign-in at the Main Office, and wear a visitor's badge at all times.

ACADEMIC POLICIES

ACADEMIC DISHONESTY/CHEATING/PLAGIARISM

Plagiarism is the act of taking ideas or writings from another and representing them as one's own. Examples include, but are not limited to, written papers, speeches, Internet research, art work, CAD assignments, and music. Plagiarism is a serious offense in any course. If a teacher or administrator establishes that your work reflects plagiarism, the following consequences will apply:

1. **First offense** will result in failure of the assignment and parental contact. The student will fail the assignment with "0" credit and "0" make-up opportunity. No alternative assignment will be given. The "0" grade for a specific assignment might also result in a class failure for the nine week marking period.
2. **Second offense** in the same course will result in an "F" for the nine week marking period.
3. **Third offense** in the same class will result in a "0" grade for the semester and removal from the course.

ACCREDITATION

Tecumseh High School is accredited by AdvancedED (Successor to NCA). Annual reports submitted to this organization regarding programs, facilities, equipment, and staff have continued to fulfill necessary NCA requirements.

ADDITIONAL CREDIT OPPORTUNITIES

Students who need to make up credit or who wish to take additional enrichment courses may do so in the following ways:

Summer School-The Principal of Tecumseh High School must approve courses to be taken. Students may earn a maximum of 1 credit for attending summer school classes.

On-Line Courses-Classes may be taken during the regular school day as well as during "7th Hour" for credit recovery and enrichment courses. The Principal of Tecumseh High School must approve courses to be taken.

AP (Advanced Placement)

Students who are enrolled in Advanced Placement (AP) classes are encouraged to take the corresponding AP exam, the passing of which can

result in the earning of college credit. The following AP courses are offered at Tecumseh High School based on student course requests for the 2016-2017 academic year:

AP Biology	AP Economics
AP Government	AP English
AP Calculus	AP Statistics
AP World History	AP Environmental Science
	AP Chemistry

If the number of student course requests do not meet minimal standards of enrollment to offer a course, that specific course may be offered through Michigan Virtual University during specific hours of the 6-period day. A possible cost could be incurred by the student for any of the Michigan Virtual classes taken including the following:

AP Art History	AP Calculus BC
AP Computer Science	AP English Language/Composition
AP French	AP Spanish
AP Macroeconomics	AP Computer Science A
AP Microeconomics	AP Physics B
AP Chemistry	

DUAL ENROLLEMENT

The Postsecondary Enrollment Options Act directs school districts to assist in paying tuition and fees for courses that are offered for postsecondary credit, if all of the following conditions are met:

1. Students are in grades 9-12 and have met the minimum qualifying requirements/scores on the PLAN, PSAT, and ACT.
2. Students can enroll for up to 10 total classes during high school. These courses are capped based on year in school and prior enrollments.
3. Students must be enrolled during the school district's regular academic year and must be enrolled in at least one high school class.
4. The college courses must **not** be offered by the district and must be a course offered for credit (not a remedial or non-credit bearing course). An exception to this could occur if the Board of Education determines that a scheduling conflict exists, which is beyond the student's control.

5. The college courses cannot be a hobby or craft or recreation course, or in the subject areas of physical education, theology, divinity, or religious education.
6. School districts are required to pay the lesser of: (a) the actual charge for tuition, mandatory course fees, material and registration fees; or (b) the state portion of the school year they attend the secondary institution. If any student believes that he/she is eligible for dual enrollment, that he/she may qualify for tuition and fee support, and you wish to participate, please contact his/her Counselor. While students will receive credit for any dual enrollment or online course, grades will not be figured into the grade point average.

Placement Guidelines - Students At-Risk for Graduation

	Maximum possible credits at the END the school year	Minimum credits needed to be on track for graduation	# of credits for part-time Credit Recovery placement (e.g. Summer School, 7 th hr.)	# of credits for full-time Credit Recovery placement (TVA or Options)
Freshman	6	5	3.5 to 5	3.0 or fewer
Sophomore	12	11	9 to 11	8.5 or fewer
Junior	19.5	18	16 to 18	15.5 or fewer

FINAL EXAMS

All classes meet as scheduled during final exams and all final exams must be taken as part of the total course requirements. Any student not taking the final exam, unless the teacher has been notified by the student of an acceptable absence, will receive a grade of “F” that will be figured into the 2 marking periods. The teacher will determine the amount of time a student has to make up the exam. In accordance with school procedure, all incompletes change to “F” after 6 weeks. All final exams are worth 20% of the final grade.

GRADING SYSTEM

Tecumseh High School utilizes a standardized grading scale. The following percentages are used in all classes to determine marking period letter grades:

A 92.50-100.00%	B82.50-86.49%	C72.50-76.49%	D62.50-66.49%
A- 89.50-92.49%	B-79.50-82.49%	C-69.50-72.49%	D-59.50-62.49%
B+86.50-89.49%	C+76.50-79.49%	D+66.50-69.49%	F 0.00-59.49%

Tecumseh High School uses the 4-point grading system for all purposes*. Accumulated grade point average for each student is computed only at the end of each semester. Final grades for each semester will not exceed a 4.0. Each marking period and final exam letter grade is assigned a value on the 4.0 scale.

*AP Classes will be weighted on a 5.0 scale.

The following scale will be used to calculate semester GPA for students in the class of 2016, 2017, and 2018.

A+	4.0	B+	3.0	C+	2.0	D+	1.0
A	4.0	B	3.0	C	2.0	D	1.0
A-	4.0	B-	3.0	C-	2.0	D-	1.0
						F	0.1
						I	0.0

The following scale will be used to calculate semester GPA for students beginning in the class of 2019.

A	4.0	B	3.00	C	2.00	D	1.00
A-	3.67	B-	2.67	C-	1.67	D-	.67
B+	3.33	C+	2.33	D+	1.33	F	0.00

A student's final grade is based on their marking period grades as well as their final exam grades. If two of the three grades are "F," the student receives an "F" for the final semester grade. If two of the three grades are passing (D- or above), the student receives a passing grade.

GRADUATION PARTICIPATION

In order to participate in the commencement ceremony, a student must have earned the necessary credits to graduate and have no outstanding fines, fees, or pay to play obligations. A student must be enrolled during his/her eighth semester to receive a THS diploma.

GRADUATION REQUIREMENTS

23 Credits total (*2 credits will include mandatory foreign language)

English **4 high school credits, including**
 1 cr. English 9
 1 cr. English 10
 1 cr. English 11
 1 cr. English 12

Mathematics **4 high school credits, including**

- 1 cr. Algebra
- 1 cr. Geometry
- 1 cr. Algebra II
- 1 cr. Students must earn 1 credit in Math or Math related course in 12th grade.

Science 3 high school credits, including

- 1 cr. Biology
- 1 cr. Chemistry
- 1 cr. Physics

Social Studies 3 high school credits, including

- 1 cr. U.S. History
- 1 cr. World History
- .5 cr. Economics
- .5 cr. Government

P.E. and Health 1 high school credit

- .5 cr. General Physical Education
- .5 cr. Health

Foreign Languages 2 high school credits

Applied, Visual & Performing Arts 1 high school credit

Visual & Performing Arts include Art, Music, etc. Applied Arts include Art, Music courses with a creative design component, such as technology design, yearbook, etc.

State Examination

All students must take the State-mandated exam as a graduation requirement.

Online Experience Grades 7-12

All students will complete online learning in core area subjects as well as through the completion of the Educational Developmental Plan (EDP).

Elective Credits 6.0

HOME ACCESS

The Home Access Center is a web application which allows parents to view class assignments, report card, discipline, attendance, and scheduling information for their children. Log-in information will be distributed during registration. This application can be accessed by going to the link on the THS webpage or the address listed below:

<https://hac.lisd.us/homeaccess/>

HONOR RECOGNITION

National Honor Society - Students who (by their sophomore year) have accumulated a 3.5 grade point average are eligible to apply for admission to the National Honor Society. In addition to grade point

average, the following criteria are also considered: Service, Leadership, and Character. Induction occurs in the spring of each year.

Tri-M Music Honor Society-All students must have successfully completed one (1) year of music with a 3.8 GPA in music classes. Students also will complete service projects and participate in MSBOA or MSVMA solo and ensemble festival.

National Art Honor Society-All Students must have successfully completed one (1) year in the art program achieving no lower than a 3.0 in art classes.

Honor Roll- All students who earn a 3.0 GPA for the first and second semester with no grades lower than a C- are named to the Honor Roll.

Academic Letter-Students must be enrolled in six classes per semester to be eligible for an Academic Letter. While dual enrollment classes will be used to fulfill a complete schedule, students will only earn an Academic Letter on classes taken at Tecumseh High School. Students who earn at least a 3.5 GPA at Tecumseh High School for both semesters of the previous year will earn an Academic Letter, to be awarded during a ceremony in the fall.

INDIAN HOUR

Tecumseh High School designates an extra class period, held for special occasions (assemblies, special occasions and academic enrichment opportunities). This additional time will be used to enhance a student's curricular program at Tecumseh High School as well as minimize instructional time that is usually lost in their regular schedule due to traditional school events, e.g. picture make-up day, college visitations, etc. Tecumseh High School staff may request that a student utilize this time by returning to a specific class based on their academic needs.

PHYSICAL EDUCATION

Since participation is the major basis for earning credit in a physical education course, students must adhere to the following policies to receive credit:

- A. After three (3) consecutive days of not being dressed for class participation, the student must provide the teacher with a valid, written medical excuse. Without this excuse, a zero grade for that day will be recorded.
- B. Students unable to participate because of an injury or illness for one week or more, must provide a medical report from their doctor. If the injury or illness exceeds two weeks, the student is required to do a project for each unit missed. If the injury or illness extends two (2) weeks into a new semester, the student

must drop the course.

Students who are physically incapacitated for a period exceeding six weeks may remain in class for the balance of the semester, but no credit will be earned. If the injury or illness carries into the next semester, the student will be required to enroll in another course. Students who return to class with a medical condition or following an injury must have medical clearance to participate.

REPORT CARDS

The student school year is divided into 4 marking periods of 9 weeks each, with report cards issued at the end of each marking period via Home Access. At the conclusion of each semester, report cards will include final examination grades. Course credit is determined by semester grades. If a hard copy of a report card is needed, make a request through the Student Services Center.

*AP Classes will be weighted on a 5.0 scale.

The final semester grade breakdown is as follows:

1 st 9 weeks	40%
2 nd 9 weeks	40%
Final Exam	20%

A student's final grade is based on their marking period grades as well as their final exam grades. If two of the three grades are "F", the student receives an "F" for the final semester grade. If two of the three grades are passing (D- or above), the student receives a passing grade.

TESTING

Students should check with their counselor regarding testing deadlines.

1. Practice SAT

This test is available to all 11th graders in the fall as preparation for the SAT during their Junior year.

2. MME

All eleventh grade students are required to take the MME, which includes the Work Keys, SAT, and the M-STEP. These tests are required for graduation and will be conducted at Tecumseh High School in the spring of junior year. A qualifying score on the MME will result in a Michigan Promise Scholarship, and the SAT can be used to submit to almost all colleges and universities. Students can retake the SAT by registering through SAT. The cost of additional testing is the responsibility of the student.

3. M-STEP (Math, Science, and Technology Enhancement Program)

Students will be tested during the “open testing window” as dictated by the State of Michigan, Department of Education.

4. ACT

Students who wish to take the ACT may register through actstudent.org; the cost of this test is the responsibility of the student. Tecumseh High School will be hosting three National Testing Saturdays during the school year. Please check with the Guidance Office for more details.

TESTING OUT

Michigan law requires that any high school student be offered the opportunity to “test out” of any course offered by his/her high school. In order to test out, students must exhibit mastery of the course content by attaining a passing grade of 76.5% or better on a comprehensive final assessment. In addition, along with the exam, students may also be required to demonstrate mastery through basic assessments used in the class, which may include but not be limited to; a portfolio, research papers, project, and/or oral presentation. If the student attains at least 76.5% on the testing out assessment, the student will receive credit in the course toward graduation, as well as satisfy core content requirements. For example, testing out of Algebra I would allow the student to move on to Geometry. Once the testing out exam is passed, the student may not receive credit for a lower course in the course sequence. While students will receive credit for testing out of a course with a 76.5% or higher, a S (credit) will be entered on their transcript, but a grade will not be included in the computation of the grade point average. If the student has already taken the entire course prior to testing out, but did not pass the course, the failing grade will remain on their transcript and averaged into the grade point average. This is for core classes (required for graduation) only. For non-core classes, students may “place out”, meaning they may take the test to be placed in a more advanced course. Credit is not given for placing out of a course sequence. “Placing out” and “Testing out” are offered in January and June of each school year. Students should discuss the possibilities with their counselor.

VALEDICTORIAN/SALUTATORIAN

There will be one Valedictorian and one Salutatorian. Each will be determined by cumulative grade point average from the first seven semesters of high school credit earned. Grade point average will be calculated and carried out to three (3) decimal places. Two or more individuals who have identical grade point averages will be accorded equal honors.

VOCATIONAL EDUCATION

Tecumseh Juniors and Seniors may participate in the following educational programs offered through the Lenawee Vocational Technical Center: Business/Office, Agriculture, Home Economics, Marketing, Health Occupations, Trade and Industrial, Co-Op, and Work Experience. In addition to the education experience, the LISD Tech Center offers job placement, employment and career counseling, occupational testing, and related services. Tecumseh High School students participate in both morning and afternoon sessions of Tech Center courses. Students interested in Tech Center classes should discuss their options with their counselors. Busing is provided from THS and back for Vo-Tech students.

ATHLETIC POLICIES

Introduction

Athletes have the responsibility to become familiar with the Tecumseh Athletic Code, as well as the specific team rules for each sport. Upon review and approval by the Athletic Director, each team coach may implement additional team rules which are consistent with the Athletic Code and Board of Education policy. Prior to the start of each sport and no later than the date established by the Athletic Director, each coach shall review with the team the Athletic Code and team rules. These rules, expectations, and standards are considered minimal by the school district and parents are strongly encouraged to have higher standards for their own children.

Philosophy

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, this Athletic Code has been established for all students who aspire to participate in interscholastic athletics at Tecumseh High School.

Eligibility

Student athletic eligibility is governed by the MHSAA as well as the Tecumseh Public Schools' Athletic Code. A summary of the MHSAA Eligibility Rules is stated below. This list is not exhaustive. Students who have questions about athletic eligibility should promptly contact the Athletic Director.

A. Requirements for Participation

1. Student Athletes must be under 19 years of age at the time of any contest unless the 19th birthday occurs on or after September 1st of a current school year, in which case the Student Athlete is eligible for the balance of that school year in all sports.

2. No athlete shall participate in any phase of the athletic program who does not have on file in the athletic office a physical examination card for the current school year. This card must be signed by the examiner (M.D., D.O., Physician's Assistant, or Nurse Practitioner) indicating that the student is physically able to compete in the athletic activity concerned. For the card to be valid, the physical examination must be given on or after April 15 of the previous school year. As a further condition of participation, an un-emancipated minor's parent or guardian must also consent to the student's athletic participation. In cases of serious injury or extended illness, school officials reserve the right to require an athlete to be re-examined by a physician (M.D. or D.O.) before being allowed to participate in interscholastic athletics.
3. Prior to trying out for a sport, Student Athletes are required to turn in to the Athletic Office the following:
 - a. Physical Consent Form
 - b. Signed Athletic Code
 - c. Statement of Eligibility Form
 - d. Expectations in Educational Athletics/Assumption of Risk Form
 - e. Participation Fee (Athletes that receive free lunch are exempt from participation fee: those that have reduced lunch pay only half the participation fee: families that have a hardship should contact the Athletic Director to make arrangements.) This must be turned in prior to first contest. The current fee is \$165 per high school student-athlete for the entire year. This fee is subject to be modified, increased or decreased by the Board of Education.
 - f. Transportation Waiver Form. This must be turned in prior to riding home with a parent from an away competition.
 - g. Letter of Acknowledgement that Athletic Code has been read by parent/guardian.

B. Transfers

A student who transfers from one high school to another high school is ineligible to participate in an interscholastic athletic

contest for one full semester, unless the student qualifies under one or more of the MHSAA exceptions to the transfer ineligibility rule.

C. Limited Team Membership

During the season an athlete may not participate in the same sport competitively outside the school as he/she does for the school. (For example, church basketball during basketball season). Violation of this rule will render an athlete ineligible to play for the school.

D. Academic Eligibility Requirements

The Michigan High School Athletic Association requirements are that an athlete must have passed at least the equivalent of 20 credit hours in the previous semester and must be currently passing the same on the transcript of the school they represent in competition. This is a minimum of four out of six classes passed at Tecumseh High School.

In addition to the State Requirement, Tecumseh School District requires the following:

The Tecumseh Public School Board of Education has adopted the following guidelines with regard to academic eligibility for student athletes:

A. High School Academic Eligibility

During the previous semester, the athlete must have passed a minimum of four classes out of six. During the current marking period, the athlete must be passing four classes. Eligibility checks are completed at the five week progress report and regular marking period.

1. **Current Marking Period High School Eligibility:** Athletes who are determined to be ineligible at one of the grade checks will be ineligible until the next grade check (five week progress report or marking period).
2. **Previous Marking Period High School Eligibility:** If an athlete fails to pass a minimum of four classes for the semester, he/she will be ineligible for the entire next semester.

* Student-Athletes that are in “special need programs” will be monitored by their coordinating teacher and Athletic Director. The coordinating teacher and Athletic Director will determine the eligibility of the Student Athlete.

SEC Contact Information

Adrian

AD: John Roberts
AD Email: jroberts@adrian.k12.mi.us
AD Secretary: Chris Moore
School Phone: 517-266-4507
School Fax: 517-263-2682

Chelsea

AD: Brad Bush
AD Email: bbush@chelsea.k12.mi.us
AD Secretary: Tracie Stoffer
School Phone: 734-433-2244
School Fax: 734-433-2224

Huron

AD: Dottie Davis
AD Email: davis@aaps.k12.mi.us
AD Secretary: Michele Julien
School Phone: 734-994-2075
School Fax: 734-994-2069

Monroe

AD: John Ray
AD Email: ray@monroe.k12.mi.us
AD Secretary: Holly Marshall
School Phone: 734-265-3440
School Fax: 734-265-3441

Saline

AD: Kirk Evenson
AD Email: evensonk@salineschools.org
AD Secretary: Nancy Crosbie
School Phone: 734-429-8054
School Fax: 734-429-8052

Tecumseh

AD: Jon Zajac
AD Email: Izajac@tps.k12.mi.us
AD Secretary: Jenni Posten
School Phone: 517-423-3651
School Fax: 517-424-9899

Bedford

AD: Mark German
AD Email: Mark.German@bedford.k12.mi.us
AD Secretary: Becky Casey
School Phone: 734-850-6080/6081
School Fax: 734-850-6096

Dexter

AD: Mike Bavineau
AD Email: bavineam@dexterschools.org
AD Secretary: Hope Lacombe
School Phone: 734-424-4170
School Fax: 734-424-4251

Lincoln

AD: Chris Westfall
AD Email: westfallc@lincoln.k12.org
AD Secretary: Ruth Hasten
School Phone: 734-484-7013
School Fax: 734-484-7032

Pioneer

AD: Eve Claar
AD Email: clear@aaps.k12.mi.us
AD Secretary: Ashley Mantha
School Phone: 734-994-2151
School Phone: 734-994-2172

Skyline

AD: Jeremy Bakey
AD Email: barkey@aaps.k12.mi.us
AD Secretary: Laurie Adams
School Phone: 734-994-7075
School Fax: 734-994-7670

Ypsilanti

AD: Bob Wellman
AD Email: rwellman2@ycschools.us
AD Secretary: Chrisena Orr
School Phone: 734-714-1008
School Fax: 734-714-1030

STUDENT CODE OF CONDUCT

It is the purpose of this section to help provide an atmosphere which is conducive to an orderly process of education in an environment that provides for the welfare and safety of all who attend. Our primary purpose is to educate, not to discipline. However, when the behavior of individuals conflicts with the rights of others, corrective action is indicated both for the benefit of the individual and the school as a whole.

In establishing its discipline procedure, it is the intent of the administration to view discipline in terms of helping the student to grow rather than as punishment; to help the student change unacceptable conduct. Respect, both for individual rights and the rights of the group, are basic to sound discipline. In all disciplinary matters, the administration will determine whether it is necessary to request intervention from our guidance counselor, the school psychologist, school social worker, or recommend to parents that they seek outside assistance.

The following list is not an attempt to state a rule for every situation. The school functions on the belief that students have developed a sense of self-respect and dignity suitable to conduct themselves in most situations.

Should any student act in such a manner that is detrimental to him/her, or others, even though a specific rule has not been written for that action, appropriate corrective measures will be taken.

As you study this section on student behavior, please keep the following points in mind:

- Administration may invoke any or all of the corrective measures listed for each offense.
- The administrator has the right and responsibility to reprimand according to the student's disciplinary history.
- Off campus student behaviors which have a negative impact on the school and/or school program are subject to discipline.
- As in society, ignorance of the rules is no excuse for non-enforcement.
- Administrators may invoke Restorative Practices at any time.
- Students may make use of Peer Mediation to solve conflicts. See your counselor for additional information.

DUE PROCESS FOR STUDENTS

The following due process procedure is used for students alleged to have violated the Tecumseh High School Code of Conduct:

1. Citing specific circumstances, a staff member must place the alleged violation in writing.
2. The incident is discussed with the student by an administrator. During this conference, the charge is explained along with the rule that has been allegedly violated.
3. The student is given an opportunity to explain his/her conduct.
4. Conflicting stories, if any, are investigated further.
5. If a consequence is in order, the student is advised of that fact and the parents are notified in writing.
6. Parents and/or student have an opportunity to appeal the decision to the Principal, then to the Superintendent. Matters involving expulsion or suspension beyond the ten school days will be heard by the Board of Education.

DISCIPLINE POLICY AND CODE OF CONDUCT

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

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

MISCONDUCT	RANGE OF DISCIPLINE
1. Failure to comply with a reasonable request, insubordination	Warning up to 3-day suspension/Teacher may suspend up to one day

2. Rude, abusive, vulgar inappropriate behavior or language	Warning up to 3-day suspension/Teacher may suspend up to one day
3. Classroom disruption	Warning up to 3-day suspension/Teacher may suspend up to one day
4. Falsification of documents/records	Warning up to 5-day suspension
5. Leaving building/class without permission; skipping/tardiness	Warning up to 3-day suspension
6. Possession of lighter/matches	Warning up to 3-day suspension
7. Defacing property, vandalism	Warning/Restitution/Detention/Up to 5-day suspension
8. Inappropriate use of technology – P.58	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

<p>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</p>	<p>Mandatory permanent expulsion: School Code §1311</p>
<p>16. Possession /use/distribution or sale of tobacco or tobacco products (including “e-cigs” or vapor devices).</p>	<p>Referral to the Lenawee Youth Coalition Program and/or 3-day suspension/police notification/mandatory tobacco education</p>
<p>17. Possession/use/sale or distribution of alcoholic beverages, including any beverage with alcoholic content. Student may be asked to take a Breathalyzer test. Refusal to submit to this test may result in disciplinary consequences.</p>	<p>Referral to the Lenawee Youth Coalition Program and/or: 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 10-day suspension. 3rd Offense: Expulsion</p>
<p>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</p>	<p>Referral to the Lenawee Youth Coalition Program and/or up to 10-day suspension or recommendation for expulsion</p>
<p>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”)</p>	<p>Suspension or expulsion</p>
<p>20. Bomb threat or similar threat directed at a school building, or other school property</p>	<p>Mandatory suspension or expulsion: School Code §1311a</p>

21. Physical assault of a student (“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”)	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 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.
26. Driving students off campus (during school hours)	Up to 3-day suspension
27. Driving to Vo-Tech without permit	1-day suspension from Vo-Tech & THS classes
28. Throwing anything over the upstairs railings.	Up to 10-day suspension and including expulsion

SUPPLEMENT

(Definitions of Corrective Measures)

A. 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:

- Detentions will be served before or after school during the week or on Saturdays depending on the assignment.
- Students participating in sports, extra-curricular 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 the specified amount of time.
- Missing a scheduled detention will result in doubling of the detention time.
- 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.
- Detention begins at 2:55p.m. 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.
- Quiet will be maintained during detentions and students are required to study or read.

B. EXPULSION

This means permanent removal from school following action by the Board of Education.

C. LAW ENFORCEMENT AGENCY INVOLVEMNT

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.

D. 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.

E. 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.

F. 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.

G. 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.

H. SATURDAY SCHOOL

Saturday School will be held in the Media Center beginning at 8am and concluding at 10am or 12pm (depending on the offense). Expectations regarding Saturday School are as follows:

- 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.
- Students must bring sufficient homework and/or reading materials for the duration of the detention.
- Silence will be maintained during the detention and electronic devices are prohibited.
- 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.

I. SOCIAL PROBATION

Social Probation means the student loses all special privileges and only retains the privilege of attending regularly scheduled classes. Examples of privilege loss include, but not limited to: dances, clubs, trips, and athletic events, whether home or away. Students on Social Probation are permitted on school grounds during school hours only. A violation of this policy will cause a five (5) day suspension from school and extension of the Social Probation period. It should be noted that students on social probation are excluded from attending or participating in any school related extracurricular activities. 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.

J. STUDENT ASSISTANCE PROGRAM

The Board of Education and the School 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.

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 rights of other students and staff.

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.

K. SUSPENSION

This means temporary removal from a class/school for a specified period of time.

L. PROCEDURES FOR SUSPENSION AND EXPUSION

On the basis of present school law, the Principal and Assistant Principal of Tecumseh High School are delegated the authority to suspend a student from school. The results of disciplinary actions are cumulative within and across the categories which may result in suspension or expulsion. The length of suspension or expulsion may vary from 1-30 days depending upon the seriousness of the charges. 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. 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. During the time of suspension, the student will not participate in any extra-curricular activity or be present on school property unless accompanied by a parent or legal guardian for a pre-arranged conference with an administrator. 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. The student will be carried on the rolls as an enrollee but will be recorded as being absent during the period of suspension. The Principal or Assistant Principal 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:

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

TRANSPORTATION CODE OF CONDUCT

A. BUS RULES MUST BE FOLLOWED FOR 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. 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.

B. RESPONSIBILITIES OF STUDENTS

1. 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.
2. 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.
3. Students are required to cross in front of the bus when crossing a roadway, NOT in back of the bus.
4. Students must wait until the bus has come to a stop before attempting to enter or leave the bus.
5. 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.
6. No pets or other animals may be transported on the bus.
7. Students are expected to conform promptly with the directions of the bus driver.
8. Students must help keep the bus clean and orderly at all times.
9. Students must inform the bus driver when absence from school is expected.
10. 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.
11. 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.
12. 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.
13. Students must keep hands and head inside the bus at all times.
14. Smoking, eating, or drinking will not be permitted on the bus.
15. 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.

16. Students must not leave the bus without the driver's consent, except at home or at the school.
17. Students are expected to be picked up and dropped off at one (same) bus stop only.
18. Students may be assigned a seat by the bus driver.
19. Complete silence at railroad crossings is required.
20. Students must follow the district policy for transporting large instruments.

C. 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:

1. **Warning notice:** At the bus driver's discretion, and based on the severity of the offense, issues may be addressed through verbal warnings.
2. **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.
3. **Second Conduct report:** The student is suspended from riding the bus for five (5) school days.
4. **Third conduct report:** The student will be suspended from riding the bus for up to thirty (30) school days.
5. **Fourth conduct report:** The student will be suspended from riding the bus for the remainder of the school year.

Note: 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.

**STAFF AND STUDENTS
TECUMSEH PUBLIC SCHOOLS**

FORM #8.1.b

Agreement for Acceptable Use of Technology Resources

Middle and High School Students: Grades 5th; 6th; 7th; 8th; 9th; 10th; 11th; and 12th

This Agreement is between _____ (“Student” or “User”) and the Tecumseh Public Schools (“District”).

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

The Internet and other on-line 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 on-line resources, each student and his/her parent/guardian shall read, sign and return a TPS Student Computer Use Agreement. This agreement shall specify user obligations and responsibilities and shall set forth consequences for violations.

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

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

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

Internet Restrictions and Guidelines

Students

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

System 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. Students should not expect that files stored on district servers are private.

- Parents have the right to request to view the contents of their student's files.

E-Mail Policy

- Students will be provided with e-mail 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 AOL, Yahoo, Hotmail, and other free email services on school computers.
- Students will not forward a message that was sent to them privately without the permission of the person who sent them the message.
- Students will not post private information about themselves or another person.
- Students should have no expectation of privacy at any time while using the district provided email system whether at school or while accessing the district email off the TPS premises.
- The district is authorized to and at all times will monitor e-mail logs and Internet histories of students.
- Students shall not engage in cyber bullying 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 Web Sites.
- 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 damages caused to a user's own hardware or software.

Personal Devices

The student agrees to follow all of these rules. The student also agrees to follow any directions that his/her teacher or other school employee gives about the use of the computers, electronic devices, or the Internet, or any personal technology device(s) that are brought to school.

1. There are certain behaviors related to cell phone use that are unacceptable at all times, not only during the school day, but in general society as well. Threats, photos, sexting, plagiarism, cheating, copyright violation, etc. can all result in disciplinary consequences as well as potential legal charges.
2. Students will be allowed to use his or her cell phones during passing time and lunch. (as long as the use is appropriate).
3. Students will be considered "in-class" upon entering the classroom. Should a student have his or her cell phone out, the student will follow the consequence of the classroom teacher for that period as designated in the classroom policy.
4. Teachers will select a classroom standard regarding cell phone use. Each teacher will determine if the classroom is one of the following:

Green Light Room: Cell phones are allowed daily by the classroom teacher based on the curriculum for that course. Students will be professional in their use of the phone and understand the expectation is that the curriculum demands interaction with community or through the use of technology. The teacher will communicate classroom expectations clearly to the students as well as consequences should there be a misuse of cell phone technology.

Yellow Light Room: Cell phones are regulated by the classroom teacher based on curriculum for that course. The teacher will communicate classroom expectations clearly to the students as well as consequences should there be a misuse of cell phone technology.

Red Light Room: Cell phones are not allowed by the classroom teacher based on the curriculum for that course. The teacher will communicate classrooms expectations clearly to the students as well as consequences should there be a misuse of cell phone technology.

5. Cell phones are the responsibility of the student. It is in the student's best interest to treat his or her belongings with respect and protect them to prevent theft or damage.
6. Cell phones must be used cautiously in emergency situations so as not to cause panic or distribute incorrect information. Parents are asked not to call the office to inquire as we are managing the situation (whether it is a drill or actual emergency) that is at hand.
7. Students are asked to not use their cell phones for calling or texting while driving on school property (or otherwise).
8. During fire drills, emergency situations or when an adult is talking to them, the student should remove his or her ear buds and address the adult or situation at hand.
9. Material on a personal laptop will be treated in the same manner as printed material. Therefore, references to drugs, alcohol, weapons, violence or sexual issues are subject to disciplinary action.
10. Personal computers are the responsibility of the student. It is in the student's best interest to treat his or her belongings with respect and protect them to prevent theft or damage.

Cell Phones

1. Students will have their cell phones on vibrate during the school day. Alarms will not be used as they typically sound rather than vibrate.
2. Students will excuse themselves from phone calls (hang up) and/or put away their phones when an adult is addressing them during the school day.
3. Don't take pictures or videos of any person without the individual's permission.
4. Cell phone and texting conversations should be school appropriate at all times.
5. Be cautious when calling/texting in an emergency situation. Without the proper information, you may be creating more of an emergency.
6. Be conscious of the volume of your phone conversation. In addition, keep your conversations (voice or text) school appropriate.

iPods/MP3 players

1. Only the wearer should be able to hear the music from the earbuds. This is primarily for the individual's hearing safety but also in respect of those around him/her.
2. Both earbuds should come out of the ears when a student is in conversation with an adult. Students engaged in conversation can make determinations about removal but should be conscientious of

- those around them regarding the volume of their conversations.
3. Earbuds should be removed in any and all emergency situations so as to be able to hear directions.
 4. Content should not be considered private if you are listening during school time.

Computers

1. The computer should be on mute as a default for all school work. Be conscious of those working around you.
2. Content of projects and pages should be appropriate for school at all time. Content is not considered private if you are working during school time.

**USER AGREEMENT AND PARENT PERMISSION FORM
2016-2017**

This form must be REMAIN in the handbook to provide proof of student user agreement to any staff requesting verification when using TPS technology.

TO THE STUDENT

I have read, understand, and will abide by the School Districts' Internet Rules. I also understand that violation of the Code of Conduct or the Internet Rules 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 GURADIAN

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: _____

School _____ Grade _____

Student _____ Log-in: _____

Log-in Password: _____

HAC Log-in: _____

HAC Password: _____

Mr. Mills Pass

To be used in case of emergency. This is a one-time pass that the student may use to talk to Mr. Mills in case of an emergency.

Date: _____

Student Name: _____

Mr. Mills Signature: _____

**RECEIPT OF HANDBOOK/AGENDA
ACKNOWLEDGEMENT
OF POLICIES
2016-2017**

I _____ have received a copy of the 2016-17.
(Print Student's name)

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 Signature

Date

Parent Signature

Date

*This page must be signed and returned to your Math teacher by the end of the first week of school. Failure to do so may result in corrective measures.