

# Tecumseh Middle School

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Tecumseh Public Schools

## **STUDENT/PARENT HANDBOOK**

**2016-2017**

Tecumseh Middle School

307 N. Maumee St.

Tecumseh, MI 49286

(517) 423-1105

## FROM THE PRINCIPAL

Dear Students and Parents of Tecumseh Middle School:

As we step into a new year of academic and social responsibility, we would like to welcome you to the 2016-2017 school year. Your parental input provides assurance that our students reach their goals and dreams.

The handbook has been provided as a guide to assist in answering questions you and your child may have regarding the 2016-2017 school year at Tecumseh Middle School. Information within the student-parent handbook includes, but is not limited to: attendance, grades, discipline, school policies and regulations, and student activities. It is important for you and your student to thoroughly read the contents of this handbook and become familiar with it.

Tecumseh Middle School is committed to ensuring that each student receives the best possible education in a safe and secure learning environment. Parents, you can assist in creating a safe and secure learning environment by talking seriously with your child about school safety. Please emphasize the importance of sharing information about any situation that could create a safety concern with the Principal.

Whether you are a student, a parent, or a staff member, your participation as a partner with us in the education of each student, and your support is essential. Your participation, cooperation and support will ensure that Tecumseh Middle School continues on its path of developing students to excel academically, reason and solve problems rationally, and act responsibly by displaying good character and citizenship.

Please call upon us if you have any questions. The opportunity to serve you and the students of Tecumseh Middle School is very rewarding.

Let's have a great year!

Sincerely,



Richard W. Hilderley  
Principal

**TECUMSEH MIDDLE SCHOOL**  
307 N. Maumee  
Tecumseh, MI 49286

**Phone** (517) 423-1105  
**Fax** (517) 423-1300  
**Attendance** (517) 423-6717  
**Voicemail** (517) 424-6505

**School hours:**

7:30 a.m. - 2:25 p.m. (Building open at 7:10 a.m. for student entry)

**Office Hours**

7:00 a.m. – 3:30 p.m.

**Saturday School Hours** 7:30-10:30 a.m.

Arrive at the Office doors prior to 7:30 a.m.

**Attendance Line: 423-6717----24 Hours a Day**

**Homework Voicemail Extensions by Team**

Call 424-6505, then enter the mailbox number

5A Green	9001	6A	9005
5B Blue	9003	6B	9006
5C Red	9002	6C	9007
5D Yellow	9004	6D	9008
7A	9009	8A	9011
7B	9010	8B	9012

**Athletic Office** (517) 424-3651  
**Fax** (517) 424-9899

**Communities in Schools** - 423-7574 or [cis@tps.k12.mi.us](mailto:cis@tps.k12.mi.us)

Cindy Hook - Tecumseh Middle School Site Coordinator, 423-6505, ext. 6180

**Tecumseh Community Pool** - 423-5585

**School Delays & Closings**

School closings and delays are announced through **Alert Now**, on local radio stations **WABJ (AM 1490) & WLEN (FM 103.9)**, **TV Channels 10, 11 and 13** and are also posted on our website.

**Bus Transportation**

First Student Transportation - (517) 423-2706 for any questions regarding bussing.

## TMS Phone List

Team	Room		Ext.		Room		Ext.
5A	1124	Amy Harrison	6357	<b>Special Education</b>			
	1126	Josette Richardson	6359	R.R. 5th-8th	1408	Joni Davis	6307
5B	1113	Elizabeth DuMoulin	6347	R.R. 5th	1122	Luanne Grotbeck	6355
	1111	Ginnie Echter	6345	R.R. 5th-8th	1303	Jennifer Etherton	6327
5C	1117	Trischa Howard	6351	E.I.	1409	Brian Holman	6309
	1115	Kim Schmidt	6349	R.R. 7th-8th	2408	Paul Keyser	6403
5D	1109	Deanne Russell	6343	R.R. 7th-8th	2201	Staff	6435
	1107	Stacy Whelan	6341			Laurie Church	1301
	1105	Staff	6339				
6A	1306	Jennifer Gentry	6331	<b>Office Staff</b>			
	1308	Kristin Hess	6329	Principal		Rick Hilderley	6105
6B	1315	Brian McDowell	6383	Assistant Principal		Al Schmidt	6107
	1317	Beth Robertson	6381	Counselor		Mary Tommelein	6103
6C	1237	Amy Gross	6365	Counselor		Debbie Laney	6104
	1235	Tyler Brochhagen	6367	Admin. Assistant		Darcy Wrona	6106
6D	1233	Kelsey Berrington	6375	Scheduling Secretary		Joan Waite	6101
	1231	Anne Kasper	6373	Secretary/Receptionist		Heather Wiebusch	6100
7A	1312	Chris Anklin	6303	Instructional Coach	1313	Julie McDowell	6301
	1402	David Gibson	6315	Comm. In Schools		Cindy Hook	6180
	1404	Mackenzzy Hickner	6317	Library	1320	Kimberly Davis	6151
7B	2406	Joseph Bundas	6405	Tech		Joel Bills	7417
	2308	Leah Hoag	6421	<b>ISD Staff</b>			
	2410	Tracy Lorraine	6401	Social Worker	1407	Dena Gale	6311
	2405	Mike McDowell	6411	Psychologist		Jason Sines	6337
				Speech	1703	Corey Alvarez	6391
8A	2208	Jennifer Collins	6427	<b>Labs/Workrooms</b>			
	2303	Scott McCarley	6415	1118		5th Grade Workroom	6115
	2403	Shelle Smith	6409	1120		5th Grade Lab	6353
8B	2401	Chelsey Anastasoff	6407	1209		6th Grade Workroom	6113
	2210	Jill Adams	6429	1405		7th Grade Lab	6313
	2203	Nick Benschoter	6433	2202		8th Grade Lab	6423
	2301	Ryan McGovern	6413	2306		8th Grade Workroom	6116
				1320A		Library Lab	6385
				1320B		Conference Room (Office area)	6111
				1701		Conference Room (Pool area)	6389
				1310F		Office Kitchen	6108
<b>Encore Teachers</b>							
Art	1319	Charla Lasley-Milks	6377	<b>Pool</b>			
Band	1221	Joe and Kellie McInchak	6371			423-5585	6117
Choir	1215	Hannah Sparrow	6369			Sarah Maraskine	6199
Encore Math	1305	Jan Garner	6325	<b>Attendance Line</b>			
French	2305	Daniel Noel	6417				423-6717
Health/P.E.	2204	Kris Hoag	6425	<b>First Student</b>			
Life Skills	1403	Kim Kudlac	6319			Jason Szteiter	423-2706
Orchestra	1203	Amy Marr/Greg Smith	6361			Sue Randolph	
Phys. Ed.	1200	Kim Foley	6363	<b>MS Kitchen</b>			
Phys. Ed.	1100	Steve Ayre	6333			Licia Connors	6177
Reading/TEAM	1122	Lisa Shirk	6355	<b>HS Kitchen</b>			
Spanish	2205	Manola Gibson	6431		423-1455	Laura Pleasant	7177
<b>Vocicemail &amp; HomeWork 424-6505</b>				<b>Custodians</b>			
<b>Homework Extensions</b>				Josh Mattison		260-2610	<b>Mgr.</b>
5A Green	9001		6A				
5B Blue	9003		6B				
5C Red	9002		6C				
5D Yellow	9004		6D				
7A	9009		8A				
7B	9010		8B				
				Carol			



# TECUMSEH PUBLIC SCHOOLS

## 2016-2017 DISTRICT CALENDAR



DATE	ACTIVITY
Wednesday, August 31, 2016	Professional Development Day for Staff (FIRST DAY FOR ALL STAFF)
Wednesday, August 31, 2016	Middle School Open House: 5:30-7:00 p.m.
Thursday, September 1, 2016	Professional Development Day for Staff
Thursday, September 1, 2016	<b>Elementary Open House:</b> All Elementary Schools have Open House from 6:00-7:30 pm.
Friday, September 2, 2016	NO SCHOOL
Tuesday, September 6, 2016	<b>First Day of School for ALL Students – Full Day</b>
Monday, September 12, 2016	<b>Tecumseh High School "Back to School Night":</b> 6:00–8:00 p.m.
Friday, September 30, 2016	Homecoming
Friday, October 28, 2016	High/Middle School – End of 1 <sup>st</sup> Marking Period
Wednesday, November 2, 2016	HS/MS Conferences: 5 <sup>th</sup> -12 <sup>th</sup> Grade - (Conferences: 5:00-8:00 pm)
Thursday, November 3, 2016	HS/MS Conferences: 5 <sup>th</sup> -12 <sup>th</sup> Grade - Half-Day for 5 <sup>th</sup> -12 <sup>th</sup> Students (Cont: 12:00-3:00 & 5:00-8:00 pm)
Friday, November 11, 2016	Elementary: End of First Trimester
Wednesday, November 16, 2016	Elementary Conferences: Y5, Kdg-4 <sup>th</sup> Grade - (Conferences: 5:00-8:00 p.m.)
Thursday, November 17, 2016	Elementary Conferences: Y5, Kdg-4 <sup>th</sup> - Half-Day for Y5, Kdg-4 <sup>th</sup> Students (Cont: 1:00-4:00; 5:00-8:00 pm)
Wednesday, November 23, 2016	NO SCHOOL FOR ALL STUDENTS, Y5, Kdg-12 <sup>th</sup> Grade (Comp. Day for Staff)
Thursday, Friday, Nov. 24, 25, 2016	NO SCHOOL FOR ALL STUDENTS, Y5, Kdg-12 <sup>th</sup> Grade - Holiday Break
Monday, November 28, 2016	School Resumes
Monday-Tuesday, Dec. 19 & 20, 2016	HS/MS Exams (Full Day)
Wednesday, Dec. 21, 2016	HS/MS Exams (Full Day) End of 2 <sup>nd</sup> 9-Weeks/1 <sup>st</sup> Semester
Thurs.-Friday, Dec. 22-23, 2016	NO SCHOOL FOR ALL STUDENTS, Y5, Kdg-12 <sup>th</sup> Grade – Winter Break
Mon-Monday, Dec. 26, 2016-Jan. 2, 2017	NO SCHOOL FOR ALL STUDENTS, Y5, Kdg-12 <sup>th</sup> Grade – Winter Break
Tuesday, January 3, 2017	School Resumes
Monday, January 16, 2017	Staff Professional Development Day. NO SCHOOL FOR ALL STUDENTS, Y5, Kdg-12 <sup>th</sup> GRADE
Tuesday, January 17, 2017	School Resumes
Friday, February 17, 2017	Mid-Winter Break (NO SCHOOL FOR ALL STUDENTS, Y5, Kdg-12 <sup>th</sup> GRADE)
Monday, February 20, 2017	Staff Professional Development Day-NO SCHOOL FOR ALL STUDENTS, Y5, KDG-12 <sup>th</sup> GRADE
Tuesday, February 21, 2017	School Resumes
Friday, February 24, 2017	End of 2 <sup>nd</sup> Trimester for Elementary (Full Day of School)
Wednesday, March 1, 2017	Elementary Conferences: Y5, Kdg-4 <sup>th</sup> Grade (Conferences: 5:00-8:00 p.m.)
Thursday, March 2, 2017	Elementary Conferences: Y5, Kdg-4 <sup>th</sup> -Half-Day for Y5, Kdg-4 <sup>th</sup> Students (Cont: 1:00-4:00; 5:00-8:00 pm)
Friday, March 3, 2017	High/Middle School – End of 3 <sup>rd</sup> Marking Period
Monday, March 6, 2017	Staff Professional Development Day-NO SCHOOL FOR ALL STUDENTS, Y5, KDG-12 <sup>th</sup> GRADE
Tuesday, March 7, 2017	School Resumes
Wednesday, March 8, 2017	HS/MS Conferences: 5 <sup>th</sup> -12 <sup>th</sup> Grade - (Conferences: 5:00-8:00 pm)
Thursday, March 9, 2017	HS/MS Conferences: 5 <sup>th</sup> -12 <sup>th</sup> Grade - Half-Day for 5 <sup>th</sup> -12 <sup>th</sup> Students (Cont: 12:00-3:00 & 5:00-8:00 pm)
Friday, March 31, 2017	NO SCHOOL FOR ALL STUDENTS, Y5, Kdg-12 <sup>th</sup> Grade (Comp. Day for Staff) – Spring Break
Monday-Friday, April 3-7, 2017	NO SCHOOL FOR ALL STUDENTS, Y5, Kdg-12 <sup>th</sup> Grade – Spring Break
Monday, April 10, 2017	School Resumes
Friday, April 14, 2017	NO SCHOOL FOR ALL STUDENTS, Y5, Kdg-12 <sup>th</sup> Grade
Monday, April 17, 2017	School Resumes
Friday, May 26, 2017	Last Day for Seniors
Monday, May 29, 2017	NO SCHOOL FOR ALL STUDENTS, Y5, Kdg-12 <sup>th</sup> Grade
Tuesday, May 30, 2017	School Resumes
Sunday, June 4, 2017	Graduation at Tecumseh High School (2:00 p.m.)
Monday-Wednesday, June 12-14, 2017	HS/MS Exams (FULL DAY)
Thursday, June 15, 2017	HS/MS Exams (Half-Day for 5 <sup>th</sup> -12 <sup>th</sup> Students) End of 4 <sup>th</sup> Marking Period/2 <sup>nd</sup> Semester
	Elementary: End of Third Trimester - (Half-Day for all Elementary Students - Y5, Kdg-4 <sup>th</sup> Grade)
Friday, June 16, 2017	Records Day for Staff
Monday, June 19, 2017	ANY MAKE UP TIME OR DAYS REQUIRED TO MEET THE 1,098 CLOCK HOUR REQUIREMENTS WILL START ON THIS DAY

**GO INDIANS!**



Approved by Board: June 13, 2016

H1Q2016 2017TPS District Calendar Page.doc

*This Calendar is subject to change and is posted on the district webpage.*

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

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

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

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

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

**TECUMSEH PUBLIC SCHOOLS**  
**Agreement for Acceptable Use of Technology Resources**  
**Middle and High School Students: Grades 5<sup>th</sup>; 6<sup>th</sup>; 7<sup>th</sup>; 8<sup>th</sup>; 9<sup>th</sup>; 10<sup>th</sup>; 11<sup>th</sup>; and 12<sup>th</sup>**

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 Building/Program Name

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 Student Name

This Agreement is entered into on: \_\_\_\_\_

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**

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

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 students;
- is conveyed through physical, verbal, technological or emotional means;
- Substantially interferes with educational opportunities, benefits, or programs of one or more students;
- adversely affects the ability of a student to participate in or benefit from the school district's or public school's educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress; and,
- is based on a student'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 students;
- is conveyed through physical, verbal, technological or emotional means;
- Substantially interferes with educational opportunities, benefits, or programs of one or more students;
- adversely affects the ability of a student 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 student, is so severe, pervasive, and objectively offensive as to have this effect; and,
- is based on a student's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

The scope of this policy includes the prohibition of every form of bullying, harassment, and cyberbullying or harassment, whether in the classroom, on school premises, immediately adjacent to school premises, when a 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 cyberbullying or harassment, that is not initiated at a location defined above is covered by this policy if the incident results in a potentially material or substantial disruption of the school learning environment for one or more 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 students 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

**STUDENTS, ANTI-Bullying**

**FORM #12.1**

**Notice about Anti-Bullying on display in all buildings stating the definition of bullying and Form to Report Bullying.**

**Attendance**

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

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

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

**Goal**

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

**Absences**

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

1. Funeral Visitations
2. The of of a doctor's visit
3. Hospitalization
4. School related activity including suspensions
5. Court dates

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

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

Step 1: After four counted absences, a letter will be mailed home to notify the parent.

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

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

Step 4: After eleven absences, a notice of truancy will be mailed home, and contact will be made by the Truancy Specialist to the 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 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.

### **Tardy Policy**

A student who enters a classroom after the bell not only misses learning time, but also interrupts the learning of other students in the class.

Procedure:

1. Any student who enters class after the bell will be marked tardy and given a verbal warning.
2. Any student who enters a class without a pass ten minutes after the bell will be marked absent and will be notified by the teacher. A note will be made in eschool as to the arrival time.
3. Any student with a pass from another school official will be marked as present.

Consequences:

Will be left up to the discretion of the students team of teachers. Excessive tardiness may result in an Administrative referral.

## Parents

It is the goal of the school to maximize the amount of learning time for each student while they are in our care. Chronic absence, or missing 10% of the school time, is a substantial predictor of negative outcomes. We ask for your cooperation in helping to ensure that your child does not fall into this category. The following are things that you can do to be a partner in the education of your child.

1. Plan family vacations on weekends or around school breaks. A one week vacation causes each student to miss approximately 35 hours of instruction that his/her classmates will receive. This is valuable learning that is difficult to make up for when the student returns. Please make every effort to schedule any doctor and dentist appointments after school hours.
2. Have a plan as well as a backup plan to get your child to school on time every day. Too often a disruption in the morning or transportation issues cause children to miss entire days of school. Communicate to school officials if this is a problem, so that appropriate resources can be sought to help correct the issue.
3. Only allow your child to stay home if they are too sick to come to school. Fever, vomiting, pink eye, or severe viral infections are causes to keep them at home. Complaints of a headache or stomachache can be signs of anxiety and should be communicated to school officials.
4. Keep track of your child's attendance. Chronic absence is missing just two days per month, but over the course of a school year equates to about 126 hours of learning. Parents can use a calendar system at home to track attendance, or use the school's online program.
5. Communicate. Most attendance related issues can be solved fairly easily by utilizing the appropriate resources and staff. Talk to your school officials about what is causing attendance problems and remember, we are here to help. We will commit to eagerly work with you to provide the services needed to ensure that your child has the opportunity to have excellent attendance.

### Activities Attendance Eligibility

A student must be in attendance for 1/2 of the school day in order to be eligible for participation in practice, contests, performance, or to attend ANY school activity (i.e. a school dance, game, etc.) on that date. Exceptions may be made for medical or dental appointments, funerals, religious activities, approved educational absences, or extenuating circumstance which are acceptable to the administration.

### Make-Up School Work

It is the student's responsibility to make arrangements with their teachers for obtaining and submitting make-up work. Work should be made up within a reasonable time. **A rule of thumb is one day grace period for each day absent.** The **HOMEWORK HOTLINE (424-6505)** may be called for daily assignment information. Students and parents may also **viewing the teacher website**. Make-up work can be requested if the student is to be out three or more days. Homework requests require a 24-hour notice.

### Leaving School Grounds

No student may leave the school building or grounds during school hours (including lunch) without parent/guardian permission. For all of our students' safety, we will not release a child to anyone who is not listed on the emergency form unless we have the parent/guardian's permission.



## ***BLACKBOARD COMMUNICATONS***

Tecumseh Public Schools utilizes the Blackboard Connect Alert System. Pre-recorded announcements from this rapid communication service allow us to deliver important school information in a timely manner, both for routine announcements and reminders, as well as in the event of an urgent situation. Please make sure that if your phone number or email address changes during the school year that you notify our office immediately.

## ***BUILDERS CLUB***

What is Builders Club? It is a student-led community service organization for all middle school students, which is sponsored by the Tecumseh Kiwanis Club. Members work on a variety of school and community service projects. The club is a great way to learn organization, teamwork, and leadership skills. Most importantly, students who participate have fun and learn that working together can make a difference in the world around them. Meetings are held on the first Thursday of each month. Club Advisor is Mrs. DuMoulin.

## ***BYOT (Bring Your Own Technology)***

TMS is Wi-Fi ready! Teachers MAY allow students to use their personal devices for SOME school applications. These BYOT moments will be expressly announced by the individual staff member involved and it is critical that the rules for appropriate use of technology at school be observed. (See acceptable use policy)

Students using their own electronics/technology at times other than permitted are subject to the following consequences: 1<sup>st</sup> Offense: Warning – item returned to student at end of day. 2<sup>nd</sup> Offense: Item will only be returned to parent. 3<sup>rd</sup> Offense: Policy for failure to comply will be implemented (up to 3 day suspension).

## ***CAUGHT YA' BEING FABULOUS***

TMS staff uses a reward system for students. When students are “caught being fabulous” they are rewarded with a ticket that they take to the office. The ticket is entered into a drawing which is drawn each day by the office staff. When selected, students are able to choose a prize. Some prizes include eating lunch with the principal, being a library helper, free pass to sporting events, etc.

## ***COMMUNITIES IN SCHOOLS (CISTA)***

CISTA is an accredited affiliate of the nation’s leading dropout prevention organization. Our mission is to surround students with a community of support, empowering them to stay in school and achieve in life. CISTA is guided by the “five basics” – which are a set of essentials that every child needs and deserves: 1. A one-on-one relationship with a caring adult, 2. A safe place to learn and grow, 3. A healthy start and a healthy future, 4. A marketable skill to use upon graduation, and 5. A chance to give back to peers and community.

Tecumseh Middle School’s site coordinator is Cindy Hook. Through a school-based coordinator, CISTA connects students and their families to community resources tailored to local needs. Whole school prevention services and targeted interventions support students in their greatest area of need and allow them to look forward to a bright future. CISTA/TMS programs include: Planner Challenge, Pen Pal, Payback for Education, ALLY, Encore Help, Afterschool Homework Help, MS Mayhem, Fast Forward into 5<sup>th</sup> Grade, Summer with S.A.M., 4<sup>th</sup> Grade Orientation, 5<sup>th</sup> Grade Encore Tours, Postponing Sexual Involvement, Team Building, 7<sup>th</sup> Grade Frog Dissection, Start Fit Stay Fit, and Little Sibs.

## ***CONDUCT AND BEHAVIOR***

Good conduct is good citizenship based on the principles of respect and responsibility. **Tecumseh Middle School students will be polite to each other and treat others the way we like to be treated.** Your actions and behavior will contribute to a safe, calm, friendly environment so that teachers can teach and students can learn.

- Listen to your teachers; don't talk out of turn.
- Arrive in class on time and be prepared with appropriate materials and completed assignments.
- Public displays of affection such as kissing, hand holding, and arms around waists are not allowed.
- Do not run, push, or shove in the hall.
- Do not hurt anyone else physically or verbally.
- Use negotiation skills or seek conflict mediation when you disagree with someone instead of shouting, hitting, or fighting.
- Do not throw rocks, snowballs, or any objects that could injure someone.
- Vulgarities, obscenities, and gang signs in any form are prohibited.
- The following items are not allowed on school grounds: laser pointers, lighters, roller blades, aerosol sprays, skateboards, hee-ies, and glass bottles.
- All winter coats, hats, headwear, backpacks, and bags are to remain in lockers during the school day.
- All school buildings are designated as tobacco free. Use or possession of tobacco in any form in or around the school building, on school property, on the school bus, or during any school-sponsored activity is strictly prohibited.
- Students shall not possess, use, and/or transfer any controlled substances, alcoholic beverage, prescription or non-prescription drug (not consistent with proper medication procedures), or look-alike drug. Anyone in violation of this rule faces immediate suspension and possible expulsion as well as referral to law enforcement.
- Students should not sell anything at school or school activities unless prior approval has been granted by the office. Confiscated items which violate this rule may not be returned.
- Any kind of harassment of another person is prohibited. Any threat of violence or incidence of unlawful harassment toward another individual (including students, staff, or visitors) is a serious school health or safety issue and will be addressed through appropriate disciplinary consequences and referrals.

## ***COUNSELING***

Counseling services are available to help students examine alternatives and reach satisfactory solutions when they need assistance with problems or concerns. Counselors provide general assistance, and also help with class selection, and future plans.

Students wishing to meet with a counselor may leave a message in the office, and the counselor will meet with the student as soon as possible.

## ***DELIVERIES***

In an effort to maintain a positive learning environment for our students, it is important to keep classroom interruptions to a minimum. Students are called to the office for items that are dropped off once the school day has begun, during morning announcements, before lunch, and around 2:20 p.m. during the afternoon announcements.

Please do not have flowers, balloon bouquets, or similar items sent to school for your child. This causes disruption in the classroom and such gifts are hard for your child to take home at the end of the day. Your cooperation in this request is appreciated.

## ***DISCIPLINARY CONSEQUENCES***

A student who violates school rules will receive appropriate disciplinary consequences, including but not limited to:

- Developing, writing, and signing a plan for improved behavior.
- Cleaning, picking up, repairing, apologizing, or otherwise undoing the damage caused by breaking the rule.
- Participation in conferences with teachers, administrator, counselor, or other staff person.
- Letters or phone calls to parent/guardian, who may be asked to attend a conference at the school or attend school with the student.
- Time-outs, either in a class “cool-off corner” or in the office.
- Lunch detention or after-school detention.
- One or more sessions with a school mediator or counselor, attended by both the student and the reporting staff person.
- Loss of school privileges (including school dances, concerts, athletic, and extracurricular activities).
- Saturday School detention
- In school suspension.
- Out of school suspension.
- Expulsion.
- Report to the police for possible violation of law, including but not limited to assault, weapons, or controlled substances.

Student misconduct as grounds for disciplinary consequences applies when a student is:

- On school grounds during school hours or immediately before or after school hours, or at any time when the school is being used for a school activity, function, or event.
- Off school grounds at a school activity, function, or event.
- Traveling to or from school or a school activity, function, or event.

In addition, a student may be subject to disciplinary consequences for engaging in unlawful activity on or off school grounds if:

- The unlawful activity interferes with the operations, discipline, or general welfare of the school regardless of location, date, or time (during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions).
- The student’s removal is necessary to maintain order or protect persons on school property.

## ***DISCIPLINE POLICY AND CODE OF CONDUCT***

As a community of learners, it is the goal of Tecumseh Middle 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:

<b>MISCONDUCT</b>	<b>RANGE OF DISCIPLINE</b>
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, see page 7	Warning up to 3-day suspension; see also consequences under Tecumseh Public Schools Internet Permission and Rules
9. Theft	Up to 3-day suspension
10. Theft by use of threat, force, or extortion	Up to 10-day suspension and including expulsion
11. Possession/use of fireworks	Up to 10-day suspension and including expulsion
12. Setting off false fire alarm	Up to 10-day suspension and including expulsion
13. Bullying, threat, intimidation, inappropriate physical contact/harassment	Up to 10-day suspension and including expulsion
14. Possession of weapon (which is not a "dangerous weapon" under state law), look-alike weapon, or an object which may be used to cause or threaten harm to others	Up to 10-day suspension and including expulsion

15. Possession of a dangerous weapon (“firearm, dirk, dagger, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles”) as defined by State Law	Mandatory permanent expulsion: School Code §1311
16. Possession /use/distribution of tobacco or tobacco products (including “e-cigs” or vapor devices).	3-day suspension/police notification/mandatory tobacco education
17. Possession/use 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.	1 <sup>st</sup> Offense: Mandatory screening, up to 5-day suspension—may be reduced by 2 days by successfully completing an educational program. 2 <sup>nd</sup> Offense: Mandatory screening, up to 10-day suspension. 3 <sup>rd</sup> Offense: Expulsion
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	Up to 10-day suspension or recommendation for expulsion
19. Threat to school employee, volunteer, or contractor (“any statement or act, oral or written, which can reasonably be expected to induce in another person(s) an apprehension of danger of bodily injury or harm”)	Suspension or expulsion
20. Bomb threat or similar threat directed at a school building, or other school property	Mandatory suspension or expulsion: School Code §1311a
21. Physical assault of a 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”)	Up to Mandatory permanent expulsion: School Code §1311a
23. Arson in a school building or on school grounds (including school vehicles or at school events off school grounds)	Mandatory permanent expulsion: School Code §1311
24. Criminal sexual conduct in a school building or on school grounds (including school vehicles or at school events off school grounds)	Mandatory permanent expulsion: School Code §1311
25. The foregoing list of inappropriate behavior, which may result in 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.

## ***DUE PROCESS FOR STUDENTS***

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

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

Note: Penalties may include but are not limited to: parent escort, no extracurricular activities, (including dances, field trips, camp, sports, plays)

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

## ***DRESS CODE***

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.
- No excessively torn or mutilated clothing will be allowed.
- Halter tops or bare back dresses, bare shoulder shirts, mesh shirts, muscle shirts, tops that expose cleavage and/or the midriff, shorts and skirts shorter than fingertip length, shorts with slits, pants worn below the waist and other types of suggestive clothing are not permitted.
- Any article of clothing with vulgar or profane imprinting, sexual innuendo/harassing imprinting (including "Hooters" shirts) or imprinting which promotes alcohol, tobacco or other drug usage is not permitted.
- 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.

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.

## UNACCEPTABLE



No tank tops or spaghetti-strap tops.



No strapless/tube-tops.



No bare shoulders or off-the-shoulder tops.



No revealing necklines.



Skirts and shorts must be fingertip length.



Undergarments may not be visible.



No clothing with sexual content, alcohol, drugs or tobacco.

Administrators reserve the right to determine whether clothing is appropriate for the school setting.

## ACCEPTABLE



## ***EDUCATIONAL DEVELOPMENT PLAN – EDP***

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

Local schools in the Hillsdale-Jackson-Lenawee Intermediate school districts use the web-based EDP to facilitate career planning and course selection. Students are able to complete and update their EDP anywhere via the internet. This on-line tool is confidential and secure because students must enter personal student IDs and passwords to access the system. IDs and passwords are available by contacting a middle school counselor. No personal information is entered.

## ***EQUATIONS CLUB***

Equations is a game that stresses the importance of creating multiple solutions to equations, and game strategies. Students compete at tournaments held at the LISD Tech Center in Adrian. They face students from other schools in Lenawee County. (Open to grades 5-8)

## ***EVACUATION/FIRE/TORNADO/LOCK DOWN DRILLS & ACTUAL EMERGENCIES***

In accordance with state regulations, evacuation, fire, tornado, and lock-down drills will be conducted. Students must take these drills seriously and follow all directions given by staff.

During fire safety drills and actual fire emergencies, students are escorted out of the building by staff and placed in safe locations which are determined at the discretion of school administrators in consultation with local emergency personnel and in accordance with safety guidelines.

During evacuation drills and actual emergencies, off campus safe shelter locations are utilized which are determined at the discretion of school administrators in consultation with local emergency personnel and in accordance with safety guidelines.

During tornado drills and actual severe weather emergencies, students will be evacuated to predetermined safe locations within the school which are determined at the discretion of school administrators in consultation with local emergency personnel and in accordance with their safety guidelines.

During a lock-down drill or actual emergency, students will not be permitted to move around the building until an all clear is given by administrators as directed by local law enforcement. Doors will be locked with no one admitted in or out. Parents will not be permitted to remove students from the building for the safety of the students. Once a lock-down has been initiated, the school is under the direction and control of local law enforcement.



## ***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:

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

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

- **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
- **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
- **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.

- 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.
- 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

- 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.

### ***FIELD TRIPS***

Although field trips are an important part of a student's educational experience, they are also a privilege and require good citizenship. They serve to enhance the student's learning and provide motivation for further study. Parents will be advised of upcoming trips and parental permission will be required. All school rules are in force. At times students may be asked to subsidize the cost of field trips. Students are expected to ride the bus both to and from the field trip destinations.

### ***FOOD AND TREATS***

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

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

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

To provide students with the healthiest environment we can, and to support the new Smart Snacks in School nutrition standards, we are encouraging you to provide healthy food and beverage options here at school. Children learn best when they have healthy snacks to help them grow and stay healthy. Snacking isn't bad for kids, but what they snack on is important. The students are excited about putting what they've learned about healthy eating into practice at school.

A good guideline to follow when determining foods for healthy snacks is to choose foods and beverages that are low in sugar and fat and are minimally processed. Snacks that are especially good for kids (and

adults!) are fresh fruits and vegetables, whole grains, lean protein and low-fat dairy as defined by the USDA's MyPlate food group recommendations. Processed, less-healthy snack foods such as chips, sugary drinks, candy and cake are OK to eat once in a while, but should not be offered every day or be the primary focus of a school event. These foods usually have a lot of extra and unnecessary fat, calories, salt and sugar.

Whether your child eats a snack at school or at home, it is a teachable moment! As parents and as educators, we have the responsibility to be good role models when it comes to healthy eating. The behaviors your child learns today will be a guidepost for the future. Thank you in advance for your support of our healthy school initiative. If you have any questions please contact us at 517-423-1105.

We look forward to working with you to make our school the healthiest it can be so our students can do their best work and achieve their highest academic potential.

## ***FOOD SERVICES***

Tecumseh Middle School is a closed campus. Breakfast and lunch are available daily or students may bring a sack lunch.

No **GLASS** containers for drinking may be brought into the building, even for lunch. Pop should not be brought into the building unless previously authorized for a special event.

We expect that students will pick up and discard their lunch tray, paper, and utensils in the containers provided. No food may be taken to the playground during recess.

Are you looking to save some time in the morning but also want to make sure your student eats breakfast? We serve **BREAKFAST** (hot and cold) in the cafeteria every day for \$1.25. It is ready for students who take the bus and for those students that are dropped off.

According to the United States Department of Agriculture the benefits of eating breakfast are:

Eating breakfast can help improve math, reading, and standardized test scores.

Breakfast helps children pay attention, perform problem-solving tasks, and improves memory.

Studies have shown that children who eat breakfast on a regular basis are less likely to be overweight.

We believe that eating breakfast is an important part of your child's day. So whether they eat at home or with us, it is important they are eating a breakfast that provides  $\frac{1}{4}$  the recommended amounts of protein, calcium, iron, vitamin A, and vitamin C for the day. Come join us for breakfast sometime!

**LUNCH:** Here in foodservice we are very excited for the upcoming school year. As we continue to comply with the Healthy Hunger-Free Kids Act of 2010(HHFKA) we look forward to offering your student nutritious lunch options that will help them perform in the classroom and other school activities. Lunch price for this year is \$2.60. White or chocolate milk is available for \$.50 each. A la carte items may also be purchased during lunch period and range from \$.35 to \$1.20. Prices are subject to change.

**Credit Card Payments:** If you'd like to make a credit card deposit into your child's account please call 517-423-1455 and someone from the Food Service Office will assist you.

**Access To Child's Account:** To monitor your student's balance as well as their purchases go to this website: [Mealmagic.lisd.us/mealmagic/mylunchaccount](http://Mealmagic.lisd.us/mealmagic/mylunchaccount). All you need is your student's ID number which can be retrieved by calling the TMS office or the food service office.

**Free and Reduced Applications:** Applications can be renewed or filed for the first time via the following website: [Lunchapp.com](http://Lunchapp.com). (You will need your student's ID number) You can also print off a paper application from our food service website and hand into the cafeteria or TMS office. If you need any assistance in the application process please call the food service office at 517-423-1455. We continue to try and make this process extremely efficient and easy for all parents of the district. **LAST YEARS APPLICATIONS will expire on October 14**, so hand in another application by then to continue receiving free or reduced priced meals.

If at any time, you have any questions, concerns or suggestions, please feel free to call me at 517-423-1455.

Thank you,  
Laura Pleasant  
Food Service Director  
ARAMARK Education

### ***GRADES & REPORT CARDS***

The following grading procedures will be the minimum standard requirements used in grading assigned work. Helping students grow by applying stricter standards over time is appropriate for students at the middle level. Parents, please help students understand and learn to follow these guidelines:

All grade levels –

- TAC/HAC will be updated (at least) twice per week by TMS staff. (Some exceptions may apply – short weeks, end-of-term, etc.)
- All scores of less than 50% on any graded work/test/quiz (more than ten points) turned in on time will be entered into the grade book as 50% of the total for the item, regardless of the actual score.
- Assignments not turned in will remain as a blank space in the grade book.
- “Make up work” or work missed during an excused absence will be accepted for full credit. The student will have one extra day to complete an assignment for every day of excused absence. It is the student's responsibility to collect missed work and communicate with the teacher about turn-in dates.
- The term “**Homework**” applies to all work assigned by the teacher that is not completed in school, as well as work that is expressly given to be completed outside of the school day. With rare exceptions, all students will have time during the school day to complete at least some assigned work in all subjects. Students should also develop the habit to “**Study**” notes, assigned readings, graded work, and other handouts on a regular basis. TMS will endeavor to keep homework/study amounts comparable to 10 minutes x grade level = per night (ex. 5<sup>th</sup> grade x 10 = 50 minutes of homework/ study time). This estimation may fluctuate based on ability level, attendance, and amount of student effort made to complete work at school.
- Student IEP's and 504 plans will supersede any of these policies.

Late work policies by grade level:

5<sup>th</sup> Grade

- Items turned in 1-7 days late (unless pre-arranged with the teacher) will be accepted for 90% credit of the earned score for the item.
- Items turned in 8 or more days late (unless pre-arranged with the teacher) will be accepted for 50% credit of the earned score for the item.

6<sup>th</sup> Grade

- Items turned in 1 day late (unless pre-arranged with the teacher) will be accepted for 70% credit of the earned score for the item
- Items turned in 2 days late (unless pre-arranged with the teacher) will be accepted for 50% credit of the earned score for the item.
- Items turned in 3 or more days late will receive feedback from the teacher, but no credit will be earned and a zero will be entered in the grade book.

7<sup>th</sup> and 8<sup>th</sup> Grade

- Items turned in 1 day late (unless pre-arranged with the teacher) will be accepted for 50% credit of the earned score for the item
- Items turned in 2 or more days late will receive feedback from the teacher, but no credit will be earned and a zero will be entered in the grade book.

**Honor Roll**--Students achieving all 'A' and 'B' grades qualify for the honor roll, which is publicized after each marking period.

**Promotion/Retention**--Details of promotion/retention policy should be discussed with the principal. **Final decisions rest with the school.**

**Report Cards** - All report cards are available on the Home Access Center.

**HALL OF FAME AWARDS**

TMS honors students monthly with a Hall of Fame Award. Students are nominated by their teachers based upon grades, attitude, work ethic, extra-curricular participation, and school/community service. Parents and students are invited to an Awards Night at the end of the school year to honor our Hall of Fame students.

**HEALTH CONCERNS**

**Immunizations**

All students must be properly immunized to attend Tecumseh Public Schools. Students new to the District must show proof of immunization at the time of entry. Should a student not have proper immunization, they shall be excluded from school until they show appropriate documents for immunization.

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

**Required Childhood Immunizations for Michigan School Settings**

Healthcare providers in Michigan should follow the 2012 Recommended Immunization Schedule  
For more information, see [www.michigan.gov/immunize](http://www.michigan.gov/immunize)

Entry Requirements for All Public & Non-Public Schools		
Age → Vaccine**↓	4 years through 6 years	7 years through 18 years including all 6th grade students
Diphtheria, Tetanus, Pertussis	<b>4 doses DTP or DTaP</b> , one dose must be on or after 4 years of age	<b>4 doses D and T OR 3 doses Td</b> if #1 given on or after 7 years of age. <b>1 dose of Tdap***</b> for children 11 through 18 years <b>IF 5 years</b> since the last dose of tetanus/diphtheria containing vaccine.
Polio	<b>4 doses</b> , if dose 3 administered on or after 4 years of age, only 3 doses are required	<b>3 doses</b>

Measles,* Mumps,* Rubella*	2 doses on or after 12 months of age	
Hepatitis B*	3 doses	
Meningococcal****	None	1 dose for children 11 years of age or older upon entry into 6th grade or higher
Varicella* (Chickenpox)	2 doses of varicella vaccine at or after 12 months of age OR current lab immunity OR reliable history of disease	

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

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

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

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

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

### Lice

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

### Medication

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

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

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

### HOME ACCESS CENTER (HAC)

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

Tecumseh Public Schools has taken a step to provide parents with timely information about the progress of their son or daughter's education. Parents and students can log into the Home Access Center (HAC) 24- hours a day/7 days a week from anywhere there is internet service. We have placed a link to this site on our web page (www.tps.k12.mi.us). The information provided in Home Access Center contains many new and exciting features to give the parents and guardians even more information to keep up to date on their son or daughter's progress.

Home Access Center will allow students and their parents/guardians to:

- ✓ Check your student's latest grades.
  - ✓ Receive email alerts when new grades are posted.
  - ✓ Receive emails with school or class information.
  - ✓ See what homework is not turned in and read notes from your student's teachers.
  - ✓ Check your student's schedule.
  - ✓ Verify attendance.
  - ✓ And much more...
- **Attendance** - View your child's attendance information in calendar format, with color-coded absence types. Use the Home Access Center Attendance page to view monthly calendars displaying your child's absences for the entire school year. Days when your child is absent or tardy are highlighted in the calendars with different colors. By moving your mouse over a day in the calendar on which your child was tardy or absent, you can view both the type of absence entered and the period for which the absence was recorded for your child that day.
  - **Class Work Page** - View your child's assignments by class. The overall grade and summary are displayed at the bottom of each class. Teachers will update this section weekly.
  - **Email Alerts** - An email is sent to parents who "opt in" to receive the grade book email reports sent every Friday. To choose to receive email alerts click on the "email alerts tab".
  - **Interim Progress Report (IPR)** - Each Friday, TMS updates students - Interim Progress Report or a weekly snapshot of progress in each class. Showing where your student's grade is at that point in the marking period.
  - **Report Cards** - Select the appropriate Report Card Run at the top of the page. Report Cards are available after each quarter/marketing period.

If you have questions about your students grade for a particular class please call or email that subject area teacher.

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

If a student owes a fine or has not returned borrowed materials, TMS may restrict the students and parents ability to access the Home Access Center until all fines are paid or materials are returned.

## ***LOCKERS***

Students locker information will be listed on their schedule at the beginning of t he year. All students are expected to keep lockers free of graffiti. If a student wishes to post items on the inside of their locker, magnets (and not adhesives) must be used so that the items can be removed without damage to the locker. Students need to know that they have to fit all their 'belongings' in--including winter coats, books, and notebooks and the locker door must be closed. Students should not share a locker or their locker's combination with others. This is one thing each student should be very selfish about---**don't share the locker combination!**

All lockers assigned to students are school district property. At no time does the school relinquish its exclusive control of its lockers. The principal or designee has custody of all locker combinations or locks. Students shall not place a lock on any locker without the advance approval of the principal or designee.

Random searches of school lockers and their contents deter violations of school rules, ensure proper maintenance of school property, and provide greater school security. The principal or designee is authorized to search lockers and locker contents at any time, without notice, and without parental/guardian or student consent.

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

### ***NON-DISCRIMINATION***

Tecumseh Public School District adheres to a policy of non-discrimination for employment and educational placement. No person shall, on the basis of race, color, national origin, sex or disability be excluded from participating in, being denied the benefits of, or be subjected to discrimination during any program or activity. The District complies with Title VI of the Education Amendment Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Michigan Elliott-Larsen Civil Rights Act, and the Persons with Disabilities Civil Rights Act. Administrative guidelines have been developed for the processing of concerns regarding these laws.

### ***PARENTAL INVOLVEMENT POLICY***

Tecumseh Middle School encourages the participation of parents or guardians in the education of their children, as we believe parents are equal partners in the education of their children.

#### **Parental Involvement Plan**

Parent involvement is an important element in the education of all children. Therefore, to implement the parental involvement policy, Tecumseh Middle School will:

Provide information regarding district programs through:

- Back-to-School Night/Open Houses
- MEAP Information Nights
- Parent/Teacher Conferences
- Orientation Meetings
- Team meetings and events
- Family Handbook
- Personal contacts by teachers and counselors
- News releases to local media
- School Web Page updates
- Emergency Alert Now System Alerts

Provide parents timely information about:

- School test results
- Types of assessments
- School calendars posted on our website
- School curriculum
- Emergency school closings
- Schedule changes
- Student promotion requirements

Allow contribution of suggestions and revisions of programs by parents.

Allow parent contributions through the allocation of time at all meetings involving parents.

Include parent representation on Middle School committees and Improvement Teams.



## ***PESTICIDE APPLICATIONS***

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

## ***PHYSICAL EDUCATION***

Students are required to change into appropriate clothing for physical education class. Failure to dress for class or participate in class can result in grade reduction and/or a discipline referral. If a student must be excused from gym for 1 or 2 days, they must have a note signed by the parent or physician. A physician's note is required for limited activity or excusal from PE for three days or more. Students on restriction in physical education classes are still expected to dress and are usually given an alternate or written assignment. Only a physician's written restriction will exempt a student from assigned physical education classes.

## ***PLANNERS***

TMS encourages the use of a daily planner to keep track of assignments and homework. Planners are available for purchase through the school for \$3. Many classes fill out planners at the end of the each day together, - some ONLY writing down homework or things to do. It is very important to stress organization and responsibility, as well as get into the habit of talking about school every night.

## ***RESIDENCY***

Michigan Law permits students to attend school in the district where their parent or guardian resides. Students wishing to enroll in a district other than their resident district must be released from their home school district and be accepted in the new school district. Open "School of Choice" information is available at the Board office. Tecumseh Middle School reserves the right to require proof of residency and/or custody for any student who enrolls in school.

## ***ROBOTICS CLUB***

This is an after school opportunity for students to learn basic robotics. Robots are designed, constructed, and programmed throughout the year. Space is limited, but students in grades 5-8 are welcomed to apply.

## ***SEMLA SPELLING BEE***

Students in 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> grades at TMS may compete within their English classes for a chance to be in the SEMLA Spelling Bee, held in the fall. Five winners from each grade then compete in an eight school competition on a Saturday in November.

## ***SOCIAL/EXTRA-CURRICULAR DANCES AND ACTIVITIES***

Social activities and athletic events are a privilege. Activity participation depends on student behavior, discipline referrals can revoke participation in activities and will result in Saturday School, ISS, or OSS. Students must attend school all day in order to attend after-school functions (except in the case of a properly arranged and documented appointment). Should there be a difficulty and a student is asked to leave an event, he/she will not receive a refund. Further disciplinary action may also follow.

## ***SPORTS***

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

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

### **General Rules of Participation:**

1. Athletes are responsible for all equipment issued to them. It must be returned to the coach at the end of the season.
2. Athletes are expected to attend all games and practices. If they are unable to do so because of illness, injury, or family emergency, the student must contact the coach directly.
3. Good sportsmanship is the required standard for all athletes. Inappropriate language, comments, or gestures will result in the student's removal from that specific contest. Further disciplinary action may also result.
4. Athletes will ride the team bus to and from events. If a student must make alternate arrangements, the parent must fill out a Transportation Waiver (one for the season) and return it to the school. A parent may transport only his/her child and no other students.
5. Zero tolerance (no contact with controlled substances) is the expectation for all athletes for substance use. Should a student come in contact with others who are using drugs, tobacco, alcohol, he/she is expected to leave immediately.
6. 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). The middle school participation fee is \$70 for the first sport and \$40 for the second sport per student-athlete. This must be turned in prior to the first contest and is subject to change or modification.

### **Eligibility for Athletics**

All students must be passing six classes to participate in middle school athletics. Fall sports athletes must be passing six classes after three weeks of the first semester to remain eligible. If academically ineligible, the student will remain ineligible until their grades are checked again in three weeks. If the student is not passing six classes at that time, the student is ineligible for the remainder of that season.

Winter and Spring sports athletes will have their grades checked before their season begins. If they are not passing six classes at that time, they are academically ineligible until their grades are checked again in three weeks. If they are not passing six classes at that time they are ineligible for the remainder of that season.

Students will continue to practice with their teams during the ineligible time period, but they cannot participate in meets, games, or contests, during their ineligible time period. Two grades of D are equal to an E for the purpose of determining eligibility.

## ***TELEPHONE***

Students can use the office phones for medicine, lunch money or in the case of an emergency. (Forgotten homework or PE clothing is not an emergency.) Students who are sick must come to the office. Office staff will contact the parent/guardian/emergency contact to make arrangements.

Cell phones are to be turned off and left in the student's locker.

## ***TRANSPORTATION***

Students walking to and from school must use the sidewalks. Students riding their bikes are to park them in the bike rack and secure them with a lock. Students riding the busses are to behave in an appropriate manner or their riding privileges may be revoked, and they may face further disciplinary action.

## ***VISITORS***

Parents are welcome to observe their child at school. To address safety concerns and to minimize disruptions, please call to prearrange visits with teachers and administrators. All guests entering the building during regular school hours will be required to leave car keys or driver's license before being issued a building ID guest badge. Except for unique circumstances, students from other schools are not permitted to be visitors. In some cases, prearranged visits from former students will be allowed. The school reserves the right to limit all visits due to space availability and time constraints.

## ***WEBSITES***

TMS utilizes the internet for communication to students and parents. The school website is usually updated with the latest information regarding school and activities. Bookmark the address so that you can easily access the website when needed. Each teacher also maintains a website with important dates, homework assignments, links and other helpful classroom information. Links to teacher websites can be found on our Middle School site. ([http://www.tps.k12.mi.us/web/our\\_schools/tms/index.html](http://www.tps.k12.mi.us/web/our_schools/tms/index.html))

## ***WITHDRAWAL FROM SCHOOL***

Students who plan to withdraw from Tecumseh Middle School should have a parent/guardian contact the office at least two days before withdrawal. The student will receive a withdrawal form to be signed by the parent and completed by each teacher. The completed form must be turned in to the office at the end of the student's last day. Students turn in all books to their teachers, pay any fees or library fines, and receive a final grade from all teachers.

## ***Tecumseh Middle School Curriculum Guide 2016-2017***

Classes at Tecumseh Middle School are divided into year-long Core courses of Math, Science, Language Arts, Social Studies, and Advisory. Students are also scheduled into a variety of non-core courses such as Art, Band, Physical Education, Life Skills, Orchestra, and Vocal Music.

Teachers and students are divided into grade level Core teams. Special Education teachers and instructional assistants are also members of the different teams.

Our team of teachers work at all grade levels. Students rotate through their Encore course offerings each semester. Those students who choose to take band or orchestra will have band or orchestra every day and then two other Encore courses through the year.

The school day is divided into team schedules. The teams have the flexibility to structure their daily routine according to the best use of their time and to make changes in the daily schedule as necessary.

There are two counselors here at Tecumseh Middle School. In addition to regular counseling duties, they supervise our testing programs and Special Education.

**SPECIAL EDUCATION-** The students' Individual Educational Plan (IEP) determines subjects that are taught and graded by special education teachers. Therefore, classes taught and graded will vary from student to student each school year. Special education teachers provide progress reports for each of their students.

### **Advisory**

All Tecumseh Middle School students meet with their advisory teacher and fellow advisees during the last 35 minutes each day. They will use some of the time to complete work and clarify directions on work that is being assigned by staff. Occasionally, advisory groups will focus on issues that relate to students in their roles as people, as learners, and as members of the community. The ultimate goal is for students to understand themselves better in each of these roles. Throughout the year, students explore topics as varied as developing personal goals, celebrating accomplishments within and outside of school, and examining the factors that enhance and interfere with their learning.

### **Advanced Conditioning PE**

This class will have a strong emphasis on muscular strength, balance, agility, coordination, conditioning, speed, and explosiveness geared towards improving sport-related skills and overall athlete development.

### **Art**

The 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade classes will be provided with experiences that generate the development of imagination, sensory awareness, visual recall, and fine motor skills.

**5<sup>th</sup> Grade** – The program allows students to further develop an understanding of various media terminology, and techniques in both two and three-dimensional design. Students are also exposed to multicultural and cross-curricular activities to further enhance their learning experience and promote creativity.

**6<sup>th</sup> Grade** – The art program allows the students to apply new techniques to the skills and concepts acquired at previous levels. Students will continue to look at art in their environment and expand their knowledge of individual artists. Respect for different kinds and styles of art will be encouraged.

**7<sup>th</sup> Grade** – The art program allows the students to develop skills in the use of tools and materials, to promote an understanding of art history and art terminology and to stress the importance of developing individual style in solving art problems.

**8<sup>th</sup> Grade** - The art program allows the students to expand in the skills previously acquired by working with new tools and materials. The students will continue to work on art terminology, art history, and individual style.

## **Band**

**5<sup>th</sup> Grade** Band is our beginning band. Any interested 5<sup>th</sup> grade student may join at the beginning of the school year. The 5<sup>th</sup> Grade Band is divided into two classes. One class is made up of flutes, oboes, clarinets, and saxophones, while the other class is made up of cornets, French horns, trombones, euphoniums, and tubas. The two classes combine for performances.

**6<sup>th</sup> Grade** Band is for second-year band students. Students without previous experience playing in band may study privately and test into this band. The 6<sup>th</sup> Grade Band is split into two classes in the same fashion as the 5<sup>th</sup> Grade Band.

**7<sup>th</sup> Grade** Band is for third-year band students. It is a large ensemble that performs high quality literature commensurate with the ability level of the students. Students without previous experience playing in band may study privately and test into this band. The band performs 5 or more times per year, and participates in MSBOA Band Festival.

**8<sup>th</sup> Grade** Band is comprised of the finest wind and percussion players in the 8<sup>th</sup> Grade, and is dedicated to performing the highest quality literature available for concert bands at this ability level. The band performs 5 or more times per year, and participates in MSBOA Band Festival.

## **Choir**

**5<sup>th</sup> Grade** - Students will learn the very basics of the singing voice. They will be introduced to beginning music literacy, including sight singing and ear training. They will be introduced to a variety of musical styles, and may have the opportunity to participate in performances.

**6<sup>th</sup> Grade** - Students will continue to build upon the skills learned in fifth grade Choir. They will develop their understanding of the singing voice; continue to learn music literacy, as well as all aspects of performance. Students will focus on part-singing, while experiencing a variety of musical styles. This ensemble will perform three times throughout the school year.

**7<sup>th</sup> & 8<sup>th</sup> Grade** - In seventh and eighth grade Choir, students will perform high quality literature in preparation for their participation in MSVMA District and State Choral Festivals where applicable. Students develop their vocal abilities and music literacy skills leading to greater appreciation of the art form and a higher degree of performance. This class will concentrate on refining stage presence as well as music reading proficiency. There will be five required performances.

## **Encore Math**

Provides reinforcement of concepts taught in the core math classroom in addition to basic math skills practice.

## **English/Language Arts/Reading**

**5<sup>th</sup> Grade** - The fifth grade ELA program consists of both writing and reading classes. During writing, students will cover four major writing genres throughout the school year: narrative, poetry, persuasion, and research. Students will read quality published examples and publish several pieces of their own in those focus areas, while concentrating on the conventions of standard English grammar. During reading, students will work on skills in both literature and informational text using materials including classroom novels and Daybooks. Comprehension, fluency, and extended vocabulary are practiced throughout the year.

**6<sup>th</sup> Grade** - In Reading, students are focused on reading strategies that will enable them to be lifelong learners. Skills related to the Common Core State Standards are taught through novel studies, Daybook lessons, and reading mini lessons. The Accelerated Reading program is utilized to further develop Silent Sustained Reading comprehension skills. Presentations are used to develop a student's experience and confidence in public speaking

The sixth grade Writing Workshop allows students to develop writing in persuasion, research, personal narratives, and essays as well as topics of their choice. Mechanic and grammar skills are taught as mini lessons and reinforced in the conferencing stage of the writing process.

**7<sup>th</sup> Grade** - Reading, writing, listening, speaking, and visually representing work are the key components of the seventh grade ELA curriculum. The genres studied revolve around the Common Core State Standards for both reading and writing. Mentor texts and novels are used to reinforce the writer's craft.

**8<sup>th</sup> Grade** - English reviews basic grammar. Structural (formal) lessons are taught with an emphasis on transferring that knowledge into a correct written format. Literature, in a variety of forms, is stressed in the 8th grade curriculum, accentuating the short story. Writing composition is another important aspect of this class, utilizing narrative and expository formats. Good study skills and habits are taught and strongly encouraged.

## **Foreign Languages**

Tecumseh Middle School has both French and Spanish language programs. Each language curriculum focuses on the cultures of the people who speak the language being studied, as well as the four skill areas of reading, writing, listening, and speaking. Sample situations in which students will participate include: talking about friends and family, expressing likes and dislikes on topics such as food, music, sports, etc.

High school graduation credit can be earned by students who pass each marking period and each semester exam in Spanish and French. The credit will appear on their high school transcript, but will not be added to their High School GPA. French is also offered as an exploratory Encore class each semester in 6<sup>th</sup> and 7<sup>th</sup> Grades.

## **Guitar - 8<sup>th</sup> Grade**

Beginning Guitar will provide students with instruction on the acoustic guitar in a variety of musical styles. This class is geared toward students with little to no guitar experience, but those who have had guitar experience are welcome as well! Students will learn basic guitar techniques, for both melodies and accompaniments; how to read music, chord charts, and tablature; and provide students with a foundation and resources with which they can continue to teach themselves after this semester-long class ends. Beginning Guitar students will perform one evening concert during the semester as well.

## **Health - 7<sup>th</sup> & 8<sup>th</sup> Grade**

This Health Encore will be a nine week course of study. It will cover topics such as; personal goal setting, avoiding risky situations, consequences of risky behavior, consequences of drugs and alcohol, setting boundaries, and reproductive health education.

## **Life Skills 5<sup>th</sup> – 8<sup>th</sup> Grades**

These classes will help students meet the challenges of their daily lives with confidence. Students will learn basic information and practical skills related to such topics as healthy living, food and nutrition, interpersonal and family relationships, career preparation, setting and reaching goals, babysitting, manners, and money management. Hands on activities will be provided to help students learn how to manage their lives.

## **Math**

Throughout our Tecumseh Middle School program, problem solving and connecting different branches of mathematics are stressed.

**5<sup>th</sup> Grade** - The fifth grade math program consists of a mixture of basic skills, problem solving, and an introduction to algebraic thinking. The program is aligned with the Common Core State Standards and will focus on, but is not limited to the following topics: place value, addition and subtraction of decimals, multiplication and division of whole numbers and decimals, division by one and two-digit divisors, geometry, fractions, measurement, ratios, percents, and probability.

**6<sup>th</sup> Grade** - In Grade 6, instructional time focuses on four critical areas: (1) connecting ratio and rate to whole number multiplication and division and using concepts of ratio and rate to solve problems; (2) completing understanding of division of fractions and extending the notion of number to the system of rational numbers, which includes negative numbers; (3) writing, interpreting, and using expressions and equations; and (4) developing understanding of statistical thinking.

**7<sup>th</sup> Grade** - Students will work with rational numbers, their operations, and algebraic representations then apply these skills to problem-solving situations. They will also work with measurement conversions, area, averages, data displays, equations, functions, geometry, square roots, and probability.

**8<sup>th</sup> Grade** - Students will work with algebraic linear relationships (equations, inequalities, tables, and graphs) and be introduced to non-linear relationships. Students will explore numeric concepts relating to ratio, proportion, and percent as well as exponents, square roots, and irrational numbers. Geometry topics will include Pythagorean Theorem, and area and volume calculations. Students will also work with data analysis and probability.

## **Orchestra**

**5<sup>th</sup> Grade** Orchestra (TSO5) is our beginning Orchestra. Any interested 5th grade student may join at the beginning of the school year. The 5th Grade Orchestra is divided into two classes, both of which include violins, violas, cellos, and basses. The two classes combine for performances. TSO5 performs 5 concerts during the year, one of which is with a Guest Artist.

**6<sup>th</sup> Grade** Orchestra (TSO6) is for second-year Orchestra students. Students without previous experience playing in Orchestra may study privately and test into this Orchestra. TSO6 is split into two classes in the same fashion as the TSO5. TSO6 performs 5 concerts during the year, one of which is with a Guest Artist.

**7<sup>th</sup> Grade** Orchestra (TSO7) is for third-year Orchestra students. It is a large ensemble that performs high quality literature commensurate with the ability level of the students. Students without previous experience playing in Orchestra may study privately and test into this Orchestra. TSO7 performs 5 or more times per year, one of which is with a Guest Artist, and participates in MSBOA Orchestra Festival.

**8<sup>th</sup> Grade** Orchestra (TSO8) is comprised of the string players in the 8th Grade and is dedicated to performing the highest quality literature available for concert Orchestras at this ability level. TSO8 performs 5 or more times per year, one of which is with a Guest Artist, and participates in MSBOA Orchestra Festival.

## Physical Education

The goal for all students in the Middle School is to learn the importance of cardiovascular endurance and total physical fitness. Only a doctor's restriction will excuse a student from physical education or fitness. The students are taught a wide variety of games with an increased emphasis on individual skills by the eighth grade level.

## Science

**5<sup>th</sup> Grade** - Fifth grade students will study vertebrates and invertebrates, ecosystems, biomes, and many different systems within the human body. The students will concentrate on the earth sciences and study the various relationships of these things throughout the year.

**6<sup>th</sup> Grade** - Throughout the middle school years, students will be provided with the opportunity to engage in full inquiry experiences that include raising a question based on observations, data sets, and/or research, designing an investigation, gathering information through observation and data collection, analyzing and evaluating information, engaging in science discourse, and formally presenting their findings. Students will receive guidance and practice in the identification of variables and controlling more than one variable in an investigation. They will receive clarification in recognizing the difference between a scientific explanation and evidence. They will begin to recognize science as a means of gathering information and confirming or challenging their current beliefs about the natural world, the effect humans and other organisms have on the natural world, and begin to design solutions through science and technology to world challenges. Sixth grade students will study four main units in the area of physical science. These include matter, electricity and magnetism, forces and the laws of motion, and types of energy and resources. In the area of life science, students will study the nervous and endocrine body systems, as well as plant and animal reproduction.

**7<sup>th</sup> Grade** - The following objectives will be covered in 7th grade science: Describe how scientific theory traces possible evolutionary relationships among past and present life forms. Explain how new traits might become established in a population and how species become extinct. Describe common patterns of relationships among populations. Describe how organisms acquire energy directly or indirectly from sunlight. Demonstrate evidence that all parts of living things are made of cells. Compare and classify organisms into major groups on the basis of their structure. Describe and identify surface features using a map. Explain how rocks are formed and broken down, how soil is formed and how surface features change. Explain how rocks and fossils are used to understand the age and geological history of the Earth. Explain how technology changes the surface of the Earth.

**8<sup>th</sup> Grade** - The course covers the areas of water, weather, the universe, and sound and light. Supplemental lessons in technology and principles of engineering are also touched on throughout the year. Students will be developing skills to assist in preparing them for success in high school science. Skills included in this course are: note-taking, test-taking, hands-on science activities, group and individual assignments and projects. The science MEAP test is also administered during the first semester.

## Social Studies

**5<sup>th</sup> Grade** - The fifth grade social studies program includes the history and geography of the United States from the last ice age to the American Revolution. Some of the topics covered include American Indian cultural regions, Europeans in the New World, colonization, declaring independence from Great Britain, and the Constitution/Bill of Rights. All classes will be using the Social Studies Alive! America's Past program, which engages students by role-playing, creative simulations, group projects, and writing activities.



**6<sup>th</sup> Grade** - Sixth grade students will explore the tools and mental constructs used by historians and geographers. They will develop an understanding of Ancient World History of Rome and Greece. Additionally, they will study contemporary geography of the Western Hemisphere. Students are given intensive work with maps, graphs, and charts. Contemporary civics/government and economics content is integrated throughout the year. Students are involved in current event issues which may include the use of the "Channel One" television newscast, newspapers, and other news media to help them stay abreast of global concerns and to become aware of their place in the world.

**7<sup>th</sup> Grade - Geography** - The students study the Eastern Hemisphere. The students have the opportunity to explore Europe, Asia, Africa, and Australia. When studying a given country or region, an emphasis is placed on culture or diversity of cultures, human-environment interaction, the cause and effect of conflicts, and mapping skills, which includes analyzing and interpreting charts and graphs.

The implementation of the geography curriculum will employ a variety of instructional methods, including an emphasis on technology and on project learning. In geography, the textbook is a unifying resource for students to utilize in their research for information specific to the Eastern Hemisphere. Computer research involving the use of the Internet is another supporting factor. Developing a global perspective is the ultimate goal, and using a broad knowledge base helps to achieve that goal.

**8<sup>th</sup> Grade History** - The history curriculum uses the History Alive! textbook The United States Through Industrialism and covers the following themes in U.S History: the American Revolution and the Constitution; growth of the new nation and westward expansion; reform movements and growing divisions between the North and South; the Civil War and Reconstruction; the removal of Native Americans across the west; and the rise of industry. Special emphasis is placed on the Battle of Gettysburg and a field trip to Gettysburg, Pennsylvania is scheduled for late April or early May of each year.

**TEAM – 5<sup>th</sup> & 6<sup>th</sup> Grade** - Students will be challenged with project and problem solving activities. This semester course extends the TEAM experience started in the elementary schools.

#### **Yearbook – 8<sup>th</sup> Grade**

Students will organize, plan, and create the yearbook for Tecumseh Middle School. Students may be given duties such as photographing events in and out of school, creating and administering surveys, compiling and editing information to be included in the yearbook. This experience will take place "as needed" during the advisory period.

#### **Yoga – 7<sup>th</sup> & 8<sup>th</sup> Grade**

Through a variety of poses yoga promotes fitness, flexibility, balance, coordination and muscle strength, while helping students to improve concentration and relaxation.

## ***TITLE 1 SCHOOL- PARENT-STUDENT COMPACT***

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

This school-parent compact is in effect during the 2016-2017 school year.

### **School Responsibilities**

#### **Tecumseh Middle School will:**

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards with additional supports such as: Title 1 Math and Reading Encore, Co-taught classes, mentoring programs.
- Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be: Fall Conferences in October or November and Mid-Winter Conferences in February.
- Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows: Home Access- Online and updated weekly and Quarterly Report Cards- Online (paper copies available on request)
- Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents during team meeting times, by scheduled appointments, and/or through staff email as listed on the Tecumseh Public Schools website.

Email addresses and telephone numbers of Title 1 teachers:

Jan Garner Title 1 Math:	<a href="mailto:jgarner@tps.k12.mi.us">jgarner@tps.k12.mi.us</a>	517-423-1105 x6325
Lisa Shirk Title 1 Reading:	<a href="mailto:lshirk@tps.k12.mi.us">lshirk@tps.k12.mi.us</a>	517-423-1105 x6339

- Provide parents opportunities to volunteer and participate in various events at Tecumseh Middle School. These may include: Chaperone a field trip, participate in online surveys, assist with the Scholastic Book Fair, be a guest speaker, make donations as needed and/or help with special school/classroom activities.

### **Parent Responsibilities**

#### **We, as parents, will support our children's learning in the following ways:**

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

## Student Responsibilities

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

- Do my homework every day and ask for help when I need it.
- Be respectful and cooperative with teachers and other students.
- Be in school.
- Report to class prepared and on time.
- Assist parents in use of Home Access Center and teacher websites.
- Read at least 20-30 minutes every day outside of school time.
- Give my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

Teacher

Date

Parent

Date

Student

Date

# Receipt of Handbook Acknowledgment of Policies 2016-2017

Please sign and return by September 12, 2016.  
Thank you for your prompt attention to this matter.

Student Name(s):

(Please print)

Grade(s):

Home Address:

(Number and street name)

(Town)

(Zip)

Telephone Number:

(Area code) xxx-xxxx

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

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Parent/Guardian Signature

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Date

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Student(s) Signature

---

Date

---

Student(s) Signature

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Date

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(All children attending Tecumseh Middle School must sign)

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Date

The Tecumseh Middle School will be communicating important information to families through email whenever possible in order to be more cost effective and efficient. In order to be sure that you do not miss any important information, please provide us with a working email at which you will receive communication, such as newsletters, building updates, reminders, etc.

Most often used home/office email addresses:

(1<sup>st</sup> email – by whom: \_\_\_\_\_)

(2<sup>nd</sup> email – by whom: \_\_\_\_\_)

If you do not have access to email, please call the office at 517-423-1105.