

TECUMSEH HIGH SCHOOL

901 N. 13TH Street
Tecumseh, OK 74873
phone: 405-598-2113 fax: 405-598-2432
Website: *tecumseh.k12.ok.us*

WELCOME

On behalf of the Tecumseh High School, the administration, and staff, and I would like to welcome you back. The main purpose of coming back to school is to:

1. Better yourself
2. Learn proper behavior and attitude. Your teachers, counselors, and principals can guide you, however, "you" must do your part. (Remember, school is an extension of our society and hopefully school will prepare you for that society you will live in.)
3. Develop good work and study skills
4. "Accentuate the POSITIVE"

Remember, a good student:

1. Respects other students and teachers.
2. Refrains from using unacceptable words or profanity.
3. Is punctual and comes to school regularly.
4. Pays attention.
5. Does his or her schoolwork and tries to get good grades.
6. Respects school property.
7. "Accentuates the POSITIVE"

Do not hesitate to talk to us if you have a concern, question, or problem. Best wishes for a successful school year!

INTRODUCTION

The following handbook/agenda is a general guide for the Tecumseh High School student. It is not all-inclusive, but should answer most questions about the every day business of the school. All students are held responsible for knowing and abiding by the regulations in the Student Handbook.

Tecumseh High School operates under the rules and regulations of the State Department of Education with specific authority for the policies resting with the local board of education. The local board has the authority to make certain policies, which they feel represent this community's priorities and desires as long as they operate

within the framework of the established state statutes and regulations governing public schools. The Tecumseh Board of Education has, therefore, given approval to all policies and regulations set forth in this handbook.

HOW TO USE THIS Handbook AND Agenda:

Aim high. Reach for the sky. You can do anything you want with your life if you set your mind to it. Believe it or not this student planner can help.

You see, life is challenging. There are always a lot of important things to do, a lot to know, and a lot to remember.

But that's okay because this student planner can help you remember the things you need to do and know, and take the pressure off of keeping track of them.

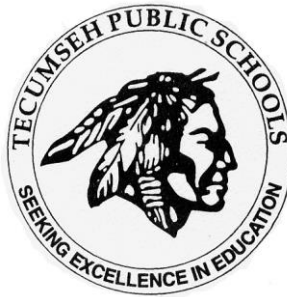
Here's how to use your student planner:

Monthly calendar

Use your monthly calendar pages to keep track of special events and your personal appointments. Jot down everything--team practices, birthdays and haircut appointments. The monthly calendar also is a good place to track long-term assignments, like that term paper that's due next month.

Weekly calendar

Use this area to jot down your assignments in class as soon as you get them. If an assignment given on Thursday is due on Tuesday of next week, flip over to that week and jot it down there, too. Take it a step further, and note on Monday that this assignment is due the next day. Put a * by those items that are most important, or you may want to rank them as 1,2,3, or 4, with 1 being the most important. When a task is completed, check it off in the small checkbox. Carry forward to the next day the items you don't finish. You may want to use the weekly calendar for breaking down the parts of a long-term assignment. You also could use it to record grades or part of the day's events.



Tecumseh Public School's Mission Statement:
"EMPOWER ALL STUDENTS TO BECOME SUCCESSFUL
PRODUCTIVE CITIZENS IN A CHANGING GLOBAL SOCIETY"

THIS STUDENT HANDBOOK/AGENDA BELONGS TO:

NAME_____

PHONE_____

ADDRESS_____

GRADE_____

SCHOOL PRIDE

Tecumseh Public Schools have a fine tradition. This school will be whatever you make it. Make the most of the opportunities present and maximize your benefit from the experience. Always be proud, be diligent, and be conscious of Tecumseh High Schools proud traditions. Let us always have the spirit to do the things that will make Tecumseh High School outstanding. **SAVAGE PRIDE** is a slogan adopted by Tecumseh to represent their attitude toward their school program. We feel that anyone who wears the black and gold must adopt this slogan and **LIVE SAVAGE PRIDE**.

SCHOOL COLORS

The Tecumseh High School colors are black and gold.

SCHOOL EMBLEM

The Tecumseh High School mascot is the term "**SAVAGES**."

SCHOOL SPIRIT

School spirit may be divided into three categories:

- 1) Courtesy - toward teacher, fellow students, and the officials of school athletic activities.
- 2) Pride - in everything our school endeavors to accomplish and has accomplished, in its appearance, in its activities and programs, and in your individual role, in assuring pride is reflected.
- 3) Sportsmanship - the ability to win and lose gracefully in all areas of extracurricular activities. School spirit means loyalty to all functions of the school. A loyal student not only supports the activities of the school but does his/her best in the areas of scholastic achievement.

CIVIL RIGHTS COMPLIANCE/NONDISCRIMINATION

In a continuing effort to assure Tecumseh Public Schools is in compliance with all Civil Rights Laws, the following policy is followed.

The Tecumseh Board Education complies with the Civil Rights Laws (Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973) in assuring the students, parents and employees of District I-92 that the district does not discriminate on the basis of race, color, sex, national origin, handicap, religion or age in any of its programs, services, financial aid, or employment. The High School Principal is designated by the Board of Education to coordinate the school district's efforts to comply with this assurance.

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BLOCK TIME SCHEDULE

First (1 st) ENCORE	8:15 A.M. - 8:30 A.M.
First Period	8:35 A.M. - 10:00 A.M.
<i>Nutrition Break</i>	10:00 A.M. - 10:15 A.M.
Second Period	10:15 A.M. - 11:40 A.M.
Second (2 nd) ENCORE	11:45 A.M. - 12:00 P.M.
Lunch	12:00 P.M. - 12:35 P.M.
Third Period	12:35 P.M. - 2:00 P.M.
Fourth Period	2:05 P.M. - 3:30 P.M.

Every student will be enrolled in all four blocks. Encore will be used for educational enrichment and additional help as deemed necessary by the instructional staff.

Tecumseh High School Daily Bell and Bus Schedule

Class work begins each day at 8:35 a.m. and ends at 3:30 p.m. All times correspond with the Arvest Bank Time and Temperature.

8:15 a.m.	First (1 st) ENCORE
8:30 a.m.	Warning bell
8:35 a.m.	1st period tardy bell
10:00 a.m.	1st period dismissal
10:15 a.m.	2nd period tardy bell
11:40 a.m.	2nd period dismissal
11:45 a.m.	Second (2 nd) ENCORE-Tardy
12:00 a.m.	ENCORE - dismissal/lunch bell
LUNCH	
12:25 p.m.	Lunch warning bell
12:35 p.m.	3 rd period tardy bell
2:00 p.m.	3 rd period dismissal
2:05 p.m.	4th period tardy bell
3:30 p.m.	End of School

Students having class across campus will be dismissed by the period dismissal bell. All students transferring from school to school by car should be in class the same time all bus students are. If not, they are considered tardy.

Activity Schedule A.M./P.M.

<u>A.M. Activity Schedule</u>	<u>P.M. Activity Schedule</u>	<u>Pep Assembly Schedule</u>
1 st 8:35 - 9:40 65	3 rd 12:35-1:40 65	1 st block - 8:35 - 9:40 a.m.
9:55 - 10:35 40	4 th 1:45-2:25 40	2 nd block - 9:45 -10:25 a.m.
2 nd 10:35 -11:40 65	2:30-3:30 60	Pep Assembly 10:30-11:40a.m.
<i>Nutrition Break</i>		3 rd block - 12:35-1:35p.m.
<i>(9:40 to 9:55)</i>		4 th block - 1:40 -2:40 p.m.
		Pep Assembly 2:45 - 3:30 p.m.

WEATHER / EMERGENCIES

If weather threatens to close school, listen to KGFF, Shawnee, and the OKC television channels for announcements. Periodically throughout the year, we practice emergency drills so teachers and students will know exactly what to expect in emergency situations, involving weather or fire. If communications and phone lines are obstructed, please contact the school board office, at 598-3739. The board office would have important information regarding the school. When weather conditions or closing of school emergencies requires closing of school, Principal/ or Department heads will notify teachers.

1. Announcements will also be on KGFF & the TV stations 4,5&9.
2. Students should listen for these announcements.

Family Educational Rights & Privacy Act

To the Parents:

In compliance with the Family Educational Rights & Privacy Act you are hereby notified:

1. It is the right of a student's parents and eligible students, those 18 years old or older, to inspect and review the student's education records.
2. It is the intent of the Tecumseh School District to limit the disclosure of information contained in a student's education records except:
(1) By the prior written consent of the parent or the eligible student, (2) As directory information, or, (3) Under certain limited circumstances, as permitted by the FERPA.
3. The student's parent or an eligible student has the right to seek to correct parts of the student's education record which he or she believes to be inaccurate, misleading, or in violation of students' rights. This right includes the right to a hearing to decide not to alter it according to the parent or eligible student's request.
4. It is the right of any person to file a complaint with the U.S. Department of Education, if the Tecumseh School District violates the FERPA.
5. Copies of the complete FERPA policy may be obtained by contacting Mr. Tom Wilsie, Superintendent, at 598-3739.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language. Tecumseh Schools maintain the following educational records in the following locations.

EDUCATIONAL RECORDS

<u>RECORDS PERSON</u>	<u>LOCATION</u>	<u>RESPONSIBLE</u>
1. Health Records	Individual Buildings	Principal
2. Permanent Grades (Transcripts)	Individual Buildings	Principal
3. Confidential Special Education Records	Individual Buildings	Principal
4. Permanent Records Superintendent	Board of Education	
5. Attendance Registers (Current)	Individual Buildings	Principal
6. Attendance Registers Superintendent	Board of Education	

STUDENT DIRECTORY INFORMATION

The Tecumseh School District proposes to designate the following personally identifiable information contained in a student's education record as "directory information," and it will disclose that information without prior written consent. Individual parents or guardians who do not wish directory information released please advise the school in writing.

1. The student's name
2. The names of the student's parents
3. The student's date of birth
4. The student's class designation (i.e., first grade, twelfth grade, etc.)
5. The student's extra curricular participation
6. The student's achievement awards or honors
7. The student's height and weight if a member of an athletic team.
8. The student's photo for honors, awards and extra curricular participation.

Asbestos Hazards

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the inspection of all buildings in the Tecumseh School District for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public review. You may examine the plan, located at the Superintendent's office and at each campus, upon request.

Tecumseh Public Schools annually notifies all parents, patrons, teachers, and employees by newspaper. Additionally, information regarding any asbestos related activities planned or in progress, will

be disseminated by handouts when they arise. Any asbestos containing material identified in our management plan is checked regularly by the schools staff to identify any changes in the material , which could cause a health hazard. The school will continue to monitor any asbestos containing material as defined by EPA guidelines. If changes occur, the school asbestos coordinator will notify the appropriate people as required by law.

ELIGIBILITY FOR ENROLLMENT

To be eligible to attend Tecumseh Public Schools, a student must live in this district with a parent or guardian or must have a valid transfer. If you are in doubt, please check at the office before enrolling. Students who do not qualify to attend Tecumseh Schools will not be allowed to attend school here. You will be asked to provide **proof of your residence, shot records, transcript, birth certificate, and proof of legal guardianship** (*if applicable*) for your student.

NEW STUDENTS ENTERING TECUMSEH HIGH SCHOOL

For pupils new to the Tecumseh Public School System, the following items are needed in order to complete the regular enrollment procedure:

1. **Birth Certificate**
2. **Immunization record** signed by a physician
3. **Transcripts** or other official information from the sending school for children attending another school previously.
(Parents will be requested to sign a release for records from previous school. Withdrawing from the previous school will be required.)
5. **Proof of Residence**- (Utility bill (gas, electric, city), rental receipt or lease)
6. **Custodial Papers OR Legal Guardianship Papers** (When needed)

Enrollment at Tecumseh High School will not occur if any of these enrollment requirements are in question.

STATE IMMUNIZATIONS LAW

For School Entry:

Acceptable evidence of adequate immunizations is a record provided by a licensed physician or public health authority that clearly indicates which immunizations have been received, the dates they were administered, and the signature or stamp of the physician or public health clinic that administered the immunizations or interpreted the child's immunization history. Adequate immunization is defined as having had at least 3 DTP - TD shots, 3 doses of polio vaccine, 2 doses of measles vaccine received on or after the 1st birthday and 1 dose each; rubella vaccine received on or after the child's 1st birthday. The State Board of Health deleted the rubella waiver for females over 12 and added mumps vaccine to the list of required immunizations for students attending Oklahoma Schools for the first time at its July, 1987 meeting. On February 8, 1990 the 2 doses measles requirement was added for children entering school for the first time, either kindergarten or first grade. Beginning in 1997-98, 7th graders will be required to have the Hepatitis "B" shot series. Effective in 1998-99, 7th graders will be required two doses of Hepatitis "A" shot series.

ATTENDANCE POLICY

A good attendance record is an important factor in achieving and maintaining a successful school experience. **Pupils in Tecumseh High School are expected to attend whenever school is in session and parents are responsible, by law, for the regular attendance of their child.** The school will assist the parent in carrying out this legal responsibility. Parents should call the High School **Attendance Office** whenever the student will be absent (598-2113) or preferably, the **Attendance Line (1-866-304-0722)**. When it is known that a student will be absent in advance, the parent should notify school authorities and ask for verification prior to the day of the absence. **Students will be counted absent if they are absent two or more hours out of any half-day.** Tardies can interfere with a student's attendance because a total of three tardies equal one day absent. Students entering a class within the first twenty minutes of that class will be considered tardy. Entry into any class after the first twenty minutes of that class will be recorded as an absence for that period.

Students are expected to be in school except in cases of an emergency or for reasons as explained in the code below. This code lists the following as the only legal excuse for absence from school. (Documentation must be provided if the following occurs)

Excused Absences:

- 1. Personal illness** - The school requires the certificate or note (or copy of prescription) from a doctor if it is to be excused.
- 2. Illness in the family** - All schoolwork should be kept current and a doctor's statement is needed.
- 3. Quarantine in the home**-The absence arising from this condition is limited to the length of the quarantine as fixed by the proper health official.
- 4. Death of a relative** -The absence arising from this condition is limited to three days, unless reasonable cause may be shown by parent or guardian for a longer absence. Please provide the school with a copy of the obituary or funeral announcement upon your child's return to school.
- 5. ANY OTHER REASON MUST BE EXCUSED BY THE SCHOOL PRIOR TO THE ABSENCE.**
- 6. Sent home by the school nurse or school personnel** because of injury, illness, or fever.
- 7. Oklahoma Statutes, Section 10-106 says, in part: "If a child is absent without valid excuse four (4) or more days or parts of days within a four-week period, the parents shall be notified. If the child is absent for ten (10) or more days or parts of days within a semester without valid excuse, such absences shall be reported to the district attorney."**

Unexcused Absences:

Any time a student is not in school, except for those reasons listed under excused absence, they are assigned an unexcused absence. The attendance office expects a call letting the school know that the absence is verified and the student is not truant and the parents are aware that the student is not in school for the day.

The absences that do not fall into one of the seven excused absence categories listed on page 12 are still classified as unexcused. If a student is absent and one of the seven excused absences categories does not apply, then we expect the parent to call and verify the absence of the student that is absent. Students are only allowed 7 parent verified absences (not including any of the seven excused absence categories listed on page 12) in one block before it affects the student's grade. Absences for the current block will allow for the student to complete and turn in work from their absence for credit in their courses following the absent work policy.

Truancy:

Those absences including missing school or a class without the knowledge and consent of parents or guardians, leaving school without being officially checked out through the attendance office by a contact listed in the computer, staying away from school without notifying the school, etc...

Steps to follow when absent

All class work missed during an **excused absence OR for a parent verified absence** may be made up. Suspected abuse of the attendance policy may require medical verification in addition to parent verification. It is the student's responsibility to check with the teacher for make-up work. Students will pick up makeup work during **Encore**. Students are given the number of days absent plus one to make up for excused absences. A student present at the time an assignment is made is responsible for the assignment upon returning from an absence except by arrangement with the teacher.

1. Have parent or guardian phone the school and inform the office of your absence before 10:00 a.m.
2. Have parent or guardian write a note explaining the absence(s) giving your name, date, days of absence, reason for absence and his/her signature.
3. Present your explanation to the office.
4. Ask your teacher for make-up assignments. Assignments that are not made up will be reflected in your grade. (Each student is responsible for seeing that make-up work is completed.)
 - a. Homework will be sent home for absent students in cases of lengthy illness. Homework can be made up for shorter illnesses when the student returns to school.
 - b. Any student who misses work with an excused absence, will be allowed the same number of days absent plus one to make up his/her assignments. (For example, if a student misses two days, he/she will have two days for make-up and the work is **due** the third day.)
 - c. Students who know in advance of an absence (trip etc.) will be allowed to get their assignments from their teachers before they leave.
5. If absence is due to work, travel, etc., parents or guardian should notify the school.

If you have a long-term illness or are totally disabled, you may have your work sent home after 3 days. A call to the school counselor and also the attendance secretary should be

made if you wish your assignments sent home.

Pre-Arranged Absences

Trips/or other absences deemed unavoidable by school authorities shall be excused provided arrangements are made in advance, and school authorities are notified. They will count in the total absences for the quarter or credit.

There will be no make-up work credit for unexcused absences that are NOT verified by the parent or guardian. A zero will be recorded for work missed. Failure to make up work after an excused absence will result in a zero being recorded for work missed. (Contingent upon current school board policy and legislation.)

ABSENCES AND CREDITS

Nine weeks block credit will not be received in a class after a total of 8 unexcused absences that are not verified by the parents or guardian. The 8th absence will result in failure. Punishment for unexcused absences that are not verified will be addressed in the truancy section of this handbook.

***Upon the 8th absence, a student who is passing the class with a 60% or better will receive a 59% for that block (If the student is making lower than a 59% prior to the 8th absence, then that grade will be his/her block grade.). The student's success on the semester exam will determine whether the student will ultimately receive credit for the semester.**

Should the excessive absences occur in two or less periods, intervention will be locally through in-house, parental conference or detention, etc. Credit will not be received in the individual class. All absences will be totaled. Parents will be notified if a student is failing because of attendance. The exceptions are as follows:

- 1) A student that has a statement from the doctor explaining the dates of illness.
- 2) A death of immediate family member.
- 3) Extenuating circumstances approved by Principal and the Review Committee.

NOTE: ALL UNEXCUSED ABSENCES WILL BE DEDUCTED FROM ALLOWED EXCEPTIONS TOTALS.

TREATMENT OF ABSENCES

Parents will be receiving reports from the school on all absences (excused and unexcused) at intervals. Also, attempts will be made to contact parents the day of any absence. For any student who is absent 10 days or parts of days within a 4-week period without an excuse from the parent, we must notify the District Attorney.

Students receiving attendance letters will be referred to counselors as appropriate.

ACTIVITIES ABSENCES

The Superintendent and Board of Education shall annually review the scheduling of activities so that minimal interruptions occur in the instructional program of a student.

PENDING ABSENCES

The Pending Absences list will be prepared daily including the names of all students whose absence is unaccounted for or unexcused. Only students whose name appears on the Pending Absence list should come to the office for clearance and admits.

A parent call is preferred. Phony notes will result in suspension until a parent conference is held. Students suspended for attendance may complete the rest of the school day except in emergency situations however, the student will not be admitted thereafter without a parent conference. Please avoid the Pending Absence lists by having your parent call the school when you are absent.

IF YOUR NAME IS ON THE PENDING LIST THREE TIMES AND THE REASON FOR THE ABSENCE IS UNEXCUSED AND UNACCOUNTED FOR YOU WILL BE SUSPENDED UNTIL YOUR PARENT COMES FOR A CONFERENCE OR A MAXIMUM OF THREE DAYS. A CITATION MAY ALSO BE GIVEN TO THE STUDENT IN THIS SITUATION.

SUSPENDED DAYS COUNT IN YOUR TOTAL OF ABSENCES.

TARDIES AND LATE ARRIVALS

Tardies can affect both academic standing and school status. Most tardies are unexcused. Tardies can interfere with a student's attendance because a total of three tardies equal one day absent. Students entering a class within the first twenty minutes of that class will be considered tardy. Entry into any class after the first twenty minutes of that class will be recorded as an absence for that period. **EVERY THREE TARDIES WILL BE CONSIDERED AN ABSENCE WHEN AWARDING ATTENDANCE CERTIFICATES. Being tardy to classes will result in consequences such as encore for the first three tardies. Lunch detention will occur after the 4th tardy and that can lead to in-school detention, and/or a citation with a court date and monetary fine.**

If you have been detained in the office, or by a teacher, ask for an admit from the teacher who detained you before going to the next class. It will be the teacher's duty to keep the office informed of the student's lateness. Students will be assigned ENCORE for each tardy.

Each 18 week term (Aug. – Dec. and Jan. – May) of tardies to class will be handled in the following manner:

Tardies 1-3	The student serves Encore with their teacher
Tardies 4-6	Lunch Detention is assigned
	4 tardies – one day lunch detention
	5 tardies – two days lunch detention
	6 tardies – three days lunch detention
Tardies 7-9	7 tardies – 1 day ISD
(possible	8 tardies – 2 days ISD
citation)	9 tardies – 3 days ISD
Tardies 10-11	Truancy Citation/Parent meeting required with administrator

Repeated violation will result in further disciplinary action. The discipline may include any of the several discipline alternatives depending on the circumstances and ENCORE assignment.

IMPORTANT: THREE TARDIES WILL BE COUNTED AS ONE ABSENCE. All tardies are counted in these totals. Excessive tardiness may result in disciplinary action.

Outstanding Attendance

Perfect attendance means a student has not been absent from school. Tardies can interfere with a student's attendance because a total of three tardies equal one day absent. Students entering a class within the first twenty minutes of that class will be considered tardy. Entry into any class after the first twenty minutes of that class will be recorded as an absence for that period. **EVERY THREE TARDIES WILL BE CONSIDERED AN ABSENCE WHEN AWARDING ATTENDANCE CERTIFICATES.**

Occasionally, the question of "excused absences" arises. The only absences that do not count against perfect attendance are those that occur: 1) When a student is gone on a school-sponsored activity, and 2) When a student is actually "showing" at the stock show or fair.

EXCESSIVE TARDINESS MAY AFFECT ATTENDANCE AWARDS.

Students on school-sponsored trips will be counted as if they were in attendance at school. An exception is if they have already missed their allotted 10 days for activities. Then, any absence can count against them and they will receive no attendance certificate.

Students participating in 4-H and missing school for those activities will be counted absent on the rolls. If those absences are their only ones for the year, however, they are still eligible for an attendance certificate.

Since most awards assemblies are during the last two weeks of school and time must be allocated to prepare certificates, the cut off date for attendance awards is two weeks before school ends.

VISITORS

All visitors must report to the office, including parents or guardians. Visitors in general are not allowed at Tecumseh High School. However, when visiting is requested, such persons should be directed to the main office for the purpose of obtaining a "Visitor's Permit." Visitor's permits will not be issued during class time or during a testing period. Parents, guardians, and adult patrons of the school district are welcomed at any time. They must also report to the office. Visitor passes are issued through the attendance and main office only.

CHECKOUT PROCEDURES & LEAVING SCHOOL GROUNDS

Any student desiring to leave school during the day must check out through the attendance office. This includes students who become ill or need to leave for other reasons. **A student must have the parent's approval before leaving the school grounds for any reason (parent approval does not excuse the absence, but it does verify the absence).** Students not returning after lunch must have parents contact the school and clear the absence. Failure to check out properly will result in an unexcused absence. Teachers are not to release students to parents or guardians without the Principal's permission and notification.

In order for a student to checkout of school, he/she must leave the school campus. Students will not be allowed to checkout by phone calls or notes to attend school functions being held on school campus (ex: baseball games, track, tennis matches). However, attendance will be permitted if a parent comes into the office and picks up his or her child and personally escorts and remains with the student at the event. This will be the only exception to the checkout policy.

ATTENDANCE / ACTIVITIES POLICY

The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes the student from the classroom shall be ten (10) for any one-class period of each school year. Details of this state law which extend this number to no greater than (15) will be reviewed by committee. Excluded from this number are state and national levels of school sponsored contests. State and national contests are those for which a student must earn the right to compete. (The criteria for earning the right to represent the school in any activity or contest must be submitted in writing by local

school sponsors and approved by the local board of education.) Policy reviewed annually.

Any student who exceeds the 10-day activity absence rule will be counted absent from school. The exemptions are as follows:

- 1) Local school testing programs
- 2) School assemblies & special programs
- 3) College representatives & Vo Tech.
- 4) Interscholastic meets
- 5) OSSAA sponsored activities
- 6) Gifted & Talented & Special Ed. Activities

AIDS EDUCATION / CONTAGIOUS DISEASES

Tecumseh High School is in compliance with Oklahoma State Law (70. O.S. 1987 11-103.3) annually provides Aids Prevention Education. The state mandate requires Aids Prevention be taught once during grades 10th - 12th. Curriculum is available for review. Exemptions from having the instruction must be made in writing. The curriculum may be reviewed by parents at a public meeting held at least one month prior to instruction.

The law also provides that any student afflicted with a contagious disease or head lice may be prohibited from attending school until a health professional certifies that the student is no longer contagious.

TECUMSEH HIGH SCHOOL ACTIVITIES ORGANIZATION & SPONSORS 2015-2016

Superintendent	Tom Wilsie
Assistant Superintendent	Julie Dawson
Principal	Danny Sterling
Assistant Principals	Randy Dilbeck/Rodney Buss

Counselors 10th & 11th grades	Melissa Poole
9th & 12th grades	Erin Meyers

<u>Athletics:</u>	
Football	Jason Murray/Aron Percy/ Chuck Peot/Bryce Nelson/Don Wiley/Ed Sweeny

Boys Basketball	Eric Litherland/Bill Grogan/Justin Williams
Girls Basketball	Sarah Percy/Eldon Gentry
Baseball	Jeff Shafer/Roger Mize
Softball – Fast Pitch	Chad Trahan/Perry Wilson
Softball – Slow Pitch	Perry Wilson/ Amy Shelby
Track/CrossCountry	J.R. Murray/Kortney Ozment /Bryce Nelson
Tennis	JenniferMcKnight/Mitchell DeShazer

Wrestling
Volleyball
Boy's Golf
Girl's Golf

Roger Roberts/Don Wiley
Kortney Ozment/Melissa Poole
Chad Trahan
Bill Grogan

Organizations & Clubs:

Academic Team

Virginia Weir/ Toni Henry

Art Club
Band Director
Assistant Band Director
Beta Club
ECO/Science Club
FCA
FFA
FCCLA
Freshman Cheerleaders
Gifted/Talented Coordinator
High School Cheerleaders
Link Crew
National Honor Society
Spanish Club
Student Council
Vocal Music
Assistant Vocal Music
Yearbook
Youth Alive

Jennifer Cox
John Outon
Bailey Vaughn
Debbie Humphrey/Jessica Utter
Mary Keck/Robin Haworth
Bryce Nelson
Kendall Whittington/KennyLedford/Dodge Nichols
Christina Spurgin
Debbie Humphrey
Jennifer Cox
Tracey Forrester
Counselors
Gina Sampson
Troy Fullerton
Lori Wilsie/Toni Henry
Josh Coats
Cheryl Blankenship
Staff
Gayla Higgins

ACCREDITATION

Tecumseh High School is accredited by the Oklahoma State Department of Education and by the North Central Association of Colleges and Secondary Schools.

SCHOOL PICTURES

Each year school pictures are taken shortly after the opening of school. All students must have pictures taken even if they do not plan to purchase them. This allows the school annual to be complete. To have their pictures included in the yearbook and on the senior panel, all seniors must have a picture taken at Tom Flora Photography.

ACADEMIC ENRICHMENT PROGRAM

The academic enrichment program includes courses, which have been weighted because of their difficulty; therefore, these classes will be graded on the following weighted grade scale.

A = 5 points

B = 4 points

C = 3 points

D = 2 points

F = 0 points

The accelerated classes offered which will receive the weighted grade points during 2014-2015 include:

- | | |
|---|-------------------|
| 1) Trigonometry | 6) Physics |
| 2) Pre-AP English at the 9 th & 10 th Grade Level | 7) Chemistry II |
| 3) AP English at the 11 th & 12 th Grade Level | 8) Pre-AP Biology |
| 9) AP Biology | |
| 4) AP Calculus | 10) AP US History |
| 5) Pre-AP and AP Studio Art Courses | |

ACADEMIC LETTER JACKETS

Students participating in the Academic Enrichment Program may be eligible to receive a letter jacket based on achievement and completion of required curriculum.

Criteria for receiving an Academic Letter Jacket:

1. Students may first qualify after completing six terms of high school work beginning with grade 9. They may also qualify after term seven or eight.
2. Students will earn a 4.0 or higher on a 5.0 scale for four terms.
3. Two terms of a 4.0 GPA must be consecutive beginning with term four (term two of the sophomore year).
4. Students will have completed ten credits of accelerated classes.

PARENT CONFERENCES

Parents are encouraged and welcomed to visit the school at any time. The educational process is enhanced when the home, school and the community work together.

August 11	(6:30-8:30)	High School Open House
September 15	(4:30-8:30)	Parent/Teacher Conferences
September 17	(4:30-8:30)	Parent/Teacher Conferences
March 8	(4:30-8:30)	Parent/Teacher Conferences
March 10	(4:30-8:30)	Parent/Teacher Conferences

STUDENT EVALUATION

Public education has expressed a need for evaluation of each student's academic growth. Tecumseh High School will evaluate and report on student progress regularly at quarterly intervals during the school year.

Any time there is a need for a student-parent-teacher conference concerning an assigned grade, an appointment should be made through the principal's office. Grades appearing on report cards and on the permanent records are as follows:

Excellent	A	(90-100)
Above Average	B	(80- 89)
Average	C	(70- 79)
Below Average	D	(60- 69)
Failing	F	(59 & below)
Incomplete	I	

"Incomplete" will be given when a student's work for the term is not complete. An "incomplete" must be removed by the time (normally two weeks) set by the teacher in the subject if the student is to receive credit for the subject. "Incomplete" should not be given at the end of the second semester.

MID-BLOCK PROGRESS AND REPORT CARD DATES

At the end of each quarter (9 weeks) report cards are issued to each student. After five weeks have elapsed in each quarter, progress reports on all students are sent home to parents via the students. This provides the parents and the students an opportunity to confer with the instructor regarding the student's progress or lack of progress. Anytime a parent has any questions regarding student progress, it is recommended that they call the school office and make an appointment to see or speak to the teacher, at 598-2113.

Mid-block progress reports will go out on the following dates:

September 8, 2016, Thursday

November 10, 2016, Thursday

February 2, 2017, Thursday

April 13, 2017, Thursday

Report cards will go out on the following dates:

October 13, 2016, Thursday

January 5, 2017, Thursday

March 7, 2017, Tuesday

May 26, 2017, Friday

CURRENTLY, TECUMSEH PUBLIC SCHOOL HAS THE FOLLOWING PROGRAMS TO ASSIST STUDENTS: AVAILABLE ASSISTANCE

1. ENCORE – Meets daily

High School

2. COUNSELORS – Call and make appointment All Schools
3. TEACHERS – Call and make appointment All Schools
4. TITLE VII – Call 598-2067 (Ask for Victor or Jeri) All Schools
5. PRINCIPALS – Call and make appointment All Schools

BLOCK SCHEDULE TERMINOLOGY

PERIOD OF INSTRUCTION – The amount of time a course meets during the school day.

BLOCK – One nine-week period of instruction at the end of which 1 credit is received. This is equal to 1 credit received for a traditional semester.

TERM – A two-block period of instruction traditionally referred to as a “semester.” The school year is divided into “terms.” Term one consists of blocks one and two. Term two consists of blocks three and four.

ENCORE – A non-structured period of time (15 minutes before school and 15 minutes before lunch), which is to be utilized for tutoring, remediation, make-up work, etc. Students not required or wishing to attend Encore are allowed to have a long lunch (55 minutes).

<u>Fall Term</u>	1 st Block	August 11 thru October 7
	2 nd Block	October 10 thru December 16
<u>Spring Term</u>	3 rd Block	January 3 thru March 3
	4 th Block	March 6 thru May 18

CHARACTERISTICS: A BLOCK SCHEDULE WITH ENCORE

- * Every Block meets for 85 minutes
- * Passing between Blocks is 5 minutes
- * Passing between a Block and ENCORE is 5 minutes
- * Every student takes 8 blocks of a class per school year
- * It takes one semester term to complete a traditional yearlong class.
- * Traditional 1-semester classes are completed in 1 Block or 9 weeks
- * All students have ENCORE. They must qualify to not attend ENCORE.
- * Lunch for both teachers and students is 35 minutes
- * A student not attending ENCORE has a 55-minute lunch
- * Most classes are 1 term (1/2) year
- * Students earn 16 credits a year (8 units)
- * A student deals with only four classes at a time (& 1, if not 2, will be electives)
- * Selected classes are 1 Block(9wks). 1-block classes must be paired with another block class.

ENCORE 8:15-8:30 and 11:45-12:00

ENCORE is not a "free period" for students. It is important that all students realize this is not "their" time—it is part of their schedule as instructional time. The teacher, administration or the student will determine use of this time as it applies. **When a teacher or administrator assigns a student ENCORE, attendance is mandatory.** During the first three days of the school year, all students will be required to attend ENCORE. Thereafter, the ENCORE period is not a free period for the students unless they are making a grade of a "C" or better and are not included in any of the following:

- A. Students who have been absent will report back to teachers to pick up assignments, make up tests, etc.
- B. Students who want extra help from teachers may report back to them during that time. Arrangements to be made with teachers in advance as soon as possible.
- C. Teachers may require a student to report back for make-up tests, extra help, etc.
- D. All students failing in a subject or subjects will be required to report back to the appropriate teacher.
- E. All students tardy for class will be required to return for ENCORE for that class. ENCORE will be assigned for each tardy until the student reaches their 4th tardy for the term. At the 4th – 6th tardy the student begins serving lunch detention for tardies to class. After the 7th tardy in-school detention will occur and a citation and fine may be given, also.
- F. Students violating classroom rules behavior policies and other classroom infractions will be assigned or called back to ENCORE in that class.
- G. Students truant from a class will be assigned ENCORE in the missed class(es) (See truancy policy).
- H. Students on the ineligible list will report to the class that he/she is failing for tutoring or correctives. If a student is failing more than one class, the priority days are as follows:

When a student is required to attend ENCORE for more than one course, the following days have been set as priority days for these subjects:

Monday: Science, Health & Physical Education, Vocational Courses

Tuesday: English, Fine Arts (Speech, Band, Music, Art)

Wednesday: Math, Business

Thursday: Social Studies, Foreign Language

Friday: All Courses

Arrangements to schedule another day must be made with the

appropriate teacher when conflicts occur. However, if there are no conflicts, a student may be required to attend on any day.

Class and club meetings will be held during ENCORE starting at 11:45 a.m. A student will not be penalized by a club sponsor as a result of their call back to ENCORE for correctives. ENCORE (call back) has priority over all meetings. (See meeting schedule)

MANDATORY ENCORES TAKE PRECEDENCE OVER ALL OTHER ACTIVITIES

After 2nd period, students will be free for lunch if they are not called back by a teacher or administration, have any tardies, or do not appear on the weekly ineligible list.

STUDENTS MISSING ENCORE

The first time a student misses ENCORE (callback) such as forgetting, etc., he/she will stay two days during ENCORE in the appropriate administrator's office or classroom or be assigned 1-day timeout as determined by the administrator. A second miss with the teacher will result in two days of Timeout.

If a student displays an act of defiance with a teacher over ENCORE, such as stating "they will not do ENCORE", wadding up or tearing the ENCORE slip, or throwing it in the trash and walking out of the teacher's room, this will result in two days of Timeout being assigned.

ELIGIBILITY REQUIREMENTS

Eligibility for high school extracurricular activities is determined by regulations of the Oklahoma Secondary School Activities Association. Scholastic eligibility for the beginning of each term will be determined by the rule currently in effect. Students failing to meet this standard may regain their eligibility at the end of six weeks by passing all classes they are enrolled in during the 1st. term. One summer school credit earned during June or July sessions may be used to meet the end of semester requirements. The state requirement is that a student must have earned 6 of 8 credits the proceeding term when determining eligibility for the beginning of each new term. Students must be passing all classes on a week-to-week basis during the term.

1. Scholastic eligibility for students will be checked at the end of the second week of each block and each succeeding week thereafter. The first week a student is not passing in all subjects they will be placed on probation for a one-week period. If a student is not passing all subjects at the end of the next week they are ineligible to participate. Students who have lost their eligibility may regain eligibility by passing all classes during

next one-week period or subsequent marking periods. **The ineligibility period begins on Monday and extends through Sunday night.** In order to be eligible to participate in an activity, students are to be in school at least a half-day on the day that the activity occurs. If the student is absent from school for more than half a day on the day of the activity, he/she will not be allowed to participate in that activity. Exceptions may be made for pre-arranged appointments, funerals, emergency situations, etc. The half-day applies to all extracurricular activities.

2. Students who are suspended from school will not participate in interscholastic athletics until reinstatement in school has occurred, and notification is given to the head coach in that sport. Further or continual suspension from athletics may occur if the severity of the offense warrants. The high school principal, athletic director, and head coach shall meet to determine this.

EXTRACURRICULAR CONDUCT CODE

Students involved in any extracurricular activities at Tecumseh High School will be eligible as outlined in the OSSAA Handbook for both semesters and weekly eligibility.

All students participating in any extracurricular activities at Tecumseh High School will be eligible on the basis of their conduct during and outside the school day prescribed in the school regulations. Students being disciplined to the extent of being removed from the regular classroom, including long and short-term suspension or alternative education suspension, will be ineligible for participation in all extracurricular activities during the time they are under the above disciplinary actions as well as a three school day time period immediately following the aforementioned suspensions from the regular classroom including the next organizational activity, on the second or more suspensions. Any student that is sent to the time-out program will be prescribed disciplinary action.

Attendance and Activities

Students will be required to be in attendance the day of the activity. Students truant from any class will be ineligible for participation the day of the truancy. Failure to properly check out of school when leaving campus will constitute truancy. Any attendance regulations will be enforced as prescribed by the OSSAA pertaining to eligibility for participation.

Participation

Any student bringing discredit to the school, community, or

organization while attending an activity, including, but not limited to: theft, vandalism, alcohol (illegal substances), disruption, verbal abuse, any illegal or felonious activity, etc. will be ineligible to participate and represent the school in all extracurricular activities for a minimum of three school days or the next organizational activity and a maximum of one semester depending on the severity and extent of the infraction.

STUDENT ACTIVITIES – DRUG TESTING POLICY

***ATHLETICS/CHEERLEADER/BAND/FLAG**

CORP/VOCAL/FFA/FCCLA/ACADEMIC TEAM, ETC.

The Tecumseh Board of Education in an effort to protect the health and safety of its extra-curricular activities students from illegal and/or performance enhancing drug use and abuse, thereby setting an example for all other students of the Tecumseh Public School District, has adopted the following policy for drug testing of activity students. The affected activities include those listed above. The complete policy will be issued to each student involved. A participating student, who refuses to submit to a drug test authorized under this policy, shall not be eligible to participate in any activities covered under this policy. Additionally, such student shall not be considered for any interscholastic activity honors awards given by the school.

Tecumseh Public Schools is committed to cooperating with parents/guardians in an effort to help students avoid illegal drug use. The school district believes accountability is a powerful tool to help some students avoid using drugs and that early detection and intervention can save lives.

SCHEDULE CHANGES

Each semester there will be an assigned time that students will be allowed to change classes. Our philosophy is that students must have a very good reason to change and the counselors will have the responsibility of approving or denying any class changes. Low academic standing is not an adequate reason for dropping a class. After the deadline, there will be no changing of classes so those students will be assured they will get enough credit for their classes. Students are, therefore, urged to make decisions wisely on their classes so they will be happy with them for the remainder of the semester. Students desiring to change classes must have parental permission. (See Academic Planning Guide policy).

GRADUATION REQUIREMENTS

According to State Board of Education Regulations VI the local Board of Education has the authority to set local requirements of graduation above those of the State Board of Education. (Each unit equals – 2

credits)

Each graduate of Tecumseh High School must complete 56 credits of prescribed curriculum. These courses include: 8 credits of Language Arts, 6 credits of math, 6 credits of science (2 credits must be biology), 1 credit of Ancient World History (freshmen), 1 credit of Oklahoma History (freshmen), 1 credit of Modern World History, 2 credits of US History , 1 credit of Early US History -1850, 2 credits of US Government, and 4 credits of art/music for a total of 32 required and the remaining number electives to account for the remaining graduation requirements. Students must have 56 credits to graduate which must include the above, plus two credits of foreign language and one credit of computer science. Additionally, the student must have satisfactory End-of-Instruction scores on the follow state-mandated exams:

- Algebra I, English II (required)
- Additionally, the student must pass 2 of the 5 following courses: Biology I, US History, Geometry, Algebra II, or English III

PROJECTED BLOCK GRADUATION CREDIT

56 credits required 64 possible

These requirements will be in affect as long as block scheduling continues.

COLLEGE BOUND CURRICULUM

CREDITS	COURSES	REMARKS
8	English I English II English III English IV	Language Arts Minimum 8 credits (Set of Competencies)
6	Physical Science Biology, Pre-AP Biology, and/or Chemistry AP Biology, Botony, Zoology, Anatomy, Physiology	Science Minimum 6 credits (Sets of Competencies) * Minimum of 6 credits (sets of competencies) (<i>Biology required</i>)
6	Algebra I Algebra II Geometry and/or Trig. Pre Calculus, AP Calculus	Math Minimum 6 credits (Sets of Competencies)
8	Ancient World History/OK History Modern World History/USHistory1850-1900 U.S. History 1900 to present AP U.S. History U.S. Government	Each 1 credit Each 1 credit 2 credits 2 credits 2 credits

Minimum 8 credits (Sets of Competencies)

* 4	Arts (Music & Art)	Minimum 4 credits (Sets of Competencies)
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1	Computers	1 Credit (Computer Applications, Information Processing, Power Point, etc.)
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2 Foreign Language 4 Credits (Spanish I, II, III)

- These units or sets of competencies maybe gained through credit course work in Music, Art and Humanities or through integration or embedding in Language Arts, Social Studies, Math, Languages or Sciences. (one credit is earned for each semester/block completed) Beginning with the freshman class of 2009-2010 there is a requirement of also completing all 14 standards of the Passport to Financial Literacy and it must be indicated on their transcript.

32 Specified Credits/Recommended – 8 elective credits:

Spanish	4 credits (strongly recommended)
Computer Science/Technology	Minimum of 8 credits
Government/Economics	recommended
Creative Writing	from these electives, however
Recreational Reading	all electives will count as
Speech	part of College Bound Curriculum.
Leadership/Career Education/Citizenship	

At this time, 28 of the credits necessary for the college bound student are specified. The remainder above the 28 specified credits could come from the many electives that we offer. All students must be enrolled in full schedule.

<u>Credits Required:</u>	<u>Needed</u>	<u>Possible</u>
2017	56	64

FULL SCHEDULE REQUIREMENT:

All 9th and 10th grade students must be enrolled in eight class periods for the school year, 4 period terms. Eleventh and twelfth grade students not attending Vocational-Tech must be enrolled in eight class periods. Those 11th and 12th grade students in Vocational-Tech may be enrolled in 4 class periods. Seniors and qualified juniors are allowed to

enroll concurrently for college credit to fulfill the full schedule requirement.

General Graduation Requirements

<u>Credits</u>	<u>Courses</u>	<u>Remarks</u>
8	English I English II English III English IV	Language Arts Minimum 8 credits (Sets of Competencies)
6	Physical Science Biology, Pre AP Biology Chemistry, AP Biology Zoology, Botony Biology is required for all students Physiology, Anatomy Life Science will not apply.	Science Minimum 4 credits (Sets of Competencies) *Minimum of 6 credits (Sets of Competencies)
*6	Algebra I Algebra II Geometry (Cannot receive graduation credit for Pre-Algebra, General Math, or Consumer Math) Trigonometry Math of Finance Calculus (AP)	Math Minimum 6 credits. (Sets of Competencies)
8	Ancient World History/OK History Modern World History/USHistory1850-1900 U.S. History 1900 to present AP U.S. History U.S. Government Minimum 8 credits (Sets of Competencies)	Each 1 credit Each 1 credit 2 credits 2 credits 2 credits
*4	Arts (Music & Art)	Minimum 4 credits (Sets of Competencies)
1	Computers Applications, Information Processing, Power Point, etc.)	1 Credit (Computer
1	Foreign Language	2 Credits (Spanish I, II, III)

***These units or sets of competencies maybe gained through credit course work in Music, Art and Humanities or through integration in Language Arts, Social Studies, Math, Language, or Science. (One credit is earned for each semester/block completed)(A unit equals 2 credits)**

Specified Credits

At this time, 32 of the credits required for graduation from Tecumseh High are specified. The remaining credits can come from the many electives that we offer.

<u>Credits Required:</u>	<u>Needed</u>	<u>Possible</u>
2015-2016	56	64

The above graduation requirements will remain in effect as long as Tecumseh High School continues the block schedule format or new requirements are set.

GRADUATION POLICY

Graduation exercises will be held at the end of the year for high school seniors. Students who have not completed all requirements for graduation shall not be permitted to participate in the graduation exercises. Students will not be permitted to graduate in less than three and one half years (7 semesters) of high school attendance, without special permission.

Baccalaureate is a special service for seniors, their families and friends. The school does not sponsor this event.

Senior students enrolling with less than three weeks remaining in the school term will make arrangements to receive credit and graduate from the sending school. The student will not participate in graduation exercises at Tecumseh Public Schools.

At least two units of the last three units completed for graduation shall be completed in attendance in the accredited high school from which the individual expects to receive his diploma.

CERTIFICATE OF DISTINCTION

The Tecumseh Board of Education has approved a Certificate of Distinction for graduates who have met or exceeded the following criteria by the end of their senior year in high school. The minimum GPA for the Certificate of Distinction is a 3.25 grade point average on a 4.0 scale and:

1. Earned four units each in language arts, mathematics, social studies, and science,

2. Earned two additional units in the areas of technology, the humanities, or the arts,
3. Earned two units in a foreign language, and
4. Achieved a score of satisfactory, or its equivalent, on all twelfth-grade criterion-referenced tests.

SCHOLARSHIP PROGRAMS

(See Counselor for details)

- 1) Oklahoma's Promise-Oklahoma Higher Learning Access Program
- 2) Oklahoma Tuition Scholarship Program (as funded)
- 3) College Scholarships
- 4) Local Scholarships
- 5) National and Corporate Scholarships

STANDARDIZED TESTING

P.L.A.N. – Offered to all students in the month of October during their sophomore year. This test provides a projected estimate of a student's ACT assessment score as well as giving the student an opportunity to experience taking an ACT

P.S.A.T. – Offered to all college bound students in the month of October during their sophomore and/or junior year. This test lets a student compare his ability to do college work with other college bound students. It also provides practice for the SAT. The PSAT is the first step in entering the scholarship programs conducted by the National Merit Scholarship Corporation.

A.C.T. – College bound students are encouraged to take the ACT in the spring of their junior year. They may also retake the ACT on one of five national test dates throughout their senior year. The ACT measures a student's performance in four curricular areas: English, Mathematics, Reading and Science Reasoning.

E.O.I. – End-of-Instruction tests are required by the State of Oklahoma.

A.P. – Advanced Placement tests may be taken for college credit in the following courses: AP English IV, AP Calculus, AP U.S. History, AP Biology, AP Studio Art, and AP Art History.

CREDIT POLICY

Students enrolling in Tecumseh Public Schools with less than three full weeks remaining in a term grading period will not receive credit from Tecumseh Public Schools. Credits will be from the sending school and school designated on the transcript. At the close of the second term with less than three weeks remaining of the sending school credit will be accepted and the student will not be enrolled for such a short period of time. GRADE POINT AVERAGES are calculated by the main office to

be used for various purposes. All classes are used when calculating GPA.

CREDITS REQUIRED TO BE PROMOTED

It is defined that a student who has received 3/4 of the credit required for moving to the next classification be labeled as the high classification.

Freshmen	0 through 12
Sophomores	13 through 32
Juniors	25 through 48
Seniors	38 through graduation

CORRESPONDENCE CREDIT

Students may not receive credit for classes taken in summer school or correspondence courses unless the principal or counselor first approves enrollment in such classes. Correspondence courses may be allowed for the following reasons:

- 1) Failing a subject that cannot be made up due to schedule conflict.
- 2) Extended illness
- 3) Accident causing extended loss of time from school
- 4) Approval in compliance with State Department of Education regulations

VALEDICTORIAN AND SALUTATORIAN SELECTION PROCEDURE

All valedictorian candidates must complete a minimum of nine honors level courses. These courses must include Pre-AP English I, Pre-AP English II, AP English III, AP English IV, Trigonometry, AP Calculus, two honors level science courses, and an additional course chosen from the remaining honors level courses.

The valedictorian shall be the senior(s) with the highest grade point average based on semester grades from the ninth grade through the third block of the twelfth grade in all classes awarded letter grades excluding pass/fail credits. The only exception shall be when the grade point average is higher strictly because of the number of total courses taken or the number of honors courses taken. In that case, GPA will be disregarded. If students under consideration for valedictorian honors have all grades identical and have taken the required number of honors level courses (those with 5 point A), multiple valedictorians will be named.

The salutatorian will be the student(s) with the next highest GPA after the valedictorians are named. Honors for valedictorian and salutatorian will be calculated manually.

Concurrent enrollment, as it pertains to this policy, may count toward the full day requirement for seniors and toward graduation credit or class rank. Any concurrent enrollment class that is deemed to contain the rigor associated with an honors level course may be considered for inclusion on the list of honors level, five point courses if the course has been verified to indeed contain the necessary rigor and is pre-approved by the high school principal prior to completion of the course.

ACADEMIC ACHIEVEMENT

Students will not be allowed to enroll in a course until any prerequisites have been satisfactorily completed. Examples include English courses where a student must pass English I before being allowed to enroll in English II. Methods of make-up for prerequisite courses failed include summer school and correspondence work.

PROFICIENCY BASED PROMOTION

Parents, Guardians, educators, or students may request a Proficiency Test to achieve course or grade level advancement. The guidelines and procedures for designated content area proficiency exams are available upon request. The Proficiency Test is to be given once in the fall and once in the spring. See your counselor for details.

CONCURRENT COLLEGE ENROLLMENT

Students with approval of the Principal or Counselor may enroll in college courses for college credit. This college course work can count towards graduation credit and GPA and will count as part of the students full class load. Students may be allowed a class period for commuting. Juniors may be eligible for concurrent enrollment if certain guidelines are met. See the counselor for information.

HOMEBOUND

If a student has to miss several days of school due to illness or surgery, he or she may pick up a homebound application from the principal's office. When this application is returned with the doctor's signature and the approximate number of days that the student is expected to miss, the student will then be placed on homebound. If the student is required to miss more school than projected, the student will then need a doctor's note with the new projected date of return to school. Homebound students are not absent and are expected to turn in assignments and keep up with the regular classes as much as possible. off campus during the school day. The purpose of this card is to provide a student with positive identification as a student of Tecumseh High School.

HONOR ROLLS AND HONOR SOCIETIES

Each block/semester the school will determine the Superintendent's (straight A) and the Principal's (All A's and B's) honor rolls. This list will be placed on the bulletin board and published.

At the end of the each semester, the honor rolls will be published in the newspaper. These students may also receive other rewards throughout the year depending on their availability. These rewards could range from free movies to free meals to academic awards.

Tecumseh is a member of the National Honor Society and National Beta Club. Each March eligible students will be included in the National Honor Society.

Tecumseh High School is also a member of the Oklahoma Honor Society and each year the top 10% of our student body will be nominated for that honor.

HALL PASSES

Students must have an authorized hall pass when leaving the classroom for any reason. Misconduct may cause privileges to be revoked. Students without passes will be escorted back to their classroom.

When students have special projects, which take them away from the campus, they must have a signed pass from the teacher stating the reason, time and place they are going. Someone from the area away from campus must also sign to confirm the student's arrival.

Students must sign out in the attendance office before leaving the school grounds for any reason.

TERM/BLOCK TEST POLICY

All students are required to take the term/block tests. Students who are absent when these tests are given must provide proof that their absence was excused. In the event that their absence was excused, they will be required to take the tests immediately upon their return to class. In the event their absence was unexcused, they will receive a "0" for the test, and it will be averaged into their grade. Generally speaking, semester tests count 20% of the final semester grade. (See individual teacher's policy)

EXTRA HELP

You may always seek extra help from your teachers if you do not understand an assignment, if the work is difficult, or if you have been absent and have missed assignments and class discussion. Arrange a conference with your teacher before or after school or at a time convenient to both of you during the day. A teacher will sometimes

request a student to stay after school or report early if it is apparent that the student is having difficulty with his work. This is not to be thought of as punishment, but rather as desire of the teacher to help you make the progress of which you are capable.

WITHDRAWAL FROM SCHOOL

A student who withdraws from Tecumseh High School must advise the office of his/her intentions through his/her parents. On the morning of the last day of attendance, the student must report to the counselor's office to obtain a withdrawal slip. Each of the student's teachers must sign this slip for clearance. All school owned books or materials must be returned to the subject teacher who assigned them.

FINAL CLEARANCE IS OBTAINED IN THE MAIN OFFICE

GUIDANCE – SERVICES – COUNSELORS

Each student upon enrolling in Tecumseh High School will meet with the counselor and develop his schedule for his remaining school years. His scheduled plan will be college bound, academic scholars program, or the general education curriculum. These scheduled plans may be changed with the knowledge and approval of parents.

Each student is afforded the opportunity to visit with a counselor about problems with school or personal problems, which impact their school behavior, and their personal lives.

Secondary counseling services include academic counseling, personal counseling, crisis intervention, referrals and coordination with agencies and professionals outside the school setting, school testing program, career exploration, and post graduate planning.

In addition, the counselors are assigned duties such as helping with enrollment, drop and add, enrolling new students, figuring honor rolls, etc. Students should always feel free to talk with counselors about future goals and methods of obtaining those goals. Parents should feel free to contact the school counselors at 598-3515.

BUILDINGS AND GROUNDS

Tecumseh High School has a very beautiful campus and its buildings and grounds are a source of **PRIDE** for the community. As residents of these facilities we must all make efforts to keep our campus and buildings nice. Litter is something that requires constant effort by all. Each person must do his or her part by pitching in. All handouts, flyers & posters are to be approved by principal. Likewise protect your school buildings by keeping litter from the floors, feet from walls, etc.

CLASS BEHAVIOR

When you enroll in classes you assume the following obligations:

- 1) To be present and on time each day.

- 2) To be in your seat before the last bell rings.
- 3) To complete each assignment on time.
- 4) To give all your attention in class.
- 5) To participate in all class activities.
- 6) To be respectful and cooperative.
- 7) To bring the necessary equipment to participate in class (books, paper, pencil, etc.)

SEVERE ILLNESS OR ACCIDENT POLICY

All illnesses or injuries should be reported to the teacher and to the building principal immediately. In the event a student becomes ill or is injured during school time the school will take the following measure:

- 1) Make every attempt to contact parent or guardian.
- 2) In life threatening situations and we are unable to contact the parent or guardian and medical attention is deemed necessary an ambulance will be called and the student taken to the hospital.
- 3) Contact the school nurse.

MEDICATION

Before medication can be administered at school, a medication permission form must be on file. ALL MEDICINE TO BE TAKEN AT SCHOOL (including asthma inhalers) MUST BE BROUGHT TO THE OFFICE, IN THE MEDICATION CONTAINER WITH THE PRESCRIPTION LABEL, CLEARLY LABELED WITH THE STUDENT'S NAME, THE NAME OF THE MEDICATION AND CLEAR INSTRUCTIONS FOR ADMINISTERING THE MEDICATION. THE PARENT IS RESPONSIBLE FOR BRINGING THE PRESCRIPTION MEDICATION TO THE SCHOOL OFFICE. PRESCRIPTION MEDICATIONS SHOULD NOT BE SENT WITH STUDENTS AND/OR SENT WITH STUDENTS ON THE BUS. UPON RECEIVING THE PRESCRIPTION MEDICATION IN THE OFFICE, THE PARENT AND TWO OTHER SCHOOL OFFICIALS WILL CHECK IN THE MEDICATION BY COUNTING THE CONTENTS OF THE CONTAINER AND THEN ALL PARTIES PRESENT WILL SIGN THE CONTROLLED SUBSTANCE SIGN-IN DOCUMENT. ALL MEDICATIONS AND PRESCRIPTIONS KEPT IN THE LOCKED MEDICATION CABINET WILL BE AVAILABLE TO THE PARENTS TO PICK AT THE END OF SCHOOL. **NO PRESCRIPTION MEDICATION WILL BE SENT WITH STUDENTS ESPECIALLY IF THEY ARE RIDING A BUS OR PUBLIC TRANSPORTATION.** STUDENTS CAN TAKE ONLY EMPTY CONTAINERS HOME. **The school supplies no medication to be taken internally.** We do clean minor wounds and apply ice packs, poison-ivy lotion and band-aids. The person(s) authorized to administer the medicine shall not be liable to the student or parent/guardian of the student for civil damages for any personal

injuries to the student, which result from acts or omissions in administering any medicine pursuant to the provisions of the statutes. This immunity shall not apply to acts or omissions constituting gross, willful or wanton negligence. Although the school accepts responsibility for storage of said medication, it will be the student's responsibility to report to the office to take medication as prescribed.

FIRE DRILLS /TORNADO DRILLS /EMERGENCY EVAC.

Tecumseh High School conducts Emergency Drills in accordance with Oklahoma Laws. Procedures are posted in each room. Anytime alarm sounds students know an emergency exists. The fire alarm is repeated ringing of uneven siren blast accompanied by flashing lights. Students and staff are to go as directed to the nearest exit and a distance of 100-300 feet from the building. Do not reenter until the building is announced clear. Teachers will account for students and stay with them.

Tornado Drill is a long and continuous bell sound. Procedures are posted in each room. Other emergency situations are handled on the Public Address System.

In an event an emergency does not require building evacuation, a code word will be announced by intercom for teachers to move students away from windows and line of sight and to lock their doors. If evacuation of the building is necessary, the fire drill procedure will be utilized. Students are to be assembled in a designated area with their teacher outside the building and teachers will call roll. No student will be released to parents without clearance. First aid stations will be located at the Alumni Center or the AgEd Building. If complete area evacuation is necessary, all staff will accompany students to the City Park area and then as necessary, to the Middle School parking lot. All cars are to remain parked pending instruction. First aid will be located at the triage area. All requests from media persons are to be directed through the Principal's office. The transportation director will furnish bus transportation upon request as needed. The Principal's office or the Superintendent's office will notify parents where they may pick up their students.

LOCK DOWN NOTICE/DRILL

In the event of a lock down, students are to follow the directives of the staff members in their immediate areas. In classrooms, students are to move away from doors and windows. The classroom door is to be locked. Designated teachers are to check exterior doors to make sure they are locked and secure. **Under no circumstances should classroom doors be opened during a lock down.** Students and staff in open areas of the building are to move to a classroom, office, or

other secure area immediately. An announcement will be made over the intercom when the need for the lock down no longer exists.

CUSTODY ARRANGEMENTS/PROTECTIVE ORDERS/RESTRAINING ORDERS

It is the responsibility of the parent/guardian to notify the school in writing of any special court orders, changes in custody, or directives in regard to student safety or sign-out procedures. The school will not be responsible for violations if copies of court orders are not on file. It is the responsibility of the parent or guardian to provide the school with court documents as they become current. The custodial parent and/or official guardian have the right to information pertaining to their students.

CELL PHONES / PAGERS / ELECTRONIC DEVICES / MP3 Players, ETC.

Electronic devices like MP3 Players, CD players, headphones, radios, handheld games, etc. are great fun for the students but they have no place at school. Besides being a disruption to the class, they are too expensive to have broken or stolen. The school cannot be responsible for them. Please leave the MP3 Players, I-Pods, CD players (including headphone type) at home (these may be confiscated). Use of pagers, cell phones, and other electronic communication devices are prohibited within the building, except for our designated areas where they may be used. (These devices may also be confiscated). The use of cell phones and/or camera phones for cheating or taking inappropriate or obscene pictures such as in restroom, locker rooms, etc. will be dealt with harshly. Discipline will range from Detention to Out-of-School Suspension depending on the severity of the infraction. Law authorities may be contacted.

LOCKER CARE/INSPECTION

In order to maintain and keep our lockers and hallways looking good only tape and signs with removable adhesive will be allowed on or in lockers. Decals, bumper stickers, and anything with a permanent adhesive back will not be allowed. We recommend that a lock be used to secure the belonging in your locker. All student lockers, desks, and other school property are subject to periodic inspection. Students have no privacy concerning lockers, desk, or other school property. The school and the student are in joint ownership of a locker and we expect only books and school materials to be stored there.

DRESS AND APPEARANCE

Students should dress at all times in appropriate school apparel. Appropriate school clothes are conducive to better school spirit, and symbolize the democratic atmosphere. Generally students should regard neatness and cleanliness as of the utmost

importance. Extreme or revealing clothing should not be worn.

Dress or grooming which is in any way disruptive to the tranquil operation of the school will not be allowed.

DRESS CODE GUIDELINES FOR STUDENTS ARE:

- All students must wear shoes.
- Students shall not wear any clothing or dress in any manner that is too revealing or not in conformance with community standards of decency or inappropriate for school or disruptive to the learning process. **This includes but is not limited to:**
 1. See-through clothing
 2. Bare midriffs, spaghetti straps etc.
 3. Unbuttoned shirts or blouses
 4. Extremely short or tight fitting skirts, shorts or clothes. Waistbands of pants should be worn at an appropriate level. Pants that are being worn low enough to see underwear will need to be corrected. A belt can be used with the garment or a zip tie will be offered to help establish the proper location of a waistband. Shorts are monitored.
 5. Clothing patronizing obscenities, promotion of alcohol, drugs, tobacco, etc.
 6. Bare feet, bike shorts, revealing tank tops, or revealing clothing.
 7. Gang dress, cult dress, related symbols, or colors which are worn for membership or identification, including bandanas, medals, apparel commonly associated with gangs, etc.
 8. Clothing with offensive slogans (profanity) or designs. (Writing or pictures on shirts or patches that suggest obscenity or vulgarity or that advertise beer or alcoholic beverages, drugs, and/or tobacco products.)
 9. Indoor wearing of sunglasses, hats, caps, or any type of head covering (except during specially approved spirit activities or events)
 10. Any accessories such as straps, chains or jewelry that could be determined to affect the safety of others.
 11. Approved cheerleading uniforms worn on game day and special activities will be allowed under this policy.

Students may be sent home to change before returning to school. Continued non-compliance will result in further disciplinary action and parents will be notified. Conferences/referrals with the students concerning dress code will be documented.

HATS/HEAD COVERINGS

Caps, hats, bandannas, or similar head coverings shall not be worn to class or within school buildings during the school day unless prescribed

by a physician or approved by the administration for medical reasons, previously approved by the school's administration headwear for religious reasons, or approved by the school's administration for a special school activity. Approved coverings worn as a part of a student's bona fide religious practices or beliefs shall not be prohibited under this policy. Hats or head covering worn in violation of the policy will be confiscated and returned to the student at the discretion of the administration.

TEXTBOOKS AND FEES

Textbooks are provided for each student through the use of general fund and state textbook monies at the beginning of each year. Students who lose or damage a book while it is checked out to them will be expected to pay for it. Should a student's lost book be returned after he or she pays for it, a refund will be made.

OPEN CAMPUS

- 1) Students have the responsibility of maturely handling the freedom afforded by an open campus.
- 2) Students must return from lunch promptly at the end of their lunch period.
- 3) Students who leave the building **ARE EXPECTED TO LEAVE THE SCHOOL PREMISES, INCLUDING THE PARKING LOT. STUDENTS ARE RESPONSIBLE IF OFF CAMPUS ACTIVITIES AND BEHAVIOR HAS NEGATIVE CONSEQUENCES. THESE SITUATION MAY INVOLVE LAW ENFORCEMENT OR CITATIONS. STUDENTS WILL BE HELD RESPONSIBLE FOR ACTIONS AND BEHAVIOR CHOICES DURING LUNCH IF THEY REMAIN ON CAMPUS AT LUNCH.**
- 4) Students with release time going to Library, etc. must stay there the whole time.
- 5) Loitering in the halls or around the building will not be permitted.
- 6) Students remaining on campus are expected to be in the commons area, bus depot, inside and outside the Alumni Building and they may be in the areas outside where there are benches.

INTERFERENCE WITH PEACEFUL CONDUCT

It is the policy of the Board of Education to encourage the prosecution of any person who commits any act that may interfere with the peaceful conduct of school activities.

The Superintendent of Schools has the authority to file charges against any person who commits an act, which interferes with the peaceful conduct of school activities.

The Superintendent of Schools has the authority to file charges of trespassing against any person who enters the school grounds and/or school buildings for the purpose of committing any act, which interferes with the peaceful conduct of school activities.

The Board hereby encourages the prosecution of any person who commits assault, battery, or assault and battery upon the person of a school employee or student or threatens and places an employee or student of the public schools in immediate fear of bodily harm while the employee or student is in the performance of his/her duties as a school employee or student.

ASSAULT ON A SCHOOL EMPLOYEE

A school employee shall mean any duly appointed person, employed by or employees of a firm contraction with the Tecumseh Public School system for any purpose, including such personnel not directly related to the teaching process and board members during board meetings. Every person who, without justifiable or excusable cause, knowingly commits any assault, aggravated assault, battery, or aggravated battery upon the person of a school employee is punishable by imprisonment and/or fine pursuant to 70 O.S. Section 9-113.

Felony Charges

Student participation in and/or attendance at extra-curricular activities and school-sponsored events is a privilege rather than a right. Therefore, if a student is charged with a felony, the school administration will review the circumstances of the pending felony charge and determine if the student subject to felony charges will be allowed to participate in or attend extra-curricular activities and/or school-sponsored events. The school administration will give particular weight to whether the felony charges relate to actions involving another student or students and the impact on the school environment. If the school administration determines that a student with pending felony charges will not be allowed to participate in and/or attend extra-curricular activities and/or school-sponsored events, the administration shall communicate the decision to

the student and/or the student's parents/guardians in writing.

DISCIPLINE AND STUDENT CONDUCT

Administrators and teachers have authority over Tecumseh students at all times during the school day and at all school sponsored activities, whether in Tecumseh or out of town or outside the normal school hours. All school rules and regulations are in effect during the times prescribed above.

The great majority of Tecumseh students are very cooperative and have a fine sense of responsibility toward meeting all their school obligations. It is our aim to help develop in each student high standards of self-discipline so that he will make the correct response without being supervised.

However, there are a few students whose action indicates that they are not as mature as they should be. They have not developed the self-discipline that is needed for good citizenship. Irregular attendance, frequent tardies and thoughtless conduct in various situations show this immaturity. Those students who have repeated offenses and who show no improvement in their conduct or attitude will be disciplined accordingly. Each time a student has to be disciplined, a disciplinary referral slip will be sent to the parents explaining the regulations and the action taken. (Examples of prohibited behaviors are listed in student rights and responsibilities in back).

The disciplinary measures listed below are alternatives available to teachers and administrators in the school. This in no way reflects the order or sequence that they will be used. Efforts to improve, attitude, frequency and degree of incidents will influence disciplinary decisions. Due process is guaranteed each student. Disciplinary action is at the discretion of the building principal according to guidelines established.

- 1) Conference with student (parent may be called)
- 2) Suspension
- 3) Refer to other social agencies
- 4) In-school suspension from class
- 5) Additional assignments
- 6) Restriction to campus
- 7) Involve law enforcement
- 8) Counseling by teacher, counselor, administrator
- 9) Any other disciplinary action deemed appropriate under the circumstances.
- 10) Corporal punishment
- 11) Detention Hall
- 12) Review committee

- 13) Expulsion
- 14) Parental Conference
- 15) Financial restitution
- 16) Saturday School
- 17) City of Tecumseh Juvenile Court System

EXPLANATION OF TERMS:

***DETENTION:** A period of time, other than class time, when a student is detained as a disciplinary measure. Detention assignments, when practical, should begin the day following the infraction. Failure on the part of any student to attend detention may result in further disciplinary action.

***VERBAL OR WRITTEN COUNSELING:** Verbal counseling means to orally address an inappropriate behavior. Written counseling means to send written notice to parents outlining an inappropriate behavior.

***BEHAVIORAL CONTRACT:** This is a written agreement between the student and teacher/administrator defining student behavior, and the penalties to be assessed if the student fails to comply with the procedures outlined in the contract.

***ALTERNATIVE SCHOOL:** The Alternative School for Tecumseh Public School is designed to provide an educational alternative to students who are being unsuccessful in the traditional class schedule and the traditional school day.

***SATURDAY SCHOOL:** Tecumseh High School students may be assigned Saturday School for makeup or for disciplinary purposes.

***IN-SCHOOL SUSPENSION:** (Time-Out) (Short-term removal from classes) Students who are suspended from regular school programs may be assigned to the in-school suspension center. Students that refuse the in-school program can be suspended from school for as many days as the in-school suspension penalty, but they will still be required to serve the original in-school suspension days before returning to school. The primary purpose of this program is to allow most student offenders to remain in school and keep up academically while being disciplined.

***EMERGENCY SUSPENSIONS:** If the student poses an immediate threat to himself, others, school property or the tranquility of the school, he or she will be suspended immediately with a parent conference following.

***SUSPENSION:** (Removal of a student from school and all school functions for a specified period of time). The principal or his/her designee may suspend a student(s) for varying lengths of time depending on the infraction(s). A student can be suspended from one day to maximum of two semesters. Parents or legal guardians of the student will be notified by mail and verbally, when possible, of the

suspension. Students who are on suspension will not be allowed to attend any school function during the suspension.

***DUE PROCESS:** Due Process means the student has the opportunity to inform him/her of the provisions of these policies or of other school regulations or procedures. The student is informed of the provisions allegedly violated and has sufficient opportunity to give his version of the alleged violation. He also has the right to appeal to the Board of Education.

***PROBATIONARY ATTENDANCE:** Probationary attendance is assigned to a student that has a habitual truancy problem.

***Juvenile Court System:** The City of Tecumseh has established a Juvenile Court System, which works in conjunction with the school and with the City. Community service and fines are assessed.

***REINSTATEMENT:** Reinstatement after a suspension from school or classroom results when the principal or his representative is convinced that the conduct of the pupil will be consistent with that which is expected of good school citizens. Usually reinstatement will occur after a parental conference, which will include the school personnel involved.

***HAZING:** As per Oklahoma Statute Section 1190 of Title 21: No student organization or any person associated with any organization sanctioned or authorized by the governing board of any public or private school or institution of higher education in this state shall engage or participate in hazing. "Hazing" means an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanction of the public or private school or of any institution of higher education in this state.

***ASSAULT/BATTERY/FIGHTING:** Intentional creation of a reasonable apprehension in the mind of the victim of imminent bodily harm. Assault includes verbal threats. Battery: Offensive, un-consented touching of another's person. Battery includes fighting and throwing objects.

***BULLYING:** Harassment, intimidation, and bullying are strictly prohibited at school by the Tecumseh Public School District. Students violating the prohibition set forth in this policy shall be subject to and all disciplinary measures the district deems appropriate. "Harassment, intimidation, and bullying" include, but are not limited to, a gesture or written, verbal or physical act that is reasonably perceived as being motivated by a student's religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status or any distinguishing characteristic. "At School" means on the school grounds, in school vehicles, at school sponsored activities, or at school sanctioned events.

***CORPORAL PUNISHMENT:** Corporal Punishment is a possible

discipline consequence and is a policy of Tecumseh Public Schools. A corporal punishment policy document is provided to the parents and students at enrollment and at that time parents make the school aware of their preferences about using that policy with their student. Parents may request that corporal punishment not be administered to their student. Parents shall not be allowed to administer swats as punishment for school discipline on school premises. The Principal or Assistant Principals must administer corporal punishment. The policy requires that a certified faculty member be present to witness when swats are administered to students. Corporal punishment may be one of the alternative choices given to students for disciplinary measures. Corporal punishment may be a consideration when a student is facing consequences in connection with a second or third offense under the discipline outline.

***LUNCH DETENTION:** Lunch detention is assigned as a consequence associated with tardies. It is possible the lunch detention can be assigned to a student if that student is not complying with other consequences, such as encore, for example. A student assigned to lunch detention will meet an instructor in a designated room for their entire lunch period. They will be provided a lunch that will be charged to the student's lunch account for each day they are assigned whether they are present for detention or not.

DISCIPLINE POLICY

The nature of the infraction determines the initial discipline plan entry-level placement. (See Specific Infractions)

Students will enter the discipline plan upon the first infraction and parents notified. Multiple or repeated infractions move the student to the next level on the disciplinary program. Nothing in this discipline schedule shall be construed to deny the students right to fair and orderly hearing, appeals, counsel and due process in cases, which may end in suspension or expulsion.

The principals and their designees in a manner, which they deem just, shall interpret this schedule given the circumstances of the individual case. Appropriate action will be taken. Additionally, administrators shall have the authority to enforce other reasonable disciplinary action, which they find warranted by situations not covered in the disciplinary action schedule.

NOTE: Students assigned in school or out of school suspensions, including TIME-OUT will be referred to their respective counselors.

DISCIPLINE PLAN LEVELS

Level I Student enters the discipline program; appropriate action is

taken and the parent notified.

Level II Student is reported for second offenses or for more serious infractions of rules. Student has repeated offenses or a combination of offenses. Student will be assessed discipline accordingly through reference to student discipline file including in-house suspension and short term and out-of-school suspension.

Level III Student has repeated infractions and multiple infractions, or suspensions and removal from school initial infractions. Student violates probationary plan. Student demonstrates little evidence of improvement efforts. Student infractions include suspensions and severe infractions. Discipline ranges from long-term in-house suspension or out-of-school suspension. Long-term out-of-school suspension may be applied. Parent conference is held. Refer student to outside agencies.

The student will accept the discipline prescribed by the teacher or principal. A student who does not accept prescribed punishment will be suspended from school. The student may be required to bring parent to the Principal's office after the suspension to be re-admitted to school.

Complete details are outlined in the student's rights and responsibilities handbook. A list of behavior guidelines and subsequent discipline actions is posted in each classroom.

CHEMICAL SUBSTANCE ABUSE POLICY

Use, distribution, and/or possession of alcohol, illicit drugs or other chemical substances are positively forbidden on school property at anytime by anyone. The use of these substances is forbidden on any trip or activity associated with the school such as field trips, athletic events, etc. Violators are subject to disciplinary action including suspension from school.

Alcohol and/or drug abuse shall be defined as sale, possession, use and/or being under the influence while under the supervision of the school or in attendance at any school related function, of non-intoxicating beverages, alcohol, controlled dangerous substances or any compound, liquid, chemical narcotic, drug, vegetable, fruit, or other substance which:

- I. Includes, but is not limited to gasoline, glue, fingernail polish, white out, etc. or some other solvent releasing toxic vapors.
- II. Causes or can cause conditions of intoxication, inebriation, excitement, elation, stupefaction, paralysis, irrationality, dulling of the brain or nervous system, or otherwise changes, distorts, or disturbs eyesight, thinking process, judgment, balance or coordination of an individual.

Any case involving the possession and misuse of narcotics and/or dangerous drugs will be reported immediately to the principal or school official in charge. Any student under the influence of alcohol and/or drugs will be immediately removed from contact with other students. The principal will contact the parent or legal guardian. After proper notification, if the parent or guardian cannot or will not come to the school, a letter will be sent to him describing the circumstances. (See current policy):

A) The student may be suspended from 5 days to full semesters.

B) Student may be required to attend in-school or out-of-school counseling sessions. Proof of counseling out-of-school may be required.(See current policy)

TOBACCO

Tobacco, Alcohol, Drugs (including electronic cigarettes or vaping paraphernalia, "turkey drugs"/false representation of a drug substance)-
- Tobacco, in any form will not be allowed on Tecumseh School grounds by any student. Violators will be subject to disciplinary actions and actions of law officials. See Infractions and Discipline List. Any student who intentionally sells, gives, possesses, uses, or is under the influence of illicit drugs, narcotics, alcohol, or tobacco products in or on school property, including buses or at the bus stop.

DEFACEMENT OF SCHOOL PROPERTY/VANDALISM/ARSON

Any student who defaces or vandalizes any school building, property, or bus, or writes anything profane or obscene, or draws any lewd pictures on school premises shall be liable to suspension, expulsion, or other punishment befitting the offense. Defacing or destroying property belonging to the school, school personnel, or other persons will be reported to the parents, the board of education, the police department, and the county district attorney. The student will be responsible for restitution to school officials and could be suspended for up to one semester. This will be determined by administrative decision.

SUSPENSION FOR CAREER TECH (GCTC) STUDENTS

Enrollment in Career Tech is based on the same graduation requirements as enrollment in the home school campus. Credit given for classes taken is recorded on the high school transcript. Career Tech classes are simply an extension of the home school campus. Abiding by the stated regulations on behavior and attendance is expected. The student represents Tecumseh High School. **Therefore, a student suspended from Career Tech will also be suspended from the**

home school program. Likewise, home school suspension will include suspension from Career Tech.

SUSPENSION FROM SCHOOL

Suspension of a student from Tecumseh High School is a very serious disciplinary action, which is taken after all other attempts to correct a student's serious misconduct have failed. The offenses, which may require suspension, could vary in seriousness. Suspension may result as a consequence of chronic misconduct or a single serious offense. Suspension from the regular school day also means that the student serving the suspension is not allowed to attend school sponsored events or activities during the time of the suspension.

It is the responsibility of the administration of Tecumseh High School to determine the necessity of suspension of any student who jeopardizes the educational atmosphere of the school, or so causes other students to be deprived of their right to education opportunities.

Before suspending a student, the principal will attempt verbal contact with the parent or guardian to discuss the offense and the procedure of suspension. The parent or guardian will be provided instructions as to any appeal process. No student will be reinstated until a parent conference is held with the principal. The conference with the parent will also provide the parent and student with information about how their work will be prepared and provided while they are serving their suspension time. See the student rights and responsibilities handout for more detailed explanations of the suspension procedure, including possible actions warranting suspension.

Long Term Suspension is terms used if the time of suspension is to run longer than nine days. Suspensions that are for 10 days or more, the students will continue their instruction in a virtual school setting. The long term suspension can last until the end of the present school year or a maximum of two terms (a full school year). The offense warranting long term suspension would have to be of a very serious nature.

ENCORE/DETENTION

Any student may be assigned to ENCORE for an infraction of school regulations, correctives, make-up work, poor grades etc., which will be served during ENCORE period. Office assigned ENCORE will be served with the student's second period teacher. Teacher/classroom assigned ENCORE will be served with the

individual assigning teacher. Students may be assigned before school, noontime, or after school detention. FAILURE ON THE PART OF ANY STUDENT TO ATTEND ENCORE WILL RESULT IN FURTHER DISCIPLINARY ACTION AND ASSIGNMENT TO IN SCHOOL SUSPENSION CONTINUED FAILURE TO SERVE WILL RESULT IN OUT OF SCHOOL SUSPENSION.

IN-SCHOOL SUSPENSION PROGRAM (TIME-OUT)

The In-House Suspension program for Tecumseh Schools is designed to provide an educational alternative for suspended students. This program enables a student to continue their education while planning for re-entry into their regular class environment. Certified teacher will staff the program.

The In-House Suspension classroom is located at the Middle School and has a room capacity for 10 – 15 students. The program is designed primarily for students of middle school and high school age. Student's placement in the In-House Suspension program must come from the building principal.

The referring principal is to contact the In-House teacher to make arrangements for the student's placement in the program. The In-House Suspension program is designed primarily for short term, approximately 3 to 5 days detention. However, students may be placed there longer under special circumstance.

BOMB THREAT PROCEDURES

Persons involved in such activities (whether it is a verbal, written, or electronic, (etc.) threat) are considered acting in a criminal manner and therefore are subject to charges being filled against and prosecution pursued.

PROCEDURE:

- 1) Building evacuated by fire drill routes
- 2) Authorities notified – Police and Fire Depts.
- 3) Trace the call
- 4) Person involved prosecuted
- 5) Report each incident to central school office

There will be approximately four drills throughout the year. The safety areas and evacuation procedures are in conspicuous places, every classroom, hall and meeting area. Tornado warnings will be a long and continuous bell. Repeated ringing of five short bells will indicate fire warnings.

SEARCH PROCEDURE

For the general safety and well being of the entire student body, we want this environment to be free of drugs, beer, other intoxicants & weapons. Lockers, book bags, motor vehicles, and etc. maybe searched indiscriminately by school officials if we have reason to believe something out of the ordinary is being stored there. The school and the student are in joint ownership of a locker and we expect only books and school materials to be stored there.

We believe that all students should be free from unreasonable search and seizure by school officials. However, the superintendent, principal, teacher, and security personnel shall have the authority to search a student and a student's property when there is reasonable suspicion (cause) for such searches. The superintendent, principal, or authorized/designated personnel of this school may detain and search any student or students on the premises of the public school, or while attending, or while in transit to, any event or function sponsored or authorized by the school under the following conditions:

1. When any authorized personnel has reasonable suspicion that the student may have on the student's person or property alcohol, dangerous weapons, controlled dangerous substances as defined by law, tobacco products, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be a disruption of school operations or in violation of student discipline rules.
2. School lockers and school desks are the property of the school, not the student. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas, or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.
3. The extend of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.
4. Authorized personnel conducting a search shall have authority to detain the student(s) and to preserve any contraband seized.
5. Any searches of students as outlined herein will be conducted by an authorized person who is of the same sex as the person

who is being searched and shall be witnessed by at least one other authorized person. The witness will be the same sex as the student when practical.

6. Strip searches are forbidden. No clothing except cold weather outer garments will be removed before or during a search except in accordance with a properly authorized search warrant.
7. Items that may be seized during a lawful search, in addition to those mentioned in paragraph one above, shall include by not be limited to any object, instrument, or material commonly recognized as unlawful or prohibited. For example: switchblade or material commonly recognized as unlawful or prohibited items. Such items, or any other items which may pose a threat to students, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.
8. Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlawful or prohibited items may be suspended by the principal for a period of one semester, up to the length of both semesters, or as prescribed by law. Such suspension may be in addition to any civil or criminal liability.
9. A student suspended as a result of this regulation may appeal the suspension by making contact with the superintendent at the local Board Of Education building at 1301 E. Highland Street in Tecumseh.
10. School personnel will strictly obey all constitutional rights. The school will comply with all existing laws dealing with searches in a public educational facility.

PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING (Regulation)

This regulation is a result of the legislative mandate and public policy embodied in the School Bullying Protection Act, 70 O.S. 24-100.2. The Oklahoma Legislature requires school districts to adopt a policy to prevent harassment, intimidation, and bullying in an effort to "create an environment free of unnecessary disruption" and also requires school districts to actively pursue programs for education regarding bullying behaviors.

The Tecumseh Public Schools' student conduct code prohibits harassment, intimidation, and bullying. This regulation further explains the negative effects of that behavior and seeks to promote strategies for prevention.

Statement of Board Purpose in Adopting Policy

The board of education recognizes that intimidation, harassment, and bullying of student's causes serious educational and personal problems, both for the student-victim and the initiator of the intimidation, harassment, and bullying. The board observes that this conduct:

1. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large.
2. Substantially disrupts school operations by interfering with the district's mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation, and is just as disruptive of the district's efforts to prepare students for productive lives in the community as they become adults.
3. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying towards student-victims simultaneously supports the district's primary and substantial interest in operating schools that foster and promote academic achievement.
4. Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objective to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who as a result, are perceived by bullies as easy targets for bullying actions.
5. Substantially interferes with the district's mission to advance the social skills and social and emotional well-being of students. Targets of intimidation, harassment, and bullying are often "passive-target" students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety and/or distress; may have experienced a traumatic event' may try to use gifts, toys, money, or class assignments or performance bribes to protect themselves from

intimidation, harassment, or bullying; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide.

**PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING –
(REGULATION) CONT.**

6. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts.
7. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

Bullying, harassing, and intimidating behavior often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of this school district and at time involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim's or bystander's ability to concentrate, retain instruction and also disrupts and interferes with the student-victim's or bystander's ability to concentrate, retain instruction, and study or to operate free from the effects of intimidation, harassment, and bullying. This results in a reluctance or resistance to attend school.

Definition of Terms

1. Statutory definition of harassment, intimidation, and bullying:

70 O.S. 24-100.3© of the School Bullying Protection Act defines the terms "harass, intimidate, or bully," as including, but not limited to, any gesture, written or verbal expression, or physical act that a reasonable

person should recognize will:

- A. Harm another student;
- B. Damage another student's property;
- C. Place another student reasonable fear of harm to the student's person or damage to the student's property; or
- D. Insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

2. The "Reasonable Person" Standard

In determining what a "reasonable person" should recognize as an act placing a student in "reasonable" fear of harm, staff will determine "reasonableness" not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended victim along with but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self-esteem of the victim; and the discipline history, personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING (REGULATION) CONT.

3. General Display of Bullying Acts

Bullying, for purposes of this section of the regulation, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

- A. Physical Bullying includes harm or threatened harm to

another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstance in which the threat was made and the reaction of the intended victim.

Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

- B. Emotional Bullying includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.
- C. Social Bullying includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.
- D. Sexual Bullying includes harm to another resulting from, but not limited, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the e

fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment-also prohibited by Tecumseh Public Schools.

SEXUAL HARASSMENT OF STUDENTS

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel.

I. Sexual Harassment

For this purpose of this policy, sexual harassment includes:

- A. Verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding," double meanings, and jokes.
- B. Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.
- C. Writing graffiti, which names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately.
- D. Any of the aforementioned conduct, which effectively

deprives a student of access to educational opportunities or benefits provided by the school.

J. Specific Prohibitions

A. Administrators and Supervisors

1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.
3. The School district is not concerned with the "off-duty" conduct of school personnel unless the conduct has or will have a negative impact on the educational process of the school. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 18 may constitute a crime under state or federal law.

12. Report, Investigation, and Sanctions

- A. It is the express policy of the board of education to encourage the student victims of sexual harassment to come forward with such claims. This may be done through the Sexual Discrimination Grievance policy. The Office of Civil Rights relies on school administrators' judgment and common sense in meeting the requirements of the federal law.

1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions, or have their parents report these conditions, to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any

- responsible adult person.
2. Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns, which arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
 - B. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment.
 - C. Any employee found to have engaged in sexual harassment of students shall be subject to sanctions, including, but not limited to warning, suspension or other appropriate punishment subject to applicable procedural and due process requirements.
 - D. Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including, but not limited to warning, suspension or other appropriate punishment subject to applicable procedural and due process requirements.
 - E. A copy of this Sexual Harassment policy will be provided to students and parents each year.
 - F. Special effort will be made to apprise district administrators, teachers, and counselors of their obligation to receive student complaints of sexual harassment, document such complaints, and forward them to the grievance committee.

REFERENCE: Title VII of the Civil Rights Act of 1964
42 U.S.C. 2000e-2
29 C.F.R. 1604.1, et seq.

Students may obtain claim forms in the Principal's Office, the Counselors' Office, or the School Library. These claims should be turned in to the Principal's or Counselor's Office and will then be forwarded to the District Grievance Compliance Officer.

SAFE SCHOOLS ACT (1996)

Under the terms of the Safe Schools Act, schools are required to report serious violations of school discipline policy are reported to juvenile authorities or/and the police. These violations include possession and sale of or transfer of alcohol, drugs, stolen property etc., and possession of weapons, assault etc.

In addition to transcripts and attendance records, student discipline records will be sent to the district or school to which the student may transfer. Tecumseh High School will receive discipline records from other schools for students transferring to our school. The confidential Safe Call number for reporting circumstances, which may affect the safety of the schools, is 1-800-SAFE-CALL (723-3225).

VIDEO SURVEILLANCE CAMERAS

All students, parents and staff are advised that as a public school facility, students, staff, parents and building visitors do not have a right to expect privacy in connection with their actions and activities while in, on or about the school facilities. In an effort to increase school district security, provide greater safety for students, staff and building visitors, and to reduce vandalism and theft, many areas of the high school campus, both internal and external shall be subject to observation and monitoring by video cameras. The tapes of such observations shall be available for use by the school district and its administrative staff, if necessary to enforce the law and the provisions of school district policy. Any questions should be addressed directly to the building administration.

SCHOOL RESOURCE OFFICER

As a result of our SAFE SCHOOLS PROJECT a School Resource Officer may be assigned to work with the faculty, staff and community members to ensure a safe school environment. The officer is available during the school day to answer questions and to work with students and parents in matters that may require police intervention. The officer has standard issue of a intermediate weapon (taser) and a deadly force weapon (gun). A listing of the City of Tecumseh Juvenile Court Program infraction and possible fines is listed below.

CITY OF TECUMSEH JUVENILE COURT PROGRAM

Juveniles receiving citations for offenses listed below will be required to complete a court program provided by the City of Tecumseh. The result of the following offenses will be a fine or community service or both. This fine could be \$275 or more and will be assessed and collected by the City of Tecumseh.

SEC. 10-703	Assault, battery, assault & battery
SEC. 10-704	Curfew violation
SEC. 10-705	Disorderly conduct
SEC. 10-706	Possession of alcoholic beverage
SEC. 10-707	Possession of non-intoxicating beverage
SEC. 10-708	Possession of marijuana
SEC. 10-709	Possession of drug paraphernalia
SEC. 10-710	Public intoxication
SEC. 10-711	Shoplifting/Petit Larceny

- SEC. 10-712 Trespassing
- SEC. 10-713 Vandalism
- SEC. 10-714 Use of vehicle or device with wheels on sidewalk and roadways
- SEC. 10-715 Possession of fireworks
- SEC. 10-717 Possession of tobacco
- SEC. 10-718 Truancy

- SEC. 10-721 Attempts to commit offense
- SEC. 10-722 Aiding in offense

SPECIFIC INFRACTIONS AND DISCIPLINE

***ALCOHOL** Use, possession and/or under the influence AND/OR distribution and/or selling alcoholic substances (Refer to Chemical Substance Abuse Policy)

1st offense – 5-45 days in school/out of school suspension

2nd offense – 45-90 days out of school suspension

3rd offense – Up to two semesters out of school suspension
Can involve police and Juvenile Court System.

***ALCOHOL** Selling and/or distributing
 Out of School Suspension for up to two terms

***ALTERING RECORD**

Changing school documents by any method

1st offense - 1 – 5 days in school suspension/School Service

2nd offense – 5 – 10 days in school suspension

3rd offense – Suspension up to 2 terms

***ARSON** Intentional burning of property, etc.

1st offense – out of school suspension for up to 2 semesters and restitution of damages –
Can involve police and Juvenile Court System.

***ASSAULT AND BATTERY**

an assault with an actual touching or other violence upon another.

1st offense – subject to arrest- 5 to 10 days out of school/Parent

Conference/Counseling Intake.

2nd offense – Involve authorities-subject to arrest/long term

suspension, 10 days to one term/Parent
conference/Counseling Intake
3rd offense – Suspension up to two terms

***BULLYING, HAZING, & HARASSMENT**

Any willful act done by a student, either individually or with others to another student for the purpose of bullying or subjecting the other student to indignity, humiliation, intimidation, physical abuse, or threats of abuse. This includes any gesture, written or verbal, expression, or physical act that a reasonable person should know will harm another person, damage another's property, or insult or demean another in such a way as to disrupt or interfere with the District's educational mission. (Cyber bullying can fall under this area. Using the internet as in a negative manner to harm the mental or physical well being of another student, all students, adult, or school employee can also carry with it disciplinary actions under this rule.)

1st offense – verbal conference with student/refer to Counselor/or move to next offense consequences determined by the severity of the situation.

2nd offense – 1 – 3 days in-school suspension

3rd offense – 3 – 10 days out of school suspension

4th offense – Out of school suspension up to a one year

Can involve police and Juvenile Court System.

***CELL PHONES/ELECTRONIC COMMUNICATION
DEVICES/IPODS/MP3 Players, etc.**

The use of communication devices (cell phones, etc.) is permissible in designated areas. The use of phones and electronic devices in prohibited areas and situations result in the school making contact with parents and device will be confiscated.

1st offense – verbal warning/confiscated

2nd offense – confiscated/Parent is contacted

3rd offense – 1 days Lunch Detention

4th offense – 2 days Lunch Detention

5th offense – 3 days Lunch Detention

6th offense – 4 days Lunch Detention

7th offense – 5 days Lunch Detention

8th offense – 1 day of In-School Detention/Turn phone into

the office every morning for the rest of the school year.

9th offense – 1 – 3 days In-School Detention/No cell phone will be allowed at school specific to the student in question.

Also, any refusal to turn in cell phones to adults or instructors when violations of cell phone policies have occurred will result in disciplinary action.

1st offense–Verbal / 1-5 days in school/out of school suspension

2nd offense – 3-10 days in school/out of school suspension

3rd offense – Up to one term or possibly two terms out of school suspension

***CELL PHONES OR TECHNOLOGY USED FOR THREATS OR FOR DISTRIBUTION OF PORNOGRAPHY OR VIOLENCE**

The use of communication devices to make threats, challenges, or to make invitations to fight OR for sending pictures, videos, or texts that are threatening, violent, or pornographic (involving nudity or ludeness) is prohibited by school policy. Also, any refusal to turn in cell phones to adults or instructors when violations of cell phone policies have occurred will result in disciplinary action. (Cyber bullying can fall under this area. Using the internet as in a negative manner to harm the mental or physical well being of another student, adult, or school employee can also carry with it disciplinary actions under this rule.)

1st offense–Verbal / 1-5 days in school/out of school suspension

2nd offense – 3-10 days in school/out of school suspension

3rd offense – Up to one term or possibly two terms out of school suspension

Can involve police and Juvenile Court System.

NOTE: Use of technology in a manner that generated unkindness toward others, ill will toward other students, or creates problems at school, whether the message originated at school or not, can be under review by school officials and law enforcement, with the possibility of legal and disciplinary actions resulting from the findings of the investigation. Discipline actions can be up to a two term suspension

***CHEATING/PLAGIARISM**

Using material not allowed during test, copying from another, securing copies of test, securing answers in advance of test or the use of another's work as your own. This also includes

cheating that might occur with the assistance of cell phones or electronic devices. (see plagiarism policy, pg. 83)

1st offense – “0” on material, loss of opportunity and 1-3 days detention/Encore with parent called or School Service

2nd offense – “0” on material, loss of opportunity and 3-5

days in-school suspension

3rd offense – “0” on material, loss of opportunity and 5-10 days in school suspension

***CLASS DISRUPTION/DISORDERLY CONDUCT/INAPPROPRIATE AND DISRESPECTFUL BEHAVIOR**

Behavior of student becomes disruptive to the educational welfare of the class or environment. This includes non-participatory behavior such as sleeping in class or refusal to work or participate with reasonable requests.

1st offense – Conference with the principal/removal from class / possible detention/School Service

2nd offense – 1 – 5 days detention/ENCORE

3rd offense – 1 – 3 days in-school suspension (parent conference)

4th offense – 3 – 5 days in-school suspension (parent conference)

5th offense – 3 days – out-of-school suspension

***DRESS CODE** Violation of dress code occurs when students wear clothing in a fashion or manner that violates the dress code guidelines listed in this agenda. Clothing should not be revealing, showing cleavage, buttocks, undergarments, etc. Any attire in question can be referred to administrator, counselor or staff member.

1st offense – Conference, change clothing or article in question

2nd offense – Student could be sent home, call parents, change article

3rd offense – 1-3 days in school suspension

4th offense – 3-5 days in school suspension/parent conference

***DRUGS** Use, possession and/or under the influence or distribution and/or selling of any unauthorized drugs or turkey drug. (Refer to Chemical Substance Abuse Policy)

1st offense – 5-45 days in school/out of school suspension

2nd offense – 45-90 days out of school suspension

3rd offense – Up to two semesters out of school suspension

Can involve police and Juvenile Court System.

***DRUG PARAPHERNALIA** Use, possession, or distribution of any article related to use of drugs or turkey drugs.

- 1st offense** - 1-5 days in school suspension
2nd offense - 5-10 days in school suspension
3rd offense - suspension out of school for up to one semester

Involves police and Juvenile Court System.

***EXPLOSIVE DEVICE**

Use, verbal or written threat of, possession or distribution of fireworks or other explosive devices out of school suspension/In-school suspension – In school/out of school suspension. Student may be suspended for the remainder of the current year or a maximum of two terms. **Involves police and Juvenile Court System**

***FAILURE TO SERVE DETENTION/ENCORE** – Failure to serve detention within the required time period

- 1st offense** – Double detention/ENCORE/School Service
2nd offense – 1 – 3 days in school suspension
3rd offense – 3 – 5 days in school suspension
4th offense – 5 – 10 days in school suspension

***FIGHTING/ASSAULT/BATTERY**

Engaging in physical contact for the purpose of inflicting physical harm on another person. This includes a student who is involved in the instigation of or encouraging a fight among other students.

- 1st offense** – 1- 5 days in-school or out of school suspension.

*Police can be involved and arrests may be made.
Involves Juvenile Court.*

- 2nd offense** – 1- 10 days in school or out of school suspension.

*Police can be involved and arrests may be made.
Involves Juvenile Court.*

- 3rd offense** – 5-10 days in school suspension or out of school suspension. *Police can be involved and arrests may be made. Involves Juvenile Court.*

- 4th offense** – out of school suspension up to one semester.

*Police can be involved and arrests may be made.
Involves Juvenile Court*

***FORGERY** Writing and using the initials / signature of another person

- 1st offense** - 1 – 3 days of in-school suspension/School Service
2nd offense – 3 – 5 days of in school suspension
3rd offense – 5 – 10 days in school suspension
4th offense – Out of school suspension up to one term

***GAMBLING** Betting, bartering, cards, dice, etc., & can involve trade of money, merchandise, favors, etc.

1st offense – 1 – 3 days detention/ENCORE/School Service

2nd offense – 1 – 3 days in-school suspension

3rd offense – 1 – 3 days out of school suspension

***GANG ACTIVITIES/CULT**

Gang or cult activities are prohibited. Gang activities include being involved in-groups, which cause disruption, intimidation, gang paraphernalia, graffiti, dress, symbols & signs (written, drawn, emailed, hand gestures, hand shakes, etc.) or being involved in organizing such a group.

1st offense - 1 – 10 days detention/ENCORE or move to second offense/School Service

2nd offense – 1 – 3 days in-school suspension

3rd offense - 3 – 10 days out of school suspension

4th offense – Suspension up to one semester

Can involve police and Juvenile Court System.

***INSUBORDINATION OR DISOBEDIENCE**

Refusal to comply with a reasonable request from staff, faculty, school personnel, adults, etc. This could include non-completion and non-cooperation of ISD work.

1st offense – 3-10 days detention/ENCORE or 1-3 days in-school suspension /School Service

2nd offense – 3 – 5 days in school suspension

3rd offense – 5-10 days in school suspension

***LEAVING CAMPUS**

Failing to have proper authorization from parents or guardians and designated school personnel to leave campus at other times except the lunch period

1st offense - 2 days detention/ENCORE for each class missed

2nd offense – 1 – 3 days in-school suspension

3rd offense - 3 – 5 days in-school suspension

4th offense - repeated violations may result in out of school suspension & reported to outside agencies.

Can involve police and Juvenile Court System.

***LITTERING**

- 1st offense** - Warning
- 2nd offense** - 1 Lunch Detention
- 3rd offense** - 3 Lunch Detentions
- 4th offense** - 13 days in-school suspension

***LYING** - Intentionally giving information to misinform or mislead.
(This could include giving bogus or misleading information through the media, i.e. phone, internet, etc. An example could be to give the school information that is misleading about a student's absence or dismissal from school.)

- 1st offense** - 3 - 10 days detention/ENCORE/School Service
- 2nd offense** - 1 - 3 days in-school suspension
- 3rd offense** - 3- 5 days in school suspension

***PROFANITY** - Use of obscenities (written or verbal, on clothing articles, ethnic and gay slurs, etc.

***Pornography**-letters, notes etc. or obscene gestures). Photos, magazines, etc. with nudity.

***Indecent Exposure**-Mooning (showing a bare behind), flashing (showing private parts such as breast or private male or female anatomy), publicly urinating at a school event or activity, etc.)

- 1st offense** - 1 - 10 days detention/ENCORE/School Service
- 2nd offense** - 1 - 3 days in-school suspension
- 3rd offense** - 3 - 5 days in-school/out of school suspension
- 4th offense** - 5-10 days in-school/out of school suspension

***PUBLIC DISPLAY OF AFFECTION** -Intimate touching or kissing.

- 1st offense** - Referral to counselor, conference
- 2nd offense** - Conference with Principal, parent contacted
- 3rd offense** - 1- 3 days in school suspension
- 4th offense** - 3-5 days in school suspension

***RECKLESS ENDANGERMENT/DISORDERLY CONDUCT**

Engaging in an activity which causes (or might cause) physical harm, if a student creates a situation that puts others in a situation where injury would occur, or the creation of an unsafe situation can occur.

- 1st offense** - 1-10 days of in school suspension
- 2nd offense** - Suspension out of school for up to one semester
- 3rd offense** - The student will be suspended a maximum of the current

semester, plus the ensuing semester. The student will not be allowed to return to school in any event until arrangements for restitution are made with a designated school official.

Can involve police and Juvenile Court System.

***SEXUAL HARASSMENT/ RACIAL HARASSMENT**

This includes but is not limited to verbal & physical sexual advances or comments of a racial nature, demeaning comments (sexual or racial), writing graffiti with sexual or racial connotations etc.

1st offense- verbal conference w/student or move to next offense
Consequences determined by the severity of the situation.

2nd offense - 1 - 3 days in-school suspension

3rd offense - 3 - 10 days in school suspension

4th offense - Suspension out of school up to one semester or longer

Can involve Juvenile Court System

***SKIPPING** Spends class time in area of the building or campus without proper authorization

1st offense - 2 days lunch detention

2nd offense - 1 - 3 days in-school suspension

3rd offense - 3 - 5 days in-school suspension

4th offense - repeated violations may result in out of school suspension & reported to outside agencies. **Can**

involve police and Juvenile Court System and District Attorney.

***TAMPERING WITH FIRE ALARM SYSTEM OR EQUIPMENT**

1st offense - 5 - 10 days out of school suspension/In School Suspension

2nd offense - suspension out of school up to one semester -
Involves law enforcement authorities

***THEFT** Stealing / Pranking by taking property belonging to another student / Impermissible possession of another persons property.

1st offense - 1-5 days of in school suspension / restitution / police involvement

2nd offense- 1-10 days of in school suspension/restitution/ police involvement

3rd offense - Suspension up to one term / restitution / subject to

arrest

and being charges

4th offense– Suspension up to two terms / restitution/ police involvement

Can involve police and Juvenile Court System.

***TOBACCO** Use, possession, or distribution of tobacco (smoking, dipping, chewing), electronic cigarettes, and vaping paraphernalia.

1st offense–1-3 days in-school suspensions, confiscate material, call parents, involve police, Juvenile Court System

2nd offense–1-5 days in school suspension confiscate material/ call parents

3rd offense – 5-10 days out of school suspension.

Subsequent offenses will lead to further disciplinary action.

Can involve police and Juvenile Court System.

***TRUANCY** Absence that was not approved by a parent, legal guardian and a school official (Compulsory Education Law of the State of Oklahoma, Section 196 of Title 10)

1st offense - 2 days lunch detention

2nd offense – 1 – 3 days in-school suspension

3rd offense - 3 – 5 days in-school suspension

4th offense - repeated violations may result in out of school suspension & reported to outside agencies.

Can involve police and Juvenile Court System.

***VANDALISM/DEFACEMENT OF PROPERTY**

Defacing, damaging, or destroying property or belonging to the school, school personnel or other persons. Any act of vandalism will be reported to the Board of Education, the police, the district attorney, and the parent(s) or guardian(s) of the student.

1st offense – 1-10 days of in school suspension

2nd offense – Suspension out of school for up to one semester

3rd offense –The student will be suspended a maximum of the current semester plus the ensuing semester. The student will not be allowed to return to school in any event until arrangements for restitution are made with a designated school official.

Can involve police and Juvenile Court System.

***VEHICLE VIOLATION**

- Inappropriate use of a vehicle on school grounds
(i.e. danger to self and others/reckless)
- 1st offense** - 1 – 10 days detention/ENCORE or loss of driving privileges/Principal conference
- 2nd offense** - 1 – 3 days in-school suspension and or loss of driving privileges.
- 3rd offense** - 3 – 5 days in-school suspension and student not allowed to have vehicle on school grounds for a specified amount of time.

***WATER SPRAYING AND SHOE POLISHING**

Water guns, water balloons, and any other spraying devices

- 1st offense** – Clean up and restitution & detention/ENCORE/School Service
- 2nd offense** – 1 – 3 days in-school suspension
- 3rd offense** – 3-5 days of in school suspension

***WEAPONS** Use of, verbal or written threat of, displaying, handling, transmitting or possessing an object that could inflict bodily harm such as gun, BB gun, bomb, starter pistol, knives, taser, clubs etc. is against school policy and suspension can occur for this offense for up to two terms. **Infractions involving a gun will result in a suspension up to two terms or longer.**

1st offense – 1-5 days of in-school suspension **or** out-of-school suspension.

2nd offense – 5-10 days out-school suspension

3rd offense – out of school suspension for up to two terms

Injury-If injury occurs involving a weapon, the fullest extent of the consequence can be possible.

Can involve police and Juvenile Court System.

NOTE: If a student is determined to have threatened or attempted to use a dangerous weapon, or to have used a dangerous weapon, the student may be suspended for the remainder of the current year and the following term.

THE ADMINISTRATION RESERVES THE RIGHT TO PLACE A STUDENT ON AN ATTENDANCE OR BEHAVIORAL CONTRACT OR

USE ANY OTHER ALTERNATIVE DISCIPLINARY ACTION (FOR EXAMPLE, ALTERNATE ACTIONS NOT LISTED MIGHT BE CORPORAL PUNISHMENT OR LUNCH DETENTION). * THESE PROBLEM AREAS ALSO VIOLATE STATE LAW. IN CASES OF SERIOUS OFFENSES, POLICE AUTHORITIES WILL BE CONTACTED.

MARRIED STUDENTS (Students not living with parents)

Married students will follow the same attendance guidelines as non-married students. They will not be required to have parental acknowledgement of illness, but they may be asked for doctors' statements if the illness causes too much absenteeism. The married student will also accept responsibility for his/her own actions and must meet all published school rules for behavior, eligibility or graduation.

PREGNANT STUDENTS/STUDENTS WITH BABIES

Pregnant students have the right to continue with their participation in the public school program. Reasonable efforts made to insure that the educational program of all students shall be disrupted as little as possible. Pregnant students should advise a counselor so that any necessary adjustments may be considered. Any modifications to a student's normal school curriculum will be based upon the recommendation from the student's physician and school administration. Absences will be reviewed and discussed.

The high school setting is an academic, athletic and social atmosphere. Students who have babies and toddlers should not bring them to school for any stay longer than a short visit. A student should not have a baby, toddler, or child in a regular classroom setting. It is for the health and safety of our students and the health and safety of any visiting child that this rule is in place. Violators of this rule will meet with administration and the expectations of this rule will be reviewed with the student.

TRANSPORTATION

School transportation must be used whenever possible. Private cars should be used only with permission of central office and the principal. Students on activity trips are to ride to and from the activity on the activity bus. Any exception must be with sponsor and parent approval.

CARS AND PARKING

PARKING LOTS ARE PROVIDED FOR THE STUDENTS' CONVENIENCE. THE SCHOOL CANNOT ASSUME RESPONSIBILITY FOR PRIVATE VEHICLES. YOU BRING THEM AT YOUR OWN RISK.

Students who drive cars to school must have permission and are

expected to observe all traffic regulations just as any other citizen licensed to operate a motor vehicle. Students must have a valid operator's license to drive or park on the High School campus. Driving on campus is a privilege.

1. All cars must be registered in the Vice Principal's office.
2. After parking his car, the student will leave his car. There should be no cruising or aimless driving in parking areas. Cars should stay parked until leaving campus.
3. Motorbikes will park in designated area.
4. No students may park in the teacher's area or visitors parking.
5. Accepted safety regulations will be followed at all times.
6. If these regulations are not followed, suspension of driving privileges may result.
7. No student should be transported in an open truck, trailer or hang on to a moving vehicle during school hours or school activities.

ENTRY TO BUILDING

Students are urged not to arrive at school too early, but for those students who must get here early, the Commons will be open and supervised beginning at **8:00 a.m.** The Commons is to be used as a study area and loud play or disturbances will result in ejection from the building or disciplinary action. Students will not be allowed to loiter in the halls. Only the East entrance door and the South entrance doors are open during the school day.

BUILDING USE

The High School, baseball park, dressing room and new gym can be used only for school-sponsored activities with school personnel present. The public, on a rental basis, can use the old gym, cafeteria and old baseball park with arrangements made through the superintendent or athletic director.

TELEPHONE CALLS

Students and teachers will be called from class to answer phone calls only in cases of emergency. Otherwise the call will be returned between classes. Office phones are for school business and cannot be used by students as a general rule. Please call only for emergencies, as we want to keep class interruptions to a minimum. Students using the phone during class time must have a pass from their teacher.

ASSEMBLIES

In all regular assembly programs student's behavior should reflect Savage Pride. Students will be dismissed by the public address system to attend assemblies. When the program leader comes to the platform or when the opening exercise begins, ALL TALKING MUST CEASE.

Students should give their complete attention to the program. If you enjoy the program, express your appreciation by a good round of applause. Booing or whistling will be considered inappropriate behavior during assemblies.

FLOWERS AND BALLOONS

Should you need to deliver a gift to school please make the delivery to the building principal's office between 3:00 and 3:25 p.m. The school cannot accept delivery any other times of the day. The office will make contact with the student or employee immediately so they will know to pick the gift up after school. Students will not be allowed to ride school buses with flowers and balloon arrangements for safety purposes. Thank you for your consideration in this matter as we try to provide the best educational environment possible.

PROPERTY / LOCKERS AND LOCKS

The school provides lockers for each student. The office assigns the lockers. Students will get a printout of his or her schedule with their locker number on it. Students are to use only the locker assigned to them. The lockers are to be kept clean and in good repair. If the student is concerned about their personal belongings, they are urged to place a lock on the locker. The lock may have to be cut off if the student forgets the key, because that is no excuse for going to class without materials. Each student is responsible for his or her own property. Lost and found will be located in the office. The school reserves joint control over assigned lockers, including the right to search.

PROTECTIVE DEVICES

In accordance with state law, students participating in certain classes are to wear protective devices. Any student failing to comply with such requirements will be temporarily suspended from the class, and the restriction of a student from such a class may be cancelled by the principal for willful, flagrant, or repeated failure to observe the above requirement. Eye protective devices shall be worn in the following courses or departments in accordance with the State Law are:

- Science Laboratories
- Vocational Agriculture/Consumer Science
- Sculpture and Ceramics Classes
- Applied classes

INSURANCE

The school has no insurance to cover accidents, which happen on our grounds. Students are strongly urged to take out the low cost insurance coverage, which is offered early in the year. Many parents have policies, which cover the student as well.

Most buildings are not insured for loss or damage of personal items

either. This includes band instruments or athletic equipment owned by the student and kept at school. The student should take their personal items home if they are concerned about their safety. The school tries to provide safe places to store items but unforeseen things can happen.

All students participating in any phase of the Tecumseh High School Interscholastic Athletic Program must be properly covered by an accident insurance program; or parents must have agreed in writing to assume the responsibility of medical bills.

1) Regular school program: Students may purchase insurance, which will cover all injuries sustained while at school or in any sport other than football. Twenty-four hour insurance coverage is also available.

2) Football program: The school insurance program provides special coverage for both junior high and senior high football, and it may be purchased for an extra premium.

3) Physical examinations: Students will not be allowed to participate in practice or in games without having a current physical examination on file. Physical is the responsibility of the athlete.

LIBRARY

The Tecumseh High School library is open for student use from 8:05 a.m. to 3:30 p.m. Food, drinks, gum and loud visiting are not permitted.

All materials will have the date due written on them. It is the student's responsibility to return borrowed materials on or before the due date. A student assumes responsibility for a book when he checks it out. Lost and/or badly damaged books will be paid for according to replacement price.

During class time students may use the library for studying, reference, or to check out books. All students must have a hall pass.

Students not utilizing their time will be sent back to class.

COMPUTER NETWORK AND INTERNET

Students are responsible for good behavior on the school computer networks. Network storage areas may be treated like school lockers. The school reserves the right to review files and communications to maintain system integrity. Inappropriate network utilization may result in disciplinary action.

OFF CAMPUS INCIDENTS

Incident involving Tecumseh School students which occur off campus during the normal school day at times when the student should be in class or when classes are changing could come under review by law enforcement and/or administration, except for off campus lunch time incidents. Students are provided transportation to and from classes or activities they are required to attend. Students are expected to use school provided transportation during the school day. Student misconduct during such times may result in that student's restriction to school transportation or other such disciplinary action as deemed appropriate by the school. Private vehicle use is not encouraged, but can occur. School sponsored activity transportation does not involve private vehicle use.

ROYALTY AND HOMECOMING PROCEDURES

The football and basketball homecoming queens will be chosen in the following manner: The senior players shall select three senior candidates and then each class of players 9-11 shall choose their class attendant. The student body then selects one of the three senior candidates by secret ballot popular vote. The athletic director and/or administrator count the ballots with results being secret until the actual coronation.

Escorts will be chosen by procedures already in place.

Once a queen is chosen in a sport, she may not be a queen again.

The coach of the particular team shall choose the team member who crowns the queen. **The traditional kiss will be prohibited.** This will be the policy for all coronations and sweethearts. Other organizations will follow their established procedure for selection.

STUDENT ORGANIZATIONS

There are several excellent student organizations on campus (page 18-19). We strongly encourage our student body to get involved with one or more of these. A packet explaining the different organizations will be given out early in the year before the organizations have their meetings so students can have an opportunity to join. There is a list of the organizations and the sponsors.

GUEST SPEAKERS

Speakers occasionally come to classes or to address banquets or organizations. The principal and/or superintendent have the final approval of all speakers at the school or a school activity.

BUS REGULATIONS

Students who come to school on the bus should return home on the same bus unless they **have a note from the parents that is given to the office.** Only regularly scheduled bus students are to ride the school buses. The school bus should be regarded by the students and parents as "another classroom," and the child's behavior should reflect that attitude. Failure to behave on the school bus can have very serious consequences just as misbehavior in any classroom would result in serious consequences. At all times, the student's behavior should be refined and courteous.

Bus Rider Rules: Riding a school bus is a privilege, but the privilege may be denied for failure to abide by general school rules and the following bus rider rules:

Prior to loading students should:

1. Be on time at the designated school bus stops.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to get off the bus.
4. Be careful in approaching bus stops.
5. Not move toward the bus at the school-loading zone until the bus has been brought to a complete stop.
6. Respect people and their property while waiting on the bus.

While on the bus students should:

1. Keep all parts of their body inside the bus.
2. Not eat or drink.
3. Not use any form of tobacco (lighter and matches), alcohol, or drugs.
4. Assist in keeping the bus safe and clean.
5. Remember that loud talking and laughing or unnecessary confusion may divert the driver's attention and may result in a serious accident. (The life you save may be your own.)
6. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
7. Never tamper with the bus or any bus equipment.
8. Maintain personal possession of books, lunches, or other articles and keep the aisle clear.
9. Help look after the safety and comfort of small children.
10. Not throw objects out of the bus and/or on the bus.
11. Remain in their seats while the bus is in motion.
12. Refrain from horseplay and fighting.
13. Be courteous to fellow pupils, the bus driver, and the patrol officers or driver's assistants.
14. Remain quiet when approaching a railroad-crossing stop.

15. Remain in the bus during road emergencies except when it may be hazardous to their safety. After leaving the bus student should:
1. Go at least ten (10) feet in front of the bus, stop, check traffic, wait for bus driver's signal, then cross road.
 2. Help look after the safety and comfort of small children.
 3. Go home immediately—staying clear of traffic.

General Rules:

1. Students will be let off the bus at the same place they are picked up unless the school receives a call or note from the parent.
2. Coat hangers are not to be carried on the bus unless they are inside a garment bag or otherwise covered.
3. The above rules and regulations apply to all trips under school sponsorship.

BUSES AND BUS BEHAVIOR

Buses will only let students on and off at school and at their homes or bus stops. School officials may suspend a student from the privilege of riding on the bus because of disorderly conduct. In the event, it becomes the responsibility of the parents to see that the student gets to and from school.

There will be no food or drink consumed on the bus. Nothing shall be thrown in the bus or out of the bus. Pupils should not extend arms or other parts of their bodies out the window. Loud talk or unnecessary confusion can momentarily divert the driver's attention and may result in a serious accident. Riders shall conduct themselves as ladies and gentlemen at all times. Any damage done to a bus by a student must be repaired and such actions will be dealt with immediately.

BUS MISBEHAVIOR

Buses will only let students on and off at school and at their homes or bus stops. School officials may suspend a student from the privilege of riding on the bus because of disorderly conduct. In the event, it becomes the responsibility of the parents to see that the student gets to and from school. Riders shall conduct themselves as ladies and gentlemen at all times. Any damage done to a bus by a student must be repaired and such actions will be dealt with immediately.

Students misbehaving or failing to comply with bus rules and regulations will be disciplined as follows.

1st offense

Note sent home and discuss problem in the office with principal or counselor—If hitting another student is involved or if disorderly

	conduct is involved suspension days off the bus can be applied to a first offense.
2nd offense	Note sent home and three (3) days off the bus.
3rd offense	Note sent home and five (5) days off the bus.
4th offense	Note sent home and two (2) weeks off the bus.
5th offense	Note sent home and off the bus for the remainder of the semester (or days totaling a semester.)

Note: Further problems results in NO bus privileges. Hitting can result in an immediate suspension from the bus.

Bus drivers will make all discipline reports in writing to the Transportation Office who will forward the report to the principal.

CLASS BREAKS/NUTRITION BREAKS

Class breaks are scheduled for 15 minutes in the A.M. session. Students are to use this time for nutrition purposes, restroom, water breaks, transferring to a class across campus, renewal, and relaxation. Students are not to leave campus unless they are transferring to an off campus class. Protect your break time. **Be Responsible!**

CONCESSION / SNACK AND COKE MACHINES

Machines are available for your convenience. Machines are not to be used while classes are in session.

PLEASE DO NOT LITTER.

FREE AND REDUCED LUNCHES

Students who are eligible will receive free or reduced price lunches from the school cafeteria. Students who feel that they maybe eligible for this benefit should obtain an application form from the counselor's office or main office. Forms must be filled out each year.

SCHOOL SPONSORED ACTIVITIES

These rules are made by the student council and the administration for the protection of school facilities and other students and pertain to school-sponsored dances and activities.

- All presently enrolled students at THS are eligible to attend unless they have been suspended from school or other disciplinary action prohibits them from attending.
- All out-of-school guests must be signed up in the office during the week of the dance or activity.
 1. No exceptions will be added after deadline
 2. Each student must sign his name and the guest's name
 3. No guest who is enrolled in a grade school will be permitted to attend

- i. A THS student who brings a guest will be responsible for the guest's behavior
- No refunds will be given. After gaining admittance to the dance or activity a student may not leave the building and return to the activity.
 - 1. If a student must leave the designated area, a sponsor must be in attendance or give permission.

ATHLETICS STARTING TIMES

Starting times for varsity athletic games vary from one sport season to the next. Students should check athletic schedules for starting times.

Students should check through the office for admission prices to athletic contests as they may change from one year to the next.

ACTIVITY SCHEDULING

Any activity to be scheduled on the school calendar must be scheduled by the sponsor through the activity director one-week before the event. The master schedule for the District is formulated early in the school year.

STATE REGULATIONS

Tecumseh High School is a member of the Oklahoma Secondary School Activities Association. Rules and regulations of this association will be strictly adhered to by all concerned in activities program.

Interpretations, which are questioned or perhaps not covered in these rules and regulations, may receive clarification by contacting the state office. Contact should be made only through the principal or activities director.

ACTIVITY CONDUCT

The conduct of a student involved in activities at Tecumseh High School is closely observed in many areas of everyday life. It is important that actions at all times be above reproach. The students should set the example for all students by following completely the policies set forth by the administration and individual sponsors.

On activity trips the student not only represents himself/herself, but also the community, the school, his/her sponsors, and parents, thus it is expected that all concerned will dress and behave in an acceptable manner. This will be left to the discretion of the sponsor. Any student going to a school sponsored activity must travel to and from the event with the school group. The only exception to this rule is when the parent picks the student up at the contest or activity and receives permission from the sponsor in charge.

POOR SPORTSMANSHIP

Any student bringing discredit to the school, community, or organization while attending an activity, including but not limited to: theft, vandalism, alcohol, disruption, drugs, obscenities, verbal abuse, etc. will be ineligible to participate and represent the school in all extracurricular activities. The severity and extent of the infraction will determine the length of the time.

SPORTSMANSHIP

The following guidelines should be observed:

Remember that a student spectator represents his school the same as does the athlete.

1. Any spectator who continually shows poor sportsmanship may be requested not to attend future contests.
2. Unsportsmanship or unfair means are not to be used even when opponents use them.
3. Visiting teams are to be honored guests and rivals of the home team and should not be treated as enemies.
4. No action is to be taken or course of conduct pursued, which would seem unsportsmanlike or dishonorable if known to one's opponent or the public.
5. The rules of the game are to be regarded as mutual agreements, the spirit of which no honorable person would break. The stealing of advantage in sports is theft.
6. No advantages are to be sought over others except those in which the game is understood to show superiority.
7. Decisions of officials are to be abided by, even when they seem unfair.
8. Officials and opponents are to be regarded and treated as honest in intention. When players conduct themselves in an unbecoming manner, and when officials are manifestly dishonest or incompetent, future relationship with them should be avoided.
9. Good points in others should be appreciated and suitably recognized.

EXPECTATIONS OF SPECTATORS/STUDENTS

Remember that school athletics are learning experiences for students and that mistakes will be made. You would not jeer a student who makes a mistake in the classroom; why is an athlete an exception?

1. A ticket is a privilege to observe the contest, not a license to verbally assault others and be generally obnoxious.
2. Learn the rules of the game, so that you may understand and

- appreciate why certain situations take place.
3. Show respect for the opposing players, coaches, spectators and support groups. Treat them as you would treat a guest in your home.
 4. Respect the integrity and judgment of game officials. Do not question an official's call.
 5. Refrain from the use of any controlled substances (alcohol, drugs, etc.) before and during games and afterwards on or near the site of the event(i.e. tailgating).
 6. Refrain from cheers which downplay the opponent or which use profanity or abusive language.
 7. Refrain from the use of noisemakers including whistles, party horns, air horns megaphones, etc.
 8. Refrain from booing or heckling the referees, players, or opposing fans.
 9. Refrain from taunting opposing teams, fans, etc., name calling, laughing, pointing finger.
 10. Respect individual players – eliminate name-calling, singling out individuals, and calling by individual names.
 11. Refrain from reading newspapers, turning their backs, making disrespectful actions, yelling, throwing confetti, debris or ice, etc., littering, derogatory/disrespectful yells, chants, songs, and gestures; "goodbye", " air ball", "you, you, you", and "warm up the bus".
 12. Refrain from yells that antagonize your opponents, not give recognition to the winner and from a victory celebration on the playing surface.
 13. Refrain from displaying anger, boasting, and antics which draw attention to you instead of the contest; doing you own yells instead of following the lead of the cheerleaders.
 - 14.** This list is not exhaustive of other things that may need attention as they arise.

GENERAL INFORMATION

- 1) Calendar events and transportation must be placed on office calendar week before the event. Events will be scheduled on a first-come, first-served basis.
- 2) No classroom parties can be held except by permission of the principal.
- 3) Public displays of affection are prohibited.
- 4) Any work done by the school secretary for classes and organizations must be approved by the principal.
- 5) Students are welcome and should feel free to visit school administrators.

- 6) All class or organization expenditures must come through the principal's office.
- 7) The principal must approve all school trips.
- 8) The principal must approve all school events such as dances, banquets, etc..
- 9) Fund raising will be limited except by special permission.
- 10) No food or drinks are allowed in the classroom.
- 11) Dishonesty in any form will not be tolerated.
- 12) Pupils are not permitted in the teacher preparation room at any times except as follows:
 - *Accompanied by a teacher
 - *Sent by a teacher. The student must knock on the door, if there is no answer, the student must find a teacher to accompany him/her into the room.

HEAD LICE

Every year, at nearly every school, there are cases of head lice. Tecumseh Schools will conduct head checks as needed, to help prevent the spread of head lice among the student population. We know that any child is susceptible to lice and therefore there should be NO embarrassment. The following head lice control practices will be followed:

- Active infestation will be defined as the presence of live lice OR no progress in nit removal. Any student found to have active infestation will have their parent/guardian called immediately to pick up the student and will be advised to seek treatment as soon as possible.
- Instructions regarding safe treatment of head lice will be given to the parent/guardian. Safe, effective treatment options are considered to be prescription or over-the-counter lice removal preparations and manual removal of all lice and nits (eggs). Effective treatment can be accomplished overnight, allowing re-admission to school on the following day.
- It is the parent/guardian's responsibility to treat the student at home, and to **accompany** them to school the NEXT day **with** proof of treatment for example the empty bottle of medicated head lice shampoo.
- Students will be admitted to school when no active infestation is present. The school nurse will check for the presence of live lice and/or nits, review treatment, and provide any needed instructions for support.
- If the student is found to have active infestation, the parent will take the student home immediately for further treatment.

Tecumseh High School Library Media Center

Nook e-Reader Permission and Acceptable Use Form

Electronic readers, simply called "e-readers" are digital device that can store books, magazines and other electronic media. Tecumseh High School, in striving to maintain technological relevance in education, is providing the opportunity for students to use these devices in accordance with our e-reader Acceptable Use Policy. The wide variety of hardware and software capabilities makes the Nook e-readers challenging to monitor and control. Therefore, our e-Reader Acceptable Use Policy needs to be specific and clear. A student who violates any portion of the e-Reader Acceptable Use Policy may immediately lose the privilege to use an e-reader. All material on the e-reader must comply with the spirit and policies of Tecumseh High School. (Please refer to the Student Handbook for more details.) This opportunity is a privilege that requires extra caution and responsibility both on the part of the students and their parents.

NOOK e-Reader Acceptable Use Policy

When you check out the Nook e-Reader, it is the student's responsibility to thoroughly inspect it and point out any problems at the time of checkout. When you sign for the device, you acknowledge that it is fully functioning, undamaged and that all parts are in intact.

In checking out a Nook e-Reader, the student agrees to the following terms:

1. The Nooks are limited to checkout by students and employees at Tecumseh High School.
2. Nooks will be checked out for a loan period of seven days. They will be allowed one (1) renewal not to exceed fourteen days total. The Nook must be brought to the library for a visual inspection for a renewal. They will not circulate over school vacations or to students who take extended breaks from school.
3. A Nook that is not returned by the due date will be considered late on the 8th day. On the 10th school day, an unreturned Nook will be considered lost and billed to the student.
4. Not returning a Nook by the due date will result in loss of the borrowing privileges for Nooks.
5. The Nook is not to be left unattended at any time.

6. Do not pile other books or materials on the Nook, this may damage the screen.
7. The Nook should not be carried in book bags where it can be damaged.
8. The Nook is not to be left in a car or outside for extended periods of time. Extremes in temperature will damage the Nook.
9. Do not add or delete content on the Nook.
10. Do not attempt to register, deregister, or reregister the Nook.
11. Nooks are to be returned directly to Mrs. Peak or the adult library aide. They are not to be left unattended at the library desk or turned in to a high school student.
12. Students borrowing Nooks must immediately report any loss or possible damage of the device directly to Mrs. Peak.
13. Nooks are not to be lent to or used by anyone other than the borrowing library student.
14. Do not purchase and/or download any content to the Nook other than the acceptable library books from the library (school or public).

TECUMSEH HIGH SCHOOL LIBRARY MEDIA CENTER
NOOK e READER PERMISSION

The Nook is a portable electronic device for reading digital books. It is small, lightweight, and can hold thousands of pages. The chance to use this device is a privilege that the library is now making available to students, provided that they use caution and responsibility. Each Nook is valued over \$100. For this reason, a parental signature is required before a Nook can be checked out to a student. Students with overdue books may not check out a Nook until books are returned. In addition, students with a history of lost or damaged school or library book(s) may not check out a Nook until their record is clean for a period of six months.

PARENT RESPONSIBILITIES AND PERMISSION:

I am authorizing the lending of a Nook to my child. I understand that it is to be used as a tool for reading and learning and that my child will comply with the Tecumseh High School Acceptable Use Policy. I will help ensure the safe and timely return of the Nook with the loan period of seven days. I also understand that I am financially responsible, including replacement costs, for any willful, malicious, or accidental damage or loss of the Nook as well as any charges resulting from content purchased and/or downloaded to the Nook. I understand that my child may lose future loan privileges for the Nook if it is either damaged or not returned in a timely manner.

PARENT/GUARDIAN NAME (printed): _____

PARENT/GUARDIAN SIGNATURE _____

DATE: _____ **email** _____

HOME/WORK ph# _____ **CELL ph#** _____

STUDENT RESPONSIBILITY:

I understand that I am fully responsible for the THS Library Nook while it is checked out to me. I agree to take care of the Nook and use it in an appropriate manner. I agree to the terms previously outlined in the Tecumseh High School Acceptable Use Policy. I understand that I will be held accountable and agree to pay all costs for any damage or loss of the Nook as well as any charges resulting from content purchased and/or downloaded to the Nook. I will return the Nook in good condition at the conclusion of the one week loan period. I have read, understand and will comply with all terms of the Acceptable Nook e-reader Use policy. I understand and assume complete financial responsibility for the Nook while it is checked out to me.

STUDENT NAME (printed): _____

STUDENT SIGNATURE: _____ **DATE** _____

If you have any comments, questions or concerns, contact:
Alicia Peak at Tecumseh High School Library
598-2113 or peaka@tecumseh.k12.ok.us

Plagiarism Agreement

Definition—

Plagiarism is a form of cheating that involves submitting or presenting writing or work in a class as if it is your own words or work. Plagiarism can be when the writing or work submitted is completed by someone other than the individual presenting the writing or work for a grade. Another form of plagiarism is taking information from a source without referencing the original author. The last common form of plagiarism is copying an entire source, for instance an essay, and submitting it as your own work.

Plagiarism Vocabulary—

- **Citation**—directly quoting or giving credit to another person's work or ideas within your own work.
- **Copyright**—the legal right given to a person for exclusive publication of work.
- **Common Knowledge**—facts known by a large group of people; does not have to be cited.
- **Cyber-Plagiarism**—copying or downloading articles, essays, or research papers found online without providing the proper citation.
- **Deliberate Plagiarism**—copying someone's work with the intention of submitting it as your own work.
- **Paraphrasing**—restatement of the information from a source in different forms or words to clarify the original meaning.

I have read and understand the definition of plagiarism as well as the plagiarism vocabulary on this agreement.

I understand that copying any part of someone else's writing or work into my own writing or work without the necessary citations would be considered plagiarism.

I understand that rewording another person's ideas without providing the correct citation is considered plagiarism.

I understand that If I choose to plagiarize any part of my writing or work, I will conference with the teacher, contact my parent or guardian, and a discipline referral will be given to the administrative office.

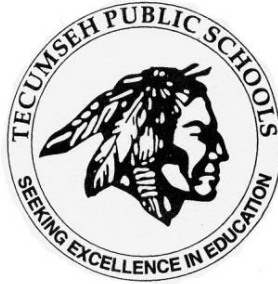
My signature on this agreement shows that I will follow the above guidelines for plagiarism. I also understand that I am responsible for asking my teacher for assistance or clarification for plagiarism concerns.

Student Signature

Date

Parent Signature

Date



**TECUMSEH HIGH SCHOOL
HANDBOOK / AGENDA
SIGNATURE FORM**

Student Name (please print)

Grade

**We, the undersigned, have read and
understood the
Tecumseh High School 2016-2017
Student Handbook.**

Student Signature

Date

Parent/Guardian Signature

Date

**Please tear out this completed sheet and return it to your
2nd period teacher.**

