

# PARENT/GUARDIAN ACKNOWLEDGMENT FORM

Indiana state law requires that we ask you to acknowledge in writing that you have reviewed a copy of the student handbook which contains school discipline policies. Failure to sign or return this form does not affect the student's responsibility to act in accordance with policies outlined in the book.

Please remove this page from the book, complete the form below, and have your son/daughter return this page to his/her social studies teacher. Your cooperation is appreciated.

I (we) have reviewed the current Lafayette Tecumseh Junior High School Handbook containing school discipline policies.

PARENT/GUARDIAN \_\_\_\_\_ DATE \_\_\_\_\_  
(Signature's)

\_\_\_\_\_  
(Please print name of your son/daughter)

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## STUDENT HANDBOOK SIGNATURE FORM

I, \_\_\_\_\_, have received a copy of the current Lafayette Tecumseh Junior High School Handbook. I shall read the handbook upon receiving it and ask any questions I may have about its contents. I shall ask my parent's guardians to read the handbook also, discuss it with me within one week from now, and return the Parent/Guardian Acknowledgment Form contained in this book.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

(Remove this form from the handbook, fill in the back, and return it to your social studies teacher, no later than Aug. 31.)

## FORMA DE RECONOCIMIENTO PARA PADRES/CUSTODIOS

La ley de Indiana nos requiere que les pidamos a reconocer en escritura que Usted repasó una copia del cuaderno estudiantil, lo cual contiene las reglas disciplinarias de la escuela. La falta de firmarla o devolverla no afecta la responsabilidad del/de la estudiante a comportarse en una manera de acuerdo con las reglas explicadas en el cuaderno.

Por favor, quite esta página, complete la forma abajo y tenga su hijo/a devolverla a su maestro/a de historia. Nos agradeczca su cooperación.

\*\*\*\*\*

Yo (nosotros) hemos repasado el Tecumseh Junior High School Handbook con las reglas disciplinarias de la escuela.

PADRE/MADRE/CUSTODIO/A \_\_\_\_\_ Fecha \_\_\_\_\_  
(Firma/s)

\_\_\_\_\_  
(Nombre de estudiante con letra de imprenta)

\*\*\*\*\*

## FORMA PARA LA FIRMA DEL CUADERNO ESTUDIANTIL

Yo, \_\_\_\_\_ recibí una copia del cuaderno estudiantil corriente. Voy a leerla después de recibirla y hacer preguntas si no lo entiendo algo. Voy a pedir a mis padres/custodios leerla también, discutirla conmigo dentro de una semana de ahora en adelante, y devolver la Forma de Reconocimiento Para los Padres/Custodios contenida en este libro.

Firma de estudiante \_\_\_\_\_ Fecha \_\_\_\_\_

(Quita esta forma del cuaderno, llénela, y devuélvala a su maestro/a de historia, no más tarde del 31 de agosto)



Lafayette Tecumseh Junior High School  
Field Trip Health Form  
2010-2011



Dear Parent/Guardian:

We are requesting the following information concerning you and your child to insure the best possible care in your absence. In order for your child to be eligible to go on field trips, this form must be fully complete and on file in the Tecumseh Main Office.

Please Print:

Student's Full Name \_\_\_\_\_ Birthdate \_\_\_\_\_ Age \_\_\_\_\_

Student's Address \_\_\_\_\_ Student's Phone # \_\_\_\_\_

Parent/Guardian Address-Mother \_\_\_\_\_ Parent/Guardian Phone-Mother \_\_\_\_\_

Parent/Guardian Address-Father \_\_\_\_\_ Parent/Guardian Phone-Father \_\_\_\_\_

Mother's Work Phone \_\_\_\_\_ Father's Work Phone \_\_\_\_\_

Student's Dentist \_\_\_\_\_ Student's Dentist Phone # \_\_\_\_\_

Student's Doctor \_\_\_\_\_ Student's Doctor Phone # \_\_\_\_\_

Hospital Preference \_\_\_\_\_ Known Allergies \_\_\_\_\_

Other Problems We Should Be Aware Of: \_\_\_\_\_

The teacher or staff may apply first aid treatment:

Yes \_\_\_\_\_ No \_\_\_\_\_

We give consent for the teacher or staff member to use their judgment in securing medical aid and ambulance service in case the parents/guardian cannot be reached:

Yes \_\_\_\_\_ No \_\_\_\_\_

I understand that in order for my child to be eligible to participate in field trips at Tecumseh that this form must be fully complete and on file in the Tecumseh Main Office.

Date \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_

**Tecumseh Junior High School**  
**Información de Salud y Autorización**

Queridos padres/custudios:

Fecha\_\_\_\_\_

Les pedimos la siguiente información respecto a Usted y su hijo/a para asegurar la mejor atención posible en su ausencia. Para que su hijo/a puede participar en los viajes afuera de la escuela esta forma debe ser cumplida completamente y archivada en la Oficina de Tecumseh.

**Escriba con letra de imprenta:**

Nombre de estudiante \_\_\_\_\_ Cumpleaños \_\_\_\_\_

Año en la escuela 6 7 8 \_\_\_\_\_ Edad \_\_\_\_\_

Dirección \_\_\_\_\_ Teléfono \_\_\_\_\_

Madre/Custodio

Dirección \_\_\_\_\_

Teléfono \_\_\_\_\_

Tel. de trabajo \_\_\_\_\_

Padre/Custodio

Dirección \_\_\_\_\_

Teléfono \_\_\_\_\_

Tel. de trabajo \_\_\_\_\_

Doctor \_\_\_\_\_

Teléfono \_\_\_\_\_

Dentista \_\_\_\_\_

Teléfono \_\_\_\_\_

Hospital preferido \_\_\_\_\_

Alergias conodidas \_\_\_\_\_

Otros problemas de que debemos ser concientes \_\_\_\_\_

El maestro/a o otro personal pueden prestar los primeros auxilios hasta que puedan contactar al doctor.

Sí \_\_\_\_\_ No \_\_\_\_\_

Les damos permiso al maestro/a o otro personal usar su mejor opinión en obtener asistencia médica y llamar la ambulancia si no es posible contactar a los padres o custodios.

Sí \_\_\_\_\_ No \_\_\_\_\_

**Seguro**

Nombre de la compañía \_\_\_\_\_ Número de asegurado \_\_\_\_\_

Dirección \_\_\_\_\_ Ciudad/Estado \_\_\_\_\_ Zip \_\_\_\_\_

Entiendo que para mi hijo/a asistir en un viaje a Tecumseh esta forma y la forma de físico deben ser cumplidos y archivados en la Oficina de Tecumseh Middle School.

Fecha \_\_\_\_\_ Firmado de padre/madre/custodio \_\_\_\_\_

*Remove this form from the handbook, and return it to your Social Studies teacher, no later than Aug. 31.*

Lafayette School Corporation

Electronic Information Source

### **Use Agreement**

I understand and will abide by the Lafayette School Corporation Electronic Information Source Agreement. I further understand that any violation of the regulations is unethical and may constitute a civil and/or criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

Student Name (please print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Parent or Legal Guardian**

*(If you are under the age of 18, a parent or guardian must also read and sign this agreement.)*

As the parent or legal guardian of this student, I have read the Electronic Information Source Agreement. I understand that this access is designed for educational purposes. I also recognize it is impossible for the Lafayette School Corporation to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network.

**Yes**, I hereby give permission to provide access to electronic information (Internet) for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**No**, I do not give my child permission to access the Internet. Please assign him/her alternative activities.

Parent or Guardian's Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Quita esta forma del cuaderno y devuélvela a su maestro/a de Social Studies antes del 31 de agosto.*

Lafayette School Corporation

Fuente de Información Electrónica

### **Contrato del uso**

Entiendo y observaré el Contrato de la Fuente de Información Electrónica de la Corporación de Lafayette Schools. Más, entiendo que cualquiera violación de las regulaciones es inmoral y puede constituir una ofensa civil y/o criminal. Si cometo una violación, mis privilegios de acceso pueden ser revocados y una acción disciplinaria puede ser tomada, y/o la acción legal apropiada.

Nombre de estudiante (con letra de imprenta) \_\_\_\_\_

Firma de estudiante \_\_\_\_\_ Fecha \_\_\_\_\_

### **Padre/Madre/Custodio**

*(Para personas menos de 18 años, uno de los padres o el custodio tiene que leer y firmar este contrato)*

Como el padre/la madre/el custodio de este/a estudiante, he leído este Contrato de la Fuente de Información Electrónica. Entiendo que acceso es solo para el intento educacional. También entiendo que es imposible para la Corporación de Lafayette Schools limitar acceso a toda la material controversial y no voy a hacerlos responsables para la material adquirida en la red.

**Sí**, le doy permiso a mi hijo/a a acceder información electrónica (Internet) y certifico que la información contenida en esta forma es correcta.

Nombre del padre/madre/custodio (con letra de imprenta) \_\_\_\_\_

Firma \_\_\_\_\_ Fecha \_\_\_\_\_

**No**, no le doy permiso a mi hijo/a a acceder el Internet. Por favor, déle a él/ella otras tareas alternativas.

Nombre del padre/madre/custodio (con letra de imprenta) \_\_\_\_\_

Firma \_\_\_\_\_ Fecha \_\_\_\_\_

# LAFAYETTE TECUMSEH JUNIOR HIGH



**Schools Colors:**  
**Team Name:**

Red and Black  
Bronchos

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

The information in this book was the best available at press time. Watch for additional information and changes.



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## DAILY SCHEDULE

Period 1	8:05-9:00
Period 2	9:04-9:57
Period 3	10:01-10:54
<b>Delaware 7-2/Kickapoo 7-3/Shawnee 7-4</b>	
7-2, 7-3 and 7-4 Lunch	10:54-11:24
7-2, 7-3 and 7-4 Period 4	11:30-12:23
7-2, 7-3 and 7-4 Period 5	12:27-1:20
<b>Miami 7-1, Wyandot 8-2, Ottawa 8-5</b>	
7-1, 8-2 and 8-5 Period 4	10:58-11:51
7-1, 8-2 and 8-5 Lunch	11:51-12:21
7-1, 8-2 and 8-5 Period 5	12:27-1:20
<b>Huron 8-1, Seneca 8-3, Wea 8-4</b>	
8-1, 8-3, and 8-4 Period 4	10:58-11:51
8-1, 8-3, and 8-4 Period 5	11:55-12:48
8-1, 8-3, and 8-4 Lunch	12:48-1:18
Period 6	1:24 - 2:17
Period 7	2:21 - 3:15

## STUDENT SCHEDULE

<b>NAME</b> _____ <b>LOCKER NUMBER</b> _____			
Period	Subject	Room No.	Teacher
1			
2			
3			
4			
5			
6			
7			
<b>Bus Number</b> _____ <b>Locker Combination</b> _____			

## **PREFACE TO PARENTS**

Each school is a part of the Lafayette School Corporation and operates under rules, regulations, and policies as established by the Board of School Trustees and by directives from the office of the Superintendent of Schools. Each school, however, may have some variations in general administrative procedures to provide for differences that exist in various parts of the corporation. (See Administration Policy in the Appendix for further detail.)

Knowledge and understanding of school policies is important in helping each student make a satisfactory adjustment to the school community.

This handbook is designed to acquaint junior high school students and parents with practices, procedures, policies, and the organization of the junior high school. Please read it carefully and refer to it when needed. If you do not find your answers, please call the school and you will be directed to someone who will assist you.

## **WELCOME TO STUDENTS**

Welcome to Lafayette Tecumseh Junior High School, home of the Bronchos! We are very excited to have all of the 7<sup>th</sup> and 8<sup>th</sup> graders in the Lafayette School Corporation attending Tecumseh.

This handbook has been prepared to help you get acquainted with Tecumseh. We also hope you will get acquainted with the facilities, rules, schedules, teams, and organizations and will make every effort to get to know your teachers and make new friends.

By taking part in all Tecumseh has to offer, you will have a great year! Not only will you become a part of the great Tecumseh tradition but also, more importantly, you will take a big step in the direction of becoming a success!

## **LAFAYETTE SCHOOL CORPORATION MISSION STATEMENT**

Lafayette School Corporation, in partnership with students, parents, and the community, is committed to educational excellence. We value cultural diversity and respect each person's unique qualities. We promote intellectual, physical, emotional, social, and ethical development. Together, we cultivate each student's talents and encourage lifelong learning and responsible citizenship.

## **LAFAYETTE SCHOOL CORPORATION VISION STATEMENT**

Inspire and empower all children to learn, hope, dream, excel, and appreciate.

## **LAFAYETTE TECUMSEH JUNIOR HIGH SCHOOL MISSION STATEMENT**

Lafayette Tecumseh Junior High School, in partnership with parents and the community, provides a safe, supportive, and challenging learning environment for all students. Through effective interaction, students gain knowledge and develop skills necessary to become productive, responsible citizens.

## **THINGS YOU NEED TO KNOW**

Listed below are things you need to know. Your teachers will be working with you, going over each of these items. If you have any questions during the school year, make sure this handbook is handy and look up the answers here.

### **ABSENCES:**

Your parent or guardian should call the school before 9:00 a.m. each day you are absent. If your parent or guardian is unable to call, you must bring a note (with a reason for the absence) to the Guidance Office before school starts on the day that you return. Alarm did not go off, missed the bus, overslept, running late, had to baby-sit are examples of unexcused absences or tardies. On a normal school day, school starts at 8:05. If a student arrives at school after 8:25, the student will be marked as truant for every class period that he/she has missed. Students will be marked as tardy from 8:05-8:25. Anytime you go to the doctor/dentist/therapist/court/probation, etc., a note for the appointment must be brought to the school to be filed.

### **APPOINTMENTS:**

If you arrive at school from an appointment after 8:05 a.m., report to the office for a pass. If you need to leave the building during the day for any reason, you must get a pass from the secretary in the office. NO PASS will be issued without parental contact (note or phone call). Whenever possible, passes for appointments should be obtained before school starts in the morning.

When you leave for the appointment, the pass should be shown to your teacher and then taken to the secretary in the office. Upon returning to school after the appointment, pick up the same pass before returning to class.

### **ARRIVING BY CAR:**

Hiatt Drive between the front and back entrances to Tecumseh will be closed from 7:35 to 8:05 a.m. and 3:00 to 3:30 p.m. When using the front lot, enter from the one-way entrance. If your parents pick you up at the back, they must enter and exit Hiatt Drive using 22nd Street.

## **BACKPACKS AND PURSES**

Backpacks and purses are to be stored in the students' lockers when they enter the building. Backpacks and purses may not be carried to class.

## **BICYCLES, SKATEBOARDS, MOPEDS:**

Bicycles may be ridden to school and should be locked securely to the bicycle racks. SKATEBOARDS, IN-LINE SKATES, MOPEDS, AND MOTORCYCLES ARE NOT PERMITTED.

## **BOOK RENTAL:**

**Book rental will be mailed out during the second week of September.** If parents need assistance in paying book rental, please contact Mrs. Yuill in the main office. Book rental payments are due on October 1, 2010. The Lafayette Board of School Trustees authorizes a rental and fee program for providing textbooks and related materials. Fees will be assessed at the beginning of each school year and the administration will be empowered to collect all fees by methods that may include a collection agency or legal action in court.

## **CANDY AND GUM:**

Candy eating and gum chewing are not permitted at Tecumseh.

## **PHONES, CD, RADIO, MP3, AND CASSETTE PLAYERS:**

Do not listen to music via radios, cassettes, CD, MP3 players, or other listening devices at school during the hours of 7:30 am-3:15 pm. Please be aware that the school will not be responsible for lost or stolen electronic equipment. Students are not to use their personal cell phones during the times of 7:30 am-3:15 pm. **Students must turn their phones off from 7:30 am -3:15 pm.** Students that use their cell phone from 7:30 am -3:15 pm will be referred the administration. Failure to comply with this procedure will result in the item being confiscated and returned only to the parent or guardian or possibly being issued a detention, a minor, a suspension or expulsion. A Parent(s)/Guardian(s) allowing students to carry electronic devices to school implies permission to the school to have access to any and all information on the device if confiscated for disciplinary or investigative purposes.

## **Important Notice to Students and Parents Regarding Cell Phone Content and Display**

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.
- Child exploitation. It is a Class C felony under I.C. 35-42-4-4(b) for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18. Sexual conduct is defined at I.C. 35-42-4-4(a).
- Child pornography. It is a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16. Sexual conduct is defined at I.C. 35-42-4-4(a).
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

## **CHANGE OF ADDRESS OR PHONE:**

If you move, change phone numbers, or have a parent change jobs, go to the guidance office and report this information.

## **E-MAIL ADDRESSES:**

The proper convention for the e-mail addresses for Lafayette School Corporation staff members is the first letter of the staff members name followed by the staff member's last name followed by @lsc.k12.in.us For example, Joe Smith's email address would be: [jsmith@lsc.k12.in.us](mailto:jsmith@lsc.k12.in.us). The Tecumseh website has a full list of the staff email addresses.

## **ENTERING THE BUILDING:**

If you arrive before 7:55 a.m., you must report directly to the cafeteria or gym. **From 7:30-7:55, students must either be in the gymnasium or eating breakfast in the cafeteria.**

## **FIRE DRILL:**

The State of Indiana requires that each school conduct at least one fire drill per month. The following rules should be observed during a drill:

### **1. In the classroom:**

- a. Pupils leave all books and working materials where they are.
- b. Perfect order is to be observed. SILENCE!
- c. First student passes to the door and holds it open.

### **2. In the Corridors and Stairways:**

- a. Pass in single file unless otherwise instructed.
- b. The first person through the corridor doors is to hold doors open until all students are through the doors.
- c. The first person through the outside doors is to hold doors open until all students are through the doors.
- d. Follow the route assigned, keep silent, walk briskly, but do not run.

### **3. Outside the Building:**

- a. All groups pass to points beyond danger.
- b. KEEP PERFECT ORDER and silence while the teacher takes attendance.
- c. Sections enter in reverse order - on signal - keeping silent!

Each teacher will explain the route to take from his/her class during the first week of school.

## **HOMEWORK REQUESTS:**

For extended illness of two or more days homework may be requested by calling the school receptionist at 772-4750 by 8:30 am. Homework will be made available by 3:30 pm the day of the call.

## **ILLNESS OR INJURY:**

If you become ill or are injured, report to class and ask permission to see the nurse in room 204. If the nurse is not on duty, report to the front office. (Refer to the Health Service Policy in the Appendix).

## **LEAVING SCHOOL:**

When school dismisses at 3:15, you should be out of the building by 3:25. Busses will leave at 3:25. If you are waiting for a parent or waiting to use the phone, please stay in the front entrance area of the building.

## **LIBRARY:**

The library is yours to enjoy. It is a quiet place where you may go to use reference books and magazines for your schoolwork and for recreation. The librarian and her assistants will be glad to help you find what you want. Students may come to the library before and after school hours (7:55 - 8:05; 3:15 - 3:25) without a pass. During school hours students may come to the library with a pass during a study or enrichment period. During the lunch period pupils may come to the library except when there are classes scheduled. Books may be kept out for a period of two weeks. Books may be renewed for one period (two weeks). Encyclopedias (except for circulating copies), reference books, and books on reserve are not checked out. Magazines (except current copies) may be checked out for overnight use. The student is responsible for each book that they check out. **Do not check out damaged books. If a student finds a damaged book in the library, do not check it out; he or she should immediately bring it to the librarian's attention.**

All books and materials taken out must be checked out at the circulation desk. All books and materials are to be returned to the charging desk. Library books that are lost and not paid for will be treated as unpaid book rental, and subject to the Lafayette School Corporation's collection policy. Each pupil will be expected to conduct him/herself in a quiet and orderly manner. The library must be kept clean, neat, and orderly. All materials must be returned to a designated place. Waste paper should be put into the wastebasket. Chairs are to be straightened and pushed into place.

## **LOCKERS:**

Locker problems should be reported to the office. To open your locker, turn the dial to the right, go past the first number once and stop on it the second time. Then turn the dial to the left. Go past the second number one time and stop on it the second time. Turn the dial to the right to the third number and lift the handle of your locker door. To lock your locker, spin the dial at least one full turn to the left.

**DO NOT GIVE YOUR LOCKER COMBINATION TO ANY OTHER STUDENT! DO NOT ALLOW OTHER STUDENTS TO KEEP THEIR BOOKS IN YOUR LOCKER AND DO NOT PUT YOUR BOOKS IN ANOTHER STUDENTS LOCKER!**

**DO NOT SET YOUR LOCKER!!!!**

Students are not allowed to put stickers or decals on the inside of their lockers. Students may only use Scotch tape to post appropriate pictures, cards, or notes.

Equipment, such as lockers and desks, belong to the school district and are used by students as a convenience. The lockers and desks are not to be used to store items which cause, or can reasonably be foreseen to cause an interference with school purposes or education function, or which are forbidden by state law, federal law, or school rules. Students should realize that they have no expectation of privacy from school authorities as to desks and lockers that the student uses, and such equipment may be inspected or searched by school authorities when the school authorities deem it appropriate.

## **LUNCH PROGRAM:**

Parents may send money to school with the child who will turn it into the school cafeteria where it will be credited to the students lunch account. Before school is the best time to add money to your lunch account. The lunch account may be used for items from the regular lunch line or the ala cart line. Regular school lunches will be \$2.00 PER DAY. Ala cart costs vary according to what items the student chooses on a particular day. For \$1.20 a breakfast consisting of cereal or bakery items, juice and milk is available daily.

Any cafeteria purchase can be paid for from the student's cafeteria account or with cash. By recommendation of the State Board of Accounts no charging is allowed in the cafeteria.

Students that do not have enough in their account to cover the total purchase must bring the remainder the next day. No change will be returned if a student has a negative balance in their account. No ala Carte purchases are allowed until negative balances are paid.

If you do not have money for lunch, you will have the option of getting a peanut butter & jelly sandwich, fruit & milk that can be paid for the next day. Students with free or reduced meal status are responsible for any debt incurred due to a status change.

Any student that takes food from the serving area without paying for it will be reported to the administration for disciplinary action. Students should not eat while standing in line. Using another student's account is also considered theft.

You are responsible for cleaning up after you eat. Paper and food not eaten should be placed in trash cans. Trays, dishes and silverware should be returned to the washing pass-through. No food may be taken out of the cafeteria. Free/reduced lunch applications are available in the school office. Applications for free/reduced lunch may be made at any time during the school year.

## **MEDICATION TAKEN AT SCHOOL:**

If you need to take medicine during school hours, you must first report to the office with a note from your parents. By state law teachers and counselors are not permitted to give out any medicine, including aspirin. For the full Lafayette Tecumseh Junior High School and Lafayette School Corporation policy, refer to the medication section of the Health Service Policy in the Appendix. Anaphylaxis is a life-threatening medical emergency. Anaphylaxis is a severe response resulting in cardiovascular collapse (shock) after ingestion or exposure to an antigen. If this occurs, immediate intervention with epinephrine injection and a 911 call is necessary. Each school health office is equipped with an EpiPen to be used to treat an unexpected anaphylactic reaction. The school nurse or trained first responder will administer the EpiPen if a student is assessed to have severe allergic reaction symptoms that are life-threatening. If an EpiPen is administered, a 911 call will be made. *(The School's EpiPen is to be used for life-threatening emergencies only and does not replace a child's own prescribed medication. Students with known allergy should have an individual health care plan and keep prescribed medication at school. If your student has a known severe allergy, please inform your student's school nurse.)*

## **MOVING TO ANOTHER SCHOOL:**

If you move to another school district during the school year, go to your counselor as soon as you know you are moving and tell him/her you will be leaving Tecumseh.

## **THE NURSE:**

A school nurse is in the building both mornings and afternoons five days a week. The nurse is located in room 204. When the nurse is not in the building, report to the front office.

## **PENS, PENCILS, NOTEBOOKS:**

Pens, pencils, and paper may be purchased from the machine in the main office lobby before, during, and after school.

## **RELEASING STUDENT RECORDS AND INFORMATION:**

The Student Records Policy of the Lafayette School Corporation complies with the provisions of the Family Educational Rights and Privacy Act of 1974, Public Law 93-380. (For complete details refer to Rights and Privacy Act in Appendix).

## **SAFE SCHOOLS HOTLINE:**

Lafayette School Corporation has created a safety hotline. Please call if you or your parents believe that there is a safety concern in any of the LSC schools. You do not have to leave your name. Help us keep our schools safe. Be on the safe side, make the call. The LSC Safe School Hotline number is 1 (888) 4357-572 or 1 (888) HELP-LSC.

## **SEARCHES:**

Searches or inspection of personal belongings or an area assigned to a student shall be made in the presence of a witness and, when reasonably possible, in the presence of the student. Tools to aid searches may include technology and/or sniff canines. Backpacks are subject to examination by technology and/or trained dogs.

## **SEVERE STORM DRILL:**

The State of Indiana requires that each school conduct one severe storm drill each semester. Students should remain silent at all times in order to hear instructions. Students should remain in single file during the drill when reporting to the first floor. Each teacher will explain the route to take from his/her class during the first week of school.

## **TELEPHONE:**

A telephone is located in the front lobby and may be used after school. This is the phone that students should use to call for a ride.

## TO AND FROM CLASSES:

You are to walk at a reasonable rate when in the hallways before school, between classes, and after school. Yelling, shouting, pushing or shoving is not permitted during these times. When walking up or down stairways, keep to the right.

## VACATIONS:

School vacations will be observed on the following dates:

September 6	Labor Day
October 29 & Nov 1	Fall Break
November 25 & 26	Thanksgiving Break
Dec. 22 - Jan. 4	Winter Break
January 17	Martin Luther King Jr. Day (Possible Make-Up Day)
February 21	President's Day (Possible Make-Up Day)
Mar. 28 - April 1	Spring Break
April 22	Mid-Spring Break (Possible Make-Up Day)
May 30	Memorial Day
June 2	Last Day of School

Because of the Indiana Law requiring 180 days of student attendance, make-up days are potential school days. If make-up days are not needed, school will not be in session on the following dates: June 3, June 6, etc.

## VIDEO CAMERAS:

Video cameras are used inside and outside of Tecumseh Junior High School. The data provides the administration with an additional tool to enhance safety and security of guests, students, staff, and school property. Video data is to be used exclusively by the Tecumseh administration and LSC security staff. Storage of recorded data will be limited to 10 calendar days.

## VISITORS:

Parents and adults who have business at the school are required to register in the main office when entering Tecumseh. No school age children are permitted to visit at any time unless pre-approved by the principal. (See Visitors to Schools Policy K122 in Appendix).

## CURRICULUM

The junior high school provides a comprehensive curriculum for students. It emphasizes instruction in essential skills and knowledge, as well as an opportunity for exploratory experiences that meet the varied needs and interests of early adolescents.

Grade 7	Grade 8
Language Arts	Language Arts
Science	Science
Math	Math
Social Studies	Social Studies
Reading or Foreign Language-Every other day	Reading-Every other day
Art-9 Weeks	Art-9 Weeks
FACS-9Weeks	FACS-9Weeks
Health-9 Weeks	Technology Education-9 Weeks
Career Exploration-9 Weeks	Health/Career Exploration-9 Weeks
Physical Education-Every other day	Physical Education-Every other day
Performing Arts or Enrichment	Performing Arts or Enrichment

In addition to the regular curriculum, the junior high school provides a program for students with special educational needs. For additional information see the Special Education for Special Children Policy in the Appendix.

The junior high school also provides a curriculum for gifted and talented students. For additional information see the Challenge Program Statement in the Appendix.

# GENERAL EXPECTATIONS

## WHAT A STUDENT CAN EXPECT FROM LAFAYETTE TECUMSEH JUNIOR HIGH SCHOOL:

1. Highly qualified teachers, concerned about students, willing and able to teach and to provide opportunities for
  - a. Intellectual, emotional, social, cultural, and moral growth;
  - b. Experiencing self-worth.
2. Guidance counselors and advisors interested in helping students to make sound choices that will enable them to develop their potential.
3. A comprehensive educational program designed to develop skills and interests, to broaden viewpoints, and to challenge students to achieve.
4. Equal opportunity to pursue academic and/or vocational goals; to be involved in a comprehensive extracurricular program regardless of race, sex, creed, color, or national origin.
5. Clearly defined rules and regulations whose purpose is to ensure a good atmosphere for learning.
6. A well-equipped, well-maintained, modern facility.

## WHAT LAFAYETTE TECUMSEH JUNIOR HIGH SCHOOL EXPECTS FROM ITS STUDENT BODY:

1. Students who accept personal responsibility for their education (good attendance, being prepared for class, punctuality, study, doing their own school and homework, participation in class, and cooperation with staff).
2. Students who attempt to achieve growth in honesty, tolerance, open-mindedness, sportsmanship, friendliness and loyalty.
3. Students who exhibit socially acceptable behavior and language (courtesy, respect for others, proper language and dress).
4. Students who are good citizens; students who exhibit respect for authority, school rules, city, state, and national laws; students who exhibit respect for fellow students, staff, and faculty members regardless of race, religion, sex, color, or national origin.
5. Students whose pride in the program and facility are evident by their involvement in school life and by the care they take of school property in helping to keep it neat and attractive.

## SPECIFIC CLASSROOM EXPECTATIONS:

Academic achievement is important. Students should understand that homework is expected. Students are to do independent work. Students are to participate in class activities and discussion. Care of equipment is important. Classroom teachers will communicate their specific classroom expectations. Class disruptions will not be tolerated.

## GRADES

GRADING PERIOD – Progress Reports and Report cards will each be issued four times during the 2010-2011 school year according to the following schedule:

### Progress Reports

Quarter 1 Progress Report  
Quarter 2 Progress Report  
Quarter 3 Progress Report  
Quarter 4 Progress Report

### Nine Week Periods

Quarter 1 Report Card: August 23 – October 22  
Quarter 2 Report Card: October 25 – January 14  
Quarter 3 Report Card: January 18 – March 25  
Quarter 4 Report Card: April 4 – June 2

### Progress Report Distribution

October 1 Mailed Home  
December 10 Mailed Home  
March 4 Mailed Home  
May 13 Mailed Home

### Report Card Distribution

October 29 Mailed Home  
January 21 Mailed Home  
April 8 Mailed Home  
June 10 Mailed Home

**GRADING SYSTEM** - Each teacher will evaluate you and assign a grade of either A, B, C, D, or F on report cards. You will be notified in writing of the evaluation system used by each teacher at the beginning of each course. The following is the grading scale for Lafayette Tecumseh Junior High School: 90-100 A, 80-89 B, 70-79 C, 60-69 D, and 59 and below F.

**HOMEWORK** - a committee of parents, teachers, and administrators has developed a homework policy for Tecumseh. It recognizes the importance of homework and identifies proper roles for teachers, parents and students. You are required to write down all homework assignments on your weekly calendar sheet, take home all necessary material and information needed to complete assignments, and turn in all assignments on time.

**HONOR ROLL** - Students who earn at least one A and no grade lower than C and average more than 3.0 (A=4, B=3, C=2) will be placed on the honor roll for a grading period.

**SUMMER SCHOOL/ RETENTION** - A student who receives 8 or more Fs on his/her final report card may be required to attend summer school. Summer School may include language arts, reading and mathematics. Other students may be required or recommended to attend summer school because of low scores on NWEA or ISTEP tests, or recommended by teachers because he/she demonstrates a need for additional extra language arts, reading and/or mathematics in order to increase the chances for success in the next grade.

A student who receives 8 or more Fs on his/her final report card may be retained. Parents and students will be notified when this is a possibility and the student will be required to attend to summer school. A final determination will be made by a school/parent conference at the end of summer school.

**GETTING HELP** - If you are having problems, Tecumseh offers you places where you can get help. Young people your age can have problems with grades, teachers, friends, parents, brothers and sisters, and many other things. The following people are here to help you:

**Teachers** - If you are having problems in class, the first person you should ask to help is your teacher. They will be willing to spend extra time with you. You will be able to ask for help from your language arts, math, science, and social studies teachers during your enrichment period.

Teachers may also help you with other problems; and if you feel comfortable talking to a teacher about a problem, please do so because part of the junior high school involves teachers serving as advisors.

**Counselors** - Counselors are specially trained to help students. They are:

Ms. Robyn Foley, Mrs. Mary Margaret Foreman, and Mrs. Elizabeth Baker

The counselor for the Miami Team and the Wyandot Team is Mrs. Foreman.

The counselor for the Delaware Team, the Kickapoo Team, and the Shawnee Team is Ms. Foley.

The counselor for the Huron Team, the Seneca Team, and the Wea Team is Mrs. Baker.

These people can help you with problems with school work, problems with classmates, or problems at home. You should also see them if you have problems with your schedule, locker, or lunch account. They will spend more time working with you directly as part of the junior high school, so do not hesitate to come in and talk to them.

**The Nurse** - The nurse, Mrs. Horner, can help and advise you about things that relate to your health. If you have health problems or questions, please come and see her.

**Secretaries** - Five of the most helpful people at Tecumseh are the secretaries. They are:

1. Mrs. Brenner
2. Ms. Small
3. Mrs. Mills
4. Mrs. Yuill
5. Mrs. Wilcroun

They can answer many of your questions about how things work at Tecumseh and they can help you out when you need a safety pin, spill food on your clothes during lunch, and many other situations students frequently face.

## **DISCIPLINE**

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to discipline a student. In this event and in accordance with the provisions of I.C. 20-33-8-14, administrators and staff members may take the following actions:

### **1. REMOVAL FROM CLASS OR ACTIVITY - TEACHER:**

A teacher may remove a student from his/her class or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.

### **2. SUSPENSION FROM SCHOOL - PRINCIPAL:**

A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.

### **3. EXPULSION:**

A student may be expelled for a period no longer than the remainder of the current semester plus the following semester, with the exception of possession of a firearm, destructive device, or a deadly weapon listed under the Grounds for Suspension or Expulsion, which may result in an expulsion period of at least one calendar year.

## GROUNDS FOR SUSPENSION OR EXPULSION:

The grounds for suspension or expulsion listed in section A. below apply when a student is:

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
- b. Off school grounds at a school activity, function, or event;
- c. Traveling to or from school or a school activity, function, or event; or
- d. During summer school.
- e. Using property or equipment provided by or belonging to the school.

### A. Misconduct and/or Disobedience

Examples of student misconduct and/or disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with the intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this rule.
5. Any student who overtly or covertly participates in repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. This includes bullying and or racial and or harassment. Bullying includes cyber bullying which takes place on or immediately adjacent to school grounds, at any school sponsored activity, or on school provided transportation or at any official school bus stop, through the use of the district's Internet system while on or off campus, through the personal use of a personal digital device on campus, or off campus activities that cause or threaten to cause a substantial disruption at school.
6. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
7. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
8. Possessing, using, transmitting, or being under the influence of any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances before attending school or a school function or event.

Exception to Rule 8: a student with a chronic disease or medical condition may possess and self-administer prescribed medication consistent with the provisions outlined in Lafayette School Corporation policy J700.
9. Possessing, using, transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
10. Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
11. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
12. Failing in a number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.

13. Falsely accusing any person of sexual harassment or violating a school rule and/or state or federal law.
14. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
15. Aiding, assisting, or conspiring with another person to violate these student conduct rules and/or state or federal law.
16. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including but not limited to:
  - a. Engaging in sexual behavior on school property;
  - b. Disobedience of administrative authority;
  - c. Willful absence or tardiness of students;
  - d. Engaging in speech, conduct, or behavior including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, offensive, disruptive to school purposes, or interferes with the educational environment. This includes racial and/or sexual harassment. For clarification see the "Appearance" Section.
17. Using on school grounds during school hours an electronic paging device or a hand held portable telephone in a situation not related to a school purpose or education function.
18. Exhibiting or participating in any behavior related to gang membership or affiliation, recruiting or furthering the interest of gangs, or possessing, using, distributing, displaying, or selling anything deemed to be evidence of gang membership or affiliation.
19. Possessing, using, transmitting, or selling tobacco.

#### **B. Possessing a Firearm or a Destructive Device**

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
  - a. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
  - b. The frame or receiver of any weapon described above
  - c. Any firearm muffler or firearm silencer
  - d. Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
  - e. Any weapon that will, or that may readily be converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter
  - f. Any combination of parts either designed or intended for use in converting any device into any destructive device in the two immediately preceding examples, and from which a destructive device may be readily assembled
  - g. An antique firearm
  - h. A rifle or shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes
3. For the purposes of this rule, a destructive device is:
  - a. An explosive, incendiary, or over pressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
  - b. A type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
  - c. A combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, a line throwing, safety, or similar device.
4. The penalty for possession of a firearm or destructive device: suspension for up to ten (10) days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
5. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

#### **C. POSSESSING A DEADLY WEAPON**

1. No student shall possess, handle or transmit any deadly weapon on school grounds.
2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
  - a. A weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury
  - b. An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.

3. The penalty for possession of a deadly weapon: up to ten (10) days suspension and expulsion from school for a period of not more than one calendar year.
4. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

#### **D. Unlawful Activity**

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during the weekend, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

#### **E. Legal Settlement**

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

## **SUSPENSION PROCEDURES**

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
  - a. A written or oral statement of the charges;
  - b. If the student denies the charges, a summary of the evidence against the student will be presented; and,
  - c. An opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

## **EXPULSION PROCEDURES**

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - A. Legal counsel
  - B. A member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent or guardian are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent or guardian to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
4. At expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within ten (10) days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent or legal guardian. The board will then take any action deemed appropriate. The Board will not hear the appeal if the appeal meets the following criteria:

- A. The student has not been expelled or required to attend an alternative school.
- B. The expulsion officer has found the student has engaged in prohibited conduct of the type enumerated below, unless a.) the student has denied commission of the misconduct for which the expulsion has been ordered and b.) significant new evidence favorable to the student and not available at the time of the expulsion meeting has been discovered, and is specifically described in the request for appeal:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to and from, or use of the building, corridor, or room.
  - c. Setting fire to or substantially damaging any school building or property.

- d. Possessing, firing, displaying, or threatening use of firearms, explosives, or other weapons on school premises.
  - e. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or any lawful meeting or assembly on school property.
  - f. Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of substantial value, or repeatedly damaging or stealing school property of small value.
  - g. Intentionally behaving in such a way as to endanger the safety of any person, except where self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person has been raised at the expulsion meeting as a defense to finding of a violation of this provision.
  - h. Threatening or intimidating any student or school employee for the purpose of, or with the intent of, obtaining money or anything of value from the student.
  - i. Except for approved school purposes, knowingly possessing, handling, or transmitting a knife or any other object that can reasonably be considered a weapon, or looks like a weapon.
  - j. Knowingly possessing, using, transmitting, or being under the influence of any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Proper medical use of a prescription or non-prescription drug is not a violation of this subdivision.
  - k. Engaging in the lawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an education function.
  - l. Possessing, using, transmitting, or selling tobacco.
- C. The student has admitted the rule violation for which expulsion has been ordered, unless the appeal is limited to a challenge to the imposition of expulsion or the length of the expulsion imposed.
- D. The length of the expulsion imposed is less than one semester or is the remainder of the current semester.

The Board may also make exceptions to these criteria if the Board deems it necessary out of fairness considerations or an extraordinary circumstance.

Legal Reference:

- 20 U.S.C. 8001
- 20 U.S. C. 8002
- I.C. 20-8.1-5.1-1 et esq.
- I.C. 35-47.5-2-4
- I.C. 35-41-1-8
- I.C. 35-47-1-5
- I.C. 20-33-8-14
- SEA 285

## **ATTENDANCE PROCEDURES**

### **A. Definition/Clarification of Types of Absences**

1. "Exempt" absences will be marked on the record as "Absent-Exempt" and will be granted for:
  - a. Personal illnesses requiring a doctor's care. Documentation from a currently licensed medical doctor is required.
  - b. Death and funeral of members of the household and family. Documentation from funeral home is required.
  - c. Religious observances.
  - d. Work rendered at election polls on Election Day. Documentation from election board or political candidate is required.
  - e. Appointments to appear in court. Documentation from the court clerk, judge, or designee is required.
  - f. Medical or dental appointments that must be scheduled during the school hours. Documentation from a currently licensed medical doctor or doctor of dentistry is required.
  - g. Out of School suspensions.
  - h. A unique educational opportunity approved by the principal.
2. Students will not be counted absent if they miss school while engaging in the following activities.
  - a. Serving as a legislative page. Documentation from the legislator for whom the student paged is required.
  - b. School-sponsored activities requiring an absence (i.e. field trips, performances).

3. An absence for which no parent/guardian confirmation is received or is without the knowledge of the parent/guardian is considered truancy.
4. A student who arrives at school after 8:25 will be considered tardy-truant, unless that student is accompanied by a doctor's note from an appointment.
5. Absences not covered in (1.) or (2.) above will be marked on the record as "Absent Non-Exempt". Absences that are not confirmed with the appropriate documentation will be marked on the record as "Absent Non-Exempt" instead of "Absent-Exempt".
6. Students will not be permitted to leave school during the day without permission from the building principal or his/her designee. A student who leaves the building without the school's knowledge is considered truant. On a normal school day, school starts at 8:05, if a student arrives at school after 8:25, the student will be marked as truant for every class period that he/she has missed. Students will be marked as tardy from 8:05-8:25. Students will not be released during the school day except to the custody of parents or legal guardian unless the parent or legal guardian identifies a designee in writing.

**B. Consequences for Non-Attendance:**

1. After six (6) days of absences during the school year, a letter will be sent to the parent/guardian notifying them of their child's sixth (6) absence. "Exempt" absences identified in (1.) and (2.) in Part A of this section does not count toward this total of six (6) absences.
2. After nine (9) days of absences during the school year, a certified letter will be sent to the parent/guardian notifying them of their child's ninth (9) absence and/or a Petition of Delinquency may be filed with the Truancy Mediation Program. "Exempt" Absences identified in (1.) and (2.) in Part A of this section does not count toward this total of nine (9) absences.
3. After twelve (12) days of absences during the school year, a Petition of Delinquency will be filed with the Truancy Mediation Program. "Exempt" absences identified in (1.) and (2.) in Part A of this section does not count toward this total of twelve (12) absences.

**C. Consequences for Truancy:**

1. The first class and/or daily truancy will result in student counseling, parent contact being made by the counselor, and a detention for each class period that was skipped.
2. The second and beyond class and/or daily truancy may result in a Petition of Delinquency being filed with the Truancy Mediation Program and three days of in-school suspension or OSS.

**D. Reporting Absences, Special Absences and Requesting Homework:**

1. To report absences, parents or legal guardians need to call the school on the day of the absence after 7:35 a.m. and before 9:00 a.m. giving the reason for the absence. If a phone is not available, please send an explanatory note with the student when he/she returns to school. On returning to school, students who bring a note stating the reason for the absence must report to the guidance office. Others those whose parents have called reporting the absence need not report to the office but should report directly to class. A student returning to school during the day should report to the general office.
2. Extended, pre-arranged absences that exceed three (3) days or occur during the final week of the semester will require a parent/guardian to complete an Extended Pre-arranged Absence Form. The student will take the form (prior to the occurrence of the absences) to all of his/her teachers to make arrangements to make up the work.
3. Appointments: Permission to arrive late or leave school during the day for medical or dental appointments will be granted by sending a note to school or calling the school office.
4. For extended illnesses of two or more days, homework may be requested by calling the school receptionist at 772-4750 by 8:30 a.m. Homework will be made available by 3:30 the day of the call.
  - a. Students will not be held responsible for making up assignments or tests on the day following an absence. Students are responsible for contacting the teacher to schedule make-up work.
  - b. If assignments are not picked up as scheduled, if a student returns to school before assignments are picked up, or if assignments are not completed and returned to the teacher, this service will not be available to the student during future absences.
5. If a student is suspended out-of-school, parents may pick-up assignments in the office twenty-four (24) hours following the suspension. The student must complete the assignments by the time he/she returns to school.
6. Students may be granted permission to go home for lunch on a regular basis only after written request is received from the parent and permission granted by the appropriate administrator.

**TARDY AND TARDY-TRUANCY PROCEDURES:**

**A. Definition/Clarification of Tardy and Tardy-Truant**

1. In order for a student to be on time for a class, he/she must be in their seat when the bell rings. A student who is not in his/her seat when the bell rings is tardy.
2. A student is tardy to school if he/she is not in class at 8:05 a.m.
3. A student is tardy-truant if he/she arrives to school after 8:25 a.m.

## **B. Consequences for Tardies and Tardy-Truancies:**

1. You are tardy if you are not in your first hour class by 8:05 a.m. If you are tardy to your first hour class or you arrive in the building after 8:05 a.m., you are to report directly to the office for a tardy admit. After the fifth tardy, excused or unexcused, a conference with your counselor will be scheduled. After the sixth tardy, excused or unexcused, a letter will be sent home notifying parents of the number of tardies. After the seventh tardy a conference will be held with an administrator or his/her designee. After the eighth and for each succeeding tardy a detention will be assigned. After the 12th Tardy, a letter will be sent home.
2. For tardies to periods 2-7, students will be required to produce the Broncho Pass from the student handbook upon request by a teacher. The teacher will sign the Broncho Pass.
3. The first tardy-truancy will result in a conference with an administrator or his/her designee. After the first, each tardy-truant will result in an office detention. After nine (9) tardy-truancies during the school year, a certified letter will be mailed to the parent/guardian notifying them of their child's ninth (9) tardy-truancy and/or a Petition of Delinquency may be filed with the Truancy Mediation Program. After twelve tardy-truancies during the school year, a Petition of Delinquency will be filed with the Truancy Mediation Program.

## **C. Parent and Student Procedures:**

1. When a pupil is delayed at home, his/her parents should send a note or call explaining the tardiness.
2. Students who come to school after 8:05 a.m. should report to the front office to receive a pass.
3. When students are delayed between classes by school personnel, they should obtain a regular student pass to the next class. The office staff will issue no passes.

## **APPEARANCE**

Public school education is considered formal education, and students should dress appropriately. Appearance, including make-up, dress, and hairstyles, within the prevailing rules of modesty, decency, safety, and health, are the responsibility of the student and his/her parent.

Student appearance, including dress, make-up, and hairstyles, must conform to the requirements of law and must be conducive to the educational process.

It is expected that students will wear clothing that is neat and clean while attending classes and school functions. Appearance, including dress, make-up, and hairstyles, may be regulated by the school when the health or safety of a student is endangered; the appearance is disruptive, and thus, distracting to the educational process; or there is an existing ordinance or law. Teachers, administrators, coaches, and activities sponsors may take disciplinary action against students whose appearance is not consistent with expectations of school officials.

Below is clarification of clothing, jewelry, or hairstyles, but is not limited to the following:

- a. Shoes must be worn at all times.
- b. Jackets, coats, hats and other headgear are not to be worn in school by male or female students without prior administrative approval. These items, if worn to school, are to be placed in your locker until school is dismissed.
- c. Body piercing jewelry or ornamentation that causes a disruption, interferes with the learning environment, or in the judgment of the principal constitutes a health or safety hazard will not be allowed.
- d. Appearance, including dress, make-up, and hairstyles, deemed disruptive to the educational process will not be permitted. Torn or ripped clothing is not permitted on any piece of clothing. Hair color must be a natural color.
- e. It is expected that while at school or at school functions or activities, students will not wear, possess, use, distribute, display, or sell any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other items deemed to be evidence of membership or affiliation with a gang.

# **STANDARD DRESS CODE FOR GRADE K-8 MALES**

## **SHIRTS**

Accepted:

- Solid Colors
- Cotton, Polyester, Linen, Twill, Corduroy, Canvas
- Straight, button-down collar
- Turtleneck or mock turtleneck collar
- Long or short sleeves
- May be polo-style

Restrictions:

- No T-shirts
- Must be tucked into pants or shorts at all times
- No logo larger than 1"x1 1/2" on the shirt other than approved school logo

## **UNDERSHIRTS**

Accepted:

- Solid colors
- Long or short sleeves

Restrictions:

- Must be tucked in at all times

## **PANTS/SHORTS**

Accepted:

- Solid colors: Khaki, Navy Blue, or Black
- Pleated or Flat in the front

Restrictions:

- No denim/blue jeans
- No sweat pants
- No pajama bottoms
- Must be fastened at the waist
- Must be worn with a belt
- Must be set above the hip
- Shorts should extend to finger-tip length (finger-tip length is determined by having the student stand with their arms fully extended downward at their sides)

## **BELT**

Accepted:

- Any color
- May be made of cloth or leather

Restrictions:

- Required for grades 2-8 with all clothing that includes belt loops.
- If pant/short waistband is elastic and does not have loops, no belt required.

## **SWEATERS/VESTS/FLEECE JACKETS**

Accepted:

- Solid colors
- V-Neck or Crew-Neck
- Cardigan

Restrictions:

- Must be worn over an approved collared or turtleneck shirt
- No logo larger than 1" by 1½" other than approved school logo
- No hoods allowed

## **SWEATSHIRTS**

Accepted:

- Solid colors

Restrictions:

- Must be worn over an approved collared or turtleneck shirt
- Collar must extend over sweatshirt
- No logo larger than 1" by 1½" other than approved school logo
- No hoods allowed

## **SHOES**

Accepted:

- Any color

Restrictions:

- No flip-flops
- No slippers
- No "wheels" allowed in shoes

## **BOOTS**

Accepted:

- Any color
- Any style

Restrictions:

- No "wheels" allowed in boots.

## **SOCKS/FOOTIES**

Accepted:

- Solid Colors

# **STANDARD DRESS CODE FOR GRADE K-8 FEMALES**

## **SHIRTS/BLOUSES**

Accepted:

- Solid Colors
- Cotton, Polyester, Linen, Twill, Corduroy, Canvas
- Straight, button-down collar
- Turtleneck or mock turtleneck collar
- Cowl neck collar
- Long or short sleeves
- May be polo-style

Restrictions:

- No T-shirts
- No logo larger than 1"x1 1/2" on the shirt other than approved school logo

## **UNDERSHIRTS**

Accepted:

- Solid colors
- Long or short sleeves

Restrictions:

- Must be tucked in at all times
- No visible camisoles or other attire considered by the principal to be "underwear"

## **PANTS/SHORTS/SKIRTS/SKORTS/CAPRIS/JUMPERS**

Accepted:

- Solid colors: Khaki, Navy Blue, or Black
- Pleated or flat in the front
- May be worn with a belt

Restrictions:

- No denim/blue jeans
- No sweat pants
- No pajama bottoms
- Must be fastened at the waist
- Must be set above the hip
- Shorts and skirts should extend to finger-tip length (finger-tip length is determined by having the student stand with their arms fully extended downward at their sides)

## **SOCKS/FOOTIES**

Accepted:

- Solid colors

Restrictions:

- No leggings or footless stockings
- No stripes, polka dots, or other designs

## **SWEATERS/VESTS/FLEECE JACKETS**

Accepted:

- Solid colors
- V-Neck or Crew-Neck
- Cardigan

Restrictions:

- Must be worn over an approved collared or turtleneck shirt or blouse
- No logo larger than 1" by 1½" other than approved school logo
- No hoods allowed

## **SWEATSHIRTS**

Accepted:

- Solid colors

Restrictions:

- Must be worn over an approved collared or turtleneck shirt
- Collar must extend over sweatshirt
- No logo larger than 1" by 1½" other than approved school logo
- No hoods allowed

## **SHOES**

Accepted:

- Any color

Restrictions:

- No flip-flops
- No slippers
- No "wheels" allowed in shoes

## **BOOTS**

Accepted:

- Any color
- Any style

Restrictions:

- No "wheels" allowed in boots.

## **BELT**

Accepted:

- Any color
- May be made of cloth or leather

Restrictions:

- Required for grades 2-8 with all clothing that includes belt loops.
- If pant/short waistband is elastic and does not have loops, no belt required.

## **ACCESSORIES**

- No clothing (such as shawls) to be worn over pants, skirts, shorts, skorts, capris, or jumpers.

## **POSSESSION OF TOBACCO:**

Indiana Law prohibits young adults under the age of eighteen to possess or purchase tobacco products. If a student is found in possession of tobacco the following two things may occur:

- In school suspension or out-of-school suspension for up to five days.
- Police may be notified and a ticket issued for possession of tobacco by a minor.

## **OFF SCHOOL GROUNDS:**

The school has responsibility for students while they are going to school, attending school and returning home. During these times students who violate school rules or otherwise commit misdemeanor/felony offenses will be referred to the appropriate administrator and/or police for appropriate action. Indiana law states that a student may be expelled or suspended for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function.

## **DETENTIONS:**

A detention may be assigned when a student violates classroom or school rules. A teacher detention is assigned by a classroom teacher and the student will be given 24 -hour notice in order to make arrangements for transportation. Failure to serve a teacher detention will result in a referral to the appropriate administrator. An administrator or his designee may assign an office detention or assign a minor for skipping a detention and the student will be given 24-hour notice to make arrangements for transportation. An office detention may also be assigned by an administrator or his designee for a violation of classroom or school rules. Examples of behaviors that could result in being assigned an office detention include but are not limited to: causing classroom disruption, peer disrespect, issues related to attendance, dress code violations, and poor behavior for a substitute teacher. Office Detentions will be held Monday through Friday of every week. The detention will be from 3:15 pm until 4:00 pm. If the student is unable to serve or skips the assigned detention, he/she will be assigned a minor violation to replace the detention.

## **BRONCHO PASS:**

Each student starts the year with a White Broncho Pass. It is in the back of the student handbook. Reasons that a student may have his/her Broncho Pass signed include: being tardy to a class (periods 2-7) or a disruption of the educational environment due to the chewing or eating items such as, gum, candy, paper wads, erasers, pen caps. The student must bring his/her Broncho Pass to each class. If the student has left his/her Broncho Pass in his/her locker, the student will be allowed to retrieve it, but an extra Broncho will be signed for not having the pass in his/her immediate possession. A lost Broncho Pass will be treated the same as a Broncho Pass containing five (5) Tecumseh Staff member signatures.

**Step 1.** If a student receives five (5) Tecumseh staff member signatures on his/her White Broncho Pass, then the teacher will take the Broncho Pass and give it to the office. The student's parents will be notified.

**Step 2.** After turning in a completed White Broncho Pass or losing a White Broncho Pass every instance of being tardy to a class (periods 2-7) or a disruption of the educational environment due to the chewing or eating items such as, gum, candy, paper wads, erasers, pen caps, may result in an after school office detention. The detention will be on the following school day. Students will receive verbal and written notification of the detention's date and time.

## **IN-SCHOOL SUSPENSION:**

In-school suspension is an alternative to out-of-school suspension. In-School Suspension is considered a major violation. A student may be expelled from Lafayette Tecumseh Junior High School once he/she has accumulated 5 major violations. Students may be assigned in-school suspension for up to 5 days for violations of student expectations. If students do not conduct themselves appropriately while in in-school suspension, the time will be served as out-of-school suspension. The administration or his designee shall review the disciplinary status of any student enrolling in Lafayette Tecumseh Junior High School. Lafayette Tecumseh Junior High School will honor all disciplinary actions from other schools. Suspensions from a previous school will count towards the student's "major" or suspension total for the current school year. The administration shall make a determination as to what steps must be taken to permit the entry of the student.

## **OUT-OF-SCHOOL SUSPENSION:**

Out-of-School Suspension is considered a major violation. A student may be expelled from Lafayette Tecumseh Junior High School once he/she has accumulated 5 major violations. Out-of-School Suspensions will be served at home. The administration or his designee shall review the disciplinary status of any student enrolling in Lafayette Tecumseh Junior High School. Lafayette Tecumseh Junior High School will honor all disciplinary actions from other schools. Suspensions from a previous school will count towards the student's "major" or suspension total for the current school year. The administration shall make a determination as to what steps must be taken to permit the entry of the student.

## **MINOR:**

A Minor Violation may be assigned to a student for violating school rules. Examples of behaviors that could result in being assigned a minor include but are not limited to: causing classroom disruption, peer disrespect, issues related to attendance, dress code violations, submitting or losing Broncho Passes, and poor behavior for a substitute teacher. A student may be assigned the first time to In-School-Suspension or Out-of-School Suspension after five (5) minors. However, after a student's first ISS or OSS, that student may be assigned to ISS or OSS after every three (3) minors.

## QUEST:

In accordance with the S.A.F.E.P.O.L.I.C.Y. and SHOCAP, information related to attendance, discipline, and grades will be entered into the QUEST database for students who are on court-ordered probation and truancy mediation. In addition, the principal may enter information into the QUEST database for students suspended or expelled from school or students arrested for actions related to school incidents. The QUEST database allows people permitted by the Judge of the Juvenile Court to share information intended to coordinate services for a particular individual or family. People currently designated to share information contained in the QUEST database include people representing schools, probation, Superior Court 3, the Lafayette Police Department, the Prosecutor's Office, Juvenile Alternatives, and Child Protective Services.

## BUS PROCEDURES:

Riding the school bus is a privilege not a right. Behavior on the bus that potentially is dangerous to the physical safety of others may be dealt with in the following manner:

- a. First Violation – warning from the bus driver
- b. Second Violation – may result in a suspension up to and including five (5) days.
- c. Third Violation – may result in a suspension up to and including one (1) month.
- d. Fourth Violation – may result in a suspension from the bus for the remainder of the year.
- e. If any violation occurs during the last month of school, the suspension may carry over through the end of the first semester of the following year.
- f. If the incident is judged by the administrator to be of an especially serious nature, the student may be immediately suspended from riding the bus for a period of time.

## SPORTS, CLUBS, ORGANIZATIONS:

Lafayette Tecumseh Junior High School provides a variety of extra-curricular activities. We believe that young people your age need an opportunity to work in a group, practice leadership skills, develop school spirit, and explore in more detail activities you really enjoy. Get involved at Tecumseh by joining a club, participating in a sport, or being a member of one of our organizations.

A user fee is charged for each sport, and scholarships will be provided for students unable to pay. An interscholastic sports program is provided at the seventh and eighth grade levels, which consists of the following:

Cross Country	Fall
Soccer	Fall
Volleyball	Fall
Girls Golf	Fall
Football	Fall
Tennis	Fall
Gymnastics	Fall
Basketball	Winter
Swimming	Winter
Wrestling	Winter
Track	Spring
Boys Golf	Spring

**ATHLETIC ELIGIBILITY:** Athletic eligibility for all grades will be determined based on the Tecumseh Athletic Code. The complete code is in the Appendix.

**PHYSICAL EXAMS:** If you participate in an interscholastic sport, you must have a physical examination and submit an IHSA Physical Form before you may participate in the first practice.

**INTRAMURALS:** Intramural activities will be provided for you as part of your physical education program. Some activities will be extended into after school hours as student's needs and interest dictate.

**CLUBS, ORGANIZATIONS, ACTIVITIES:** You have an opportunity to be members of numerous clubs, organizations, and activities at Tecumseh which may include:

Academic Competitions	Foreign Language Club	Guitar Club
Computer Club	Chess Club	Sign Language Club
Pow Wow	Student Council	FCA
Science Club	Photography Club	Permanent Art Club
Dream Team	Trading Card Club	Student Newspaper

**PARTIES AND DANCES:** Parties and other activities will be scheduled during the school year. They will be scheduled either immediately after school or in the evening depending on the nature of the activity.

## **THE RESULTS - IT PAYS!!**

At Tecumseh we emphasize the positive. What that means is that we recognize and reward students for achievements and accomplishments. Each of you has an opportunity to be honored this year through a number of programs. Set your sights on one or more of them and then work very hard to achieve your goal. You'll find that being a success at Tecumseh pays in more ways than one!!

### **HONOR ROLL:**

If you earn at least one A and no grade lower than C and average more than 3.0 (A = 4, B = 3, C = 2) you will be placed on the honor roll for a grading period.

### **PRESIDENTS AWARD FOR EDUCATIONAL EXCELLENCE:**

The Presidents Award for Educational Excellence is given to eighth grade students who must have a (3.50) grade point average for their years at Tecumseh and scored at the 85th percentile or above on achievement tests in reading or math.

### **HONORS CONVOCATION:**

The 8th Grade Honors Convocation at the end of the year will be a formal affair, at which parents of students who are to be honored are invited to attend.

### **ATHLETIC DESSERTS:**

Athletic Desserts will be held at the end of each of the interscholastic and after school sports seasons. Students will be recognized for their participation in these sports and honored for their accomplishments. The desserts are excellent ways to bring fun and rewarding seasons to an end. The desserts are not considered to be formal events for the athletes, but we encourage athletes to look their finest. Hopefully, all these efforts to honor you for positive achievement and actions will reinforce in you the concept that such actions are recognized and rewarded.

## **PARENT INVOLVEMENT**

In order for Tecumseh students to receive a truly excellent education, parents must be actively interested and involved in our school. Some of the areas where parents can become involved are listed below.

### **PARENT ADVISORY COUNCIL:**

The purpose of the Parent Advisory Council is to provide information and feedback to the principal concerning matters of concern or interest to parents. The PAC is also helps with finding volunteers and fundraising. All parents are encouraged to attend the meetings. The PAC will meet several times per year. The dates will be communicated through the Broncho Bulletin.

### **PARENT VOLUNTEERS:**

In order for Tecumseh to continue to offer many of the programs that makes us special, we need parental help. Volunteer secretaries, typists, library helpers, tutors, chili supper workers and athletic workers are needed this year. If you have an interest in any of these items please call school (772-4750).

## **APPENDIX**

### **ADMINISTRATION:**

The school system is governed by the Board of School Trustees consisting of seven members. The Board of School Trustees, working with the Superintendent, sets forth rules, regulations, and policies for the efficient operation of the schools. The Superintendent is the chief executive officer of the Board and administrative head of the schools. He, in turn, with the aid of the assistant superintendents and program directors, delegates responsibility for the operation of various departments but is responsible for the results produced.

The Principal is responsible for the overall operation of the school. Subject to the rules and regulations of the board and to the instruction issued by the Superintendent of Schools, the Principal has full control and complete responsibility for the buildings and grounds, all supplies and equipment, all activities, and all students, teachers, custodians, and others occupied in or about the buildings and grounds. He supervises the school curriculum, works with the staff and students to establish school policies, schedules, classes, assigns special duties, coordinates the calendar of school events, and works with the staff and special supervisors in curriculum improvement.

### **ARRIVAL AND LEAVING TIMES:**

The school assumes responsibility for supervision of students who are on the school premises during the hours of the normal school day including the ten minutes before the tardy bell and six minutes after the dismissal bell. The school also assumes responsibility for supervision of students involved in school sponsored activities. Examples include activities such as extra-curricular athletics, school patrols, school approved field-trips, assigned after-school detentions and riding the school bus to and from school. The school does not assume responsibility for supervision of students when the students arrive before or leave after the above stated times except when the students are in a school sponsored activity. The school does not assume responsibility for the supervision of students when the students are participating in an activity, which is not school, sponsored such as scouts.

## **SPECIAL EDUCATION**

Every child has the right to a free, appropriate public education – even a child with the most severe disability. This right was established in the Individuals with Disabilities Education Improvement Act (IDEA). In Indiana, Article 7 governs and implements IDEA. Children with special educational needs in our school corporation are served by Greater Lafayette Area Special Services (GLASS). GLASS is a cooperative program with the Lafayette School Corporation, Tippecanoe School Corporation, and West Lafayette School Corporation.

GLASS serves students with disabilities. Special education is considered “special” because specific methods, programs, and teaching techniques are developed to meet each child’s particular needs and abilities.

One of the most significant changes in public policy brought about by IDEA is involvement of parents in every step of providing services for their disabled child. A child may be referred to GLASS for evaluation by a teacher, principal, or parent. Parental permission must be obtained before any testing specifically related to determining qualification for special services may be done. If a special education placement seems advisable based on the test results, the parents and education professionals work together in the planning of the educational program for that individual child and, subsequently, in the educational placement decision. The rights of the parents are specified in IDEA so that parents may protect the rights of their children.

If you feel that your child’s educational needs are not being met in his/her current classroom setting and you would like to refer your child for evaluation or re-evaluation, please contact the building principal for the proper procedures to follow.

The school maintains the following special services for the benefit of all students:

Psychological Services personnel assist other members of the school community and parents in producing the optimal learning environment for the growth of each student in grades kindergarten through twelve. They may assist staff in planning for remediation in learning and adjustment, provide in-service training, or consult with staff in the areas of curriculum development, motivation, evaluation, assessment, group process, behavior management, and mental health.

The Special Services department may refer students with special problems to appropriate agencies located at Purdue University or in the Greater Lafayette community.

School age children who are found to be disabled are generally placed in special programs in the Lafayette School Corporation. Speech and Hearing services are available for those in need of educational professionals with such specialized training.

## **EXCEL/CHALLENGE PROGRAM:**

The ultimate test of any educational program is its success in encouraging and enabling each individual to achieve his fullest potential. Although the regular school curriculum meets the needs of most students, it does not serve adequately the needs of those highly able students who require special challenges to develop the many different kinds and degrees of ability or talent they possess. An educational program specifically designed to enable highly capable students to achieve at their own pace and at an appropriate level is an essential part of the total educational commitment. Such a program meets the needs of the individual, offers K-12 continuity, provides for peer interaction, and develops responsibility for learning.

The Lafayette School Corporation is committed to the implementation of a program for gifted and talented students that will develop skills and attitudes that lead to a life of learning, self-development, and service to society.

The Lafayette School Corporations Challenge Program for gifted and talented students is based on a consideration of the characteristics and needs of gifted youth. It addresses the concerns of students, parents, educators, and the community in its attempt to meet the needs of student’s gifted in general intellectual ability, specific academic aptitude, leadership, creativity, and the visual and performing arts. The K-12 program provides for the sequential development of higher level thinking skills, study at an appropriate pace and level, appropriate materials, opportunities for independent study and research, and appropriate activities within the school and in the community.

Individual building programs vary because of the number and needs of gifted students. Secondary programs may include Challenge (Honors) classes, Mentorships, and Individual Challenge Plans (I.C.P.).

Eligibility for placement in the Challenge Program is determined by consideration of achievement test scores, academic records, teacher recommendations, parent referral, student self-referral, and other relevant information. Parents who feel their children have need for Challenge Program services may refer their children for consideration for placement by contacting their building principal. For more information about the program contact the Challenge Coordinator at Tecumseh.

## **HEALTH SERVICES**

The Health Services program follows the State Department of Health laws and recommendations and is under the direction of the school administration, school physician, and school nurses.

**IMMUNIZATION REQUIREMENTS:** Indiana law requires that all students in 7th and 8th grade have 5 DPT, 4 Polio, 2MMR, 3 Hepatitis, B, 1 Tdap, 1 MCV4 and 2 varicella. The 1 Tdap, 1 MCV4, and 2 Varicella are new requirements beginning with the school year 2010-2011. It is the parent’s responsibility to provide verified records of immunizations. Students may enroll but not attend school without documentation or required immunizations or verified medical or religious exemptions. All exemptions must be renewed every year.

**Medication/Medical Procedure Policy:** Parents are encouraged to administer medications and/or medical procedures during non-school hours. If a student's physician determines that a medication or medical procedure must be administered by school personnel during school hours, the school must have written doctor's instructions, a completed school parent permission form, and medication in the original pharmacy container. Nonprescription medication must be in the original container and accompanied with a school parent permission form. Anaphylaxis is a life-threatening medical emergency. Anaphylaxis is a severe response resulting in cardiovascular collapse (shock) after ingestion or exposure to an antigen. If this occurs, immediate intervention with epinephrine injection and a 911 call is necessary. Each school health office is equipped with an EpiPen to be used to treat an unexpected anaphylactic reaction. The school nurse or trained first responder will administer the EpiPen if a student is assessed to have severe allergic reaction symptoms that are life-threatening. If an EpiPen is administered, a 911 call will be made. *(The School's EpiPen is to be used for life-threatening emergencies only and does not replace a child's own prescribed medication. Students with known allergy should have an individual health care plan and keep prescribed medication at school. If your student has a known severe allergy, please inform your student's school nurse.)* The following is the full policy:

### **Administration of Medication at School J700**

No medication shall be administered to a student without the written and dated consent of the student's parent or guardian. The consent of the parent or guardian shall be valid only for the period specified on the consent form and in no case longer than the current school or program year. All non-prescription medicine to be administered to a student must be accompanied by a statement describing the medicine, the dosage, and the time for it to be administered to the student. All prescription medicine, including injectable medicine, and for all blood glucose tests by finger prick to be administered to a student must be accompanied by a physician's prescription and a copy of the original prescription and pharmacy label. If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent or guardian is required. The written consent of the parent or guardian and the written order of the physician shall be kept on file. All prescription and non-prescription medications to be administered at school or school functions must be FDA approved.

Medication shall be administered in accordance with the parent's or guardian's statement (in the case of non-prescription medicine) or the physician's order (in the case of prescription medicine) only by a school nurse or other employee(s) designated in writing by the school principal unless the medical condition requires the student to self-administer the medication. All administration of medicine shall be documented in writing. Any designated employee who is responsible for administering injectable insulin or a blood glucose test by finger prick shall receive proper training and such training shall be documented in writing.

Students may possess and self-administer medication if the following conditions are met:

The student's parent or guardian has filed an authorization with the student's principal for the student to possess and self-administer the medication. The authorization must include the statement described in part (2) below.

A physician states in writing that:

- The student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
- The student has been instructed in how to self administer the medication; and
- The nature of the disease or medical condition requires emergency administration of the medication.

The authorization and statement described in parts (1) and (2) above must be filed with the student's principal annually.

Medication that is possessed by a school for administration during school hours or at school functions for a student may be released to:

1. The student's parent or guardian; or
2. An individual who is:
  - a. At least eighteen (18) years of age; and
  - b. Designated in writing by the student's parent or guardian to receive the medication.

Medication possessed by the school for administration during school hours or at school functions may be sent home with a student in grades 9 through 12 if the student's parent or guardian provides written permission for the student to receive the medication.

Legal Reference: I.C. 20-1-1-6  
I.C. 20-1-6-2.1  
I.C. 34-4-1-16.5-3.5  
511 IAC 7-6-7  
I.C. 20-8.1-5.1-7.5  
I.C. 20-8.1-7-22

Date Adopted: August 14, 1995  
Date Revised: August 13, 2001  
Date of Revised: May 5, 2005  
Date of Revised: May 12, 2008

**Illness/Injury:** Students who are ill or seriously injured prior to the school day should be kept home until improved (fever free for 24 hours) or released by a physician. Please do not send ill or injured students to school to be diagnosed by school personnel. Parents are responsible for all follow-up care. Conditions usually requiring exclusion from school include:

- Temperature of 100 or more
- Severe sore throat
- Persistent cough
- Vomiting
- Severe headache
- Undiagnosed rash or skin infection
- Undiagnosed red and/or draining eye(s)
- Lice
- Scabies
- Injury making it hazardous to be in school

During the school day, if a student becomes too ill to remain in school or is seriously injured, reasonable effort will be made to contact the parents. Parents are responsible for both transportation and for follow-up care. If a sudden, possibly life-threatening condition should occur, immediate safety of the student is the school's first concern. Ambulance transportation to a hospital will be arranged. Parents will be contacted as soon as possible. PLEASE BE CERTAIN THAT EMERGENCY INFORMATION IS AVAILABLE IN THE OFFICE. If the student has had a major surgery, major injury or significant communicable disease, please provide doctor's orders for precautions and activity orders upon returning to school.

**Health Concerns:** Parents are responsible for informing the school nurse each new school year of any medical conditions that may affect their student's functioning and welfare at school.

**Accidents:** All potentially serious school injuries must be reported to school personnel at the time of the injury. Any school personnel present at the time of the injury is to initiate an Accident Report and file it with the school nurse. The parent is responsible for cost or all medical care and other services associated with the accident.

**Personal Supplies:** Parents and students are responsible for providing personal items. Machines for feminine supplies dispense for \$.25.

**Physical Education Exemption:** Any health condition requiring an excuse from PE classes for more than a few days must be verified in writing by the student's physician. School personnel do not diagnose and do not exempt students from PE classes on a routine basis.

**Cleanliness:** During the school year, the school nurse may speak to students regarding cleanliness and healthful hygiene habits. Students may be checked for pestilence and skin disorders. Students are to be clean when sent to school and may be excluded under State Department of Health regulations if good hygiene is disregarded.

**Hearing Screenings:** Hearing screenings are given to all seventh graders, new students, and those referred. Parents are notified of any problems by the speech and hearing clinician.

**Vision Screenings:** Vision screenings are given to eighth graders, new students, and those referred. The school nurse informs parents if the screening test indicates need for medical follow-up. If a parent prefers his/her child not receive a screening test, the nurse must be notified in writing.

**Illness or Injury:** If a student becomes ill or is injured, they should report to class and ask permission to see the nurse. If the nurse is not on duty the student should report to room 205.

**Religious or other Objections to Testing:** If the student has a religious or other objection to testing, the nurse must be notified in writing. All exemptions must be renewed every year.

**Injury or illness occurring during school:** Students should report to their teacher and obtain a pass to the Health Center.

**Insurance:** The school does not provide health insurance for students. Information for obtaining health insurance for children is available from the Tippecanoe Community Health Clinic or Tippecanoe County Division of Family and Children.

## **MENINGOCOCCAL DISEASE**

The following information is provided in compliance with IC 20-30-5-18:

Meningococcal disease is a dangerous disease that can strike children and youth. One type of meningitis is caused by bacteria called *Neisseria meningitidis*. Infections caused by these bacteria are serious and may lead to death. Symptoms of this infection may include a high fever, headache, stiff neck, nausea, confusion, and a rash. This disease can become severe very quickly and often leads to deafness, mental retardation, loss of arms or legs and even death. It can be spread through the air or by direct contact with saliva from another person with the disease.

There is a vaccine (Menactra) that can prevent most cases of meningitis caused by these bacteria in people over age 2. Beginning with the 2010-2011 school year, one dose of Menactra will be required for students in grades 6-12. This is a new legal requirement.

# ELECTRONIC INFORMATION SOURCE

## I 609 ELECTRONIC INFORMATION SOURCE POLICY

It is the policy of the Lafayette School Corporation to provide access to electronic information sources to all schools within the financial resources of the Lafayette School Corporation. The Lafayette School Corporation views electronic information sources as extensions of school libraries, opening up vast, diverse, and unique resources to extend and enhance the learning process.

It is recognized that a small percentage of the material available in this format may not be considered to be of educational value within the context of the school setting. However, on a network where people from around the globe are adding material continuously, it is impossible to ensure that a user will not encounter controversial material. It is believed that the information and interaction available outweigh the potential that users may encounter material that is inconsistent with the educational goals of the Lafayette School Corporation.

Therefore, prior to using electronic information sources, each user must have a signed Electronic Information Source Use Agreement on the file in the school. Student agreements must contain the signature of the student, and, if the student is under the age of 18, the signature of the parent or guardian.

## ELECTRONIC INFORMATION SOURCE AGREEMENT

**Please read this document carefully before signing.**

Access to electronic information (the Internet) is now available to students and teachers in the Lafayette School Corporation. It is believed that electronic information sources are extensions of the school library, opening up vast, diverse, and unique resources to extend and enhance the learning process. The goal in providing this service is to continue to promote educational excellence through resource sharing and communication.

The Internet is made up of hundreds of thousands of computers throughout the world, and millions of individuals who publish, discuss, and collaborate on the full range of imaginable topics. Some of the multitude of resources available to students and teachers include:

1. Electronic mail (e-mail) - the ability to communicate with people around the world.
2. Libraries - access to many university library catalogs, the Library of Congress, and ERIC.
3. Discussion groups - a wide variety of interest area discussions take place on topics ranging from the environment, to music, to politics, to Star Trek.
4. NASA - the ability to obtain the most current information and news from NASA to correspond with their scientists and other research institutions.
5. Software - both public domain and software of all types are available.

The District expects that teachers will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways which point students to those resources which have been evaluated prior to use. While students will be able to move beyond those resources which have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

With access to computers and people throughout the world comes the availability of material that may not be considered to be of educational value within the context of the school setting. On a network where people from around the globe are adding material continuously, it is impossible to ensure that a user will not encounter controversial material. Users bear the same responsibility with information on the Internet as they do with any other information source, such as television, telephones, radio, movies, and other possibly offensive media. The information and interaction available outweigh the potential that users may encounter material that is inconsistent with the educational goals of the Lafayette School Corporation.

Electronic information is provided through a complex association of governmental agencies, regional and state networks. The operation of the network relies on the proper conduct of the user, who must adhere to strict guidelines. The guidelines are provided here so students and parents are aware of the responsibilities assumed.

This means using the network resources efficiently, legally, and ethically. If a Lafayette School Corporation user violates any of these provisions, his/her account will be terminated and future access could be denied. The signature(s) at the end of this document is (are) legally binding and indicate(s) the party(ies) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

### Terms and Conditions

- I. **Acceptable Use** - The purpose of Lafayette School Corporation providing Internet access is to support research and education by providing access to unique resources and opportunity for collaborative work. The use of the account MUST be in support of education and/or research and be consistent with the educational objectives of the Lafayette School Corporation. The following uses of school-provided Internet access are NOT permitted: (This list is not all inclusive).
  - A. To access, upload, download, or distribute pornographic, obscene, or sexually explicit material
  - B. To transmit obscene, abusive, sexually explicit, or threatening language;
  - C. To violate any local, state, or federal statute;

- D. To vandalize, damage, or disable the property of another individual or organization;
  - E. To access another individuals materials, information, or files without permission; and,
  - F. To violate copyright or otherwise use the intellectual property of another individual or organization without permission.
- II. **Privileges** - The use of electronic information is a privilege, not a right. Access entails responsibility. Inappropriate use will result in cancellation of privileges. The network administrators may close an account at any time, and will deem what is inappropriate use. Their decision is subject only to review by the administrator or designated certified personnel of the Lafayette School Corporation. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.
- III. **Network Etiquette** - Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
- A. Politeness. Do not threaten or become abusive in messages to others.
  - B. Appropriate language. Do not swear, use vulgarities or any other inappropriate language.
  - C. Personal addresses or telephone numbers should not be revealed, including ones own, friends, family, or colleagues.
  - D. E-mail is not guaranteed to be private. Electronic messages and files stored on school-based computers may be reviewed. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.
  - E. Do not respond to unsolicited e-mail. If you receive offensive unsolicited e-mail, notify your network/building administrator or the Lafayette School Corporation K-12 Computer Coordinator immediately.
- IV. **The Lafayette School Corporation makes no warranties of any kind, whether expressed or implied, for the service it is providing.**
- A. The Lafayette School Corporation will not be responsible for any damages suffered by the user. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions regardless of cause, or user errors or omissions.
  - B. Use of any information obtained via these resources is at the user's risk. The Lafayette School Corporation specifically denies any responsibility for the accuracy or the quality of information obtained through its service.
- V. **Security** - Security is very important, especially when many users are involved. The Lafayette School Corporation takes security issues very seriously.
- A. If an electronic information security problem has been identified, a network administrator or the Lafayette School Corporation K-12 Computer Coordinator must be notified. Problems must not be demonstrated to other users.
  - B. Another person's account shall not be used without written permission from the individual.
  - C. Attempts to logon to any system as a network administrator will result in cancellation of user privileges.
  - D. Any user identified as a security risk or having history of problems with other computer systems may be denied access to electronic information sources.
- VI. **Vandalism** - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy the information of another user or any of the agencies or networks connected to the Internet. This includes, but is not limited to, the uploading or sending of computer viruses.

Adopted: July 10, 1995

Revised: January 12, 1998

## **TECUMSEH HOMEWORK POLICY**

### **INTRODUCTION**

The State of Indiana has mandated that every school corporation develop a homework policy. Realizing that a rigid, corporation-wide policy could not serve the needs of students of various ages and abilities in all its schools, the Lafayette School Corporation has instructed each school to develop its own homework policy.

The following policy has been developed by a committee of parents, teachers, and administrators at Tecumseh and is intended to be a general guideline that will benefit students, teachers and parents at Tecumseh.

### **PURPOSE OF HOMEWORK**

Homework may be assigned for the purpose of preparing students for activities that will occur in a future classroom setting; reinforcing learning that has previously been taught; extending to a higher order of thinking; or promoting creativity by having students combine concepts and skills in new and different ways.

### **ROLE OF TEACHER, STUDENT, PARENT**

Teachers should develop a homework policy and discuss it with students and parents at the start of the school year, be specific in making individual homework assignments, and notify parents of students who fail consistently to complete homework. Students should write down all homework assignments, take home all necessary material and information needed to complete assignments, and turn in all assignments when they are due. Parents should provide a quiet study area and specific study time for homework to be done, check with children and on homework assignments each day, and communicate with teachers when homework difficulties arise.

## **HOMEWORK GUIDELINES**

1. Homework should be conducive to facilitating student learning and therefore used for diagnostic as well as evaluative purposes.
2. Whenever possible, students should be provided with a period of directed study during which they may begin their assignments and receive assistance from the teacher.
3. The amount and frequency of homework should vary based on grade level, subject matter, and ability level of each student. As a general guide, homework in each class may average between 15 minutes and 45 minutes daily and could include supervised study in class, time spent in enrichment, and/or time spent at home.
4. Major assignments and tests should, whenever possible, be coordinated among grade level teachers so that overloading does not occur.
5. If a student or parent believes that these guidelines are not being followed, they should first communicate with the teacher involved. If a problem still persists, the principal should be contacted.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1984 PUBLIC LAW 93-380 PUBLIC LAW 93-380**

The Student Records Policy of the Lafayette School Corporation complies with the provisions of the Family Educational Rights and Privacy Act of 1974, Public Law 93-380.

In broad outline, this policy provides for the following:

1. The Act concerns the student records of both elementary and secondary schools.
2. The parent's right under this Act extends until the student is 18 years of age, or is enrolled in a post-high school institution; hereafter, only the student may exercise the rights.
3. Parents have a right to examine their children's records at reasonable times and, in certain circumstances, in accordance with school policy to purchase a copy of such records.
4. The parent has a right to have a record corrected if it is inaccurate, misleading, or is otherwise in violation of the privacy or other rights of students.
5. If, as a result of a hearing, the school decides that the information in the record is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student parents have the right to place in the education records of their child a statement commenting upon the information in the education records and/or setting forth any reasons for disagreeing with the decision of the school to leave the contested information in the students record.
6. A record must be kept with each student record showing who examined it, the date on which it was examined, and the purpose of the examination. School officials of this district who have a legitimate education interest in the student are exempted from this requirement by the Act.
7. Certain persons may examine student records without a parent's consent. These include school officials, including teachers who have legitimate education interest; officials of other schools or school systems where a transfer is made; and certain representatives of the state and federal government with various limitations.
8. Any person may receive the records, if the parents execute a written consent specifying the records to be released, the reasons for such release, and the person to whom they are to be released. A copy will be sent to the parents in such case if requested. The parent may also request and receive a copy of any student record forwarded to another school or school system with a transfer.
9. A copy may also be furnished pursuant to a court order or subpoena, but only if the parents are given advance notice.
10. Certain directory information including the students name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight, and height of members of athletic teams, dates of attendance, awards received, and other similar information may be released without parental consent unless the parent notifies the school district in accordance with the Students Records Policy that they do not want certain designated directory information released without prior consent.

The Board of School Trustees has adopted a policy implementing the provisions of this Act. A copy of this policy and the Act are on file and available for inspection at the office of each school principal and at the office of the superintendent of schools.

## **VISITORS TO SCHOOLS K 122 POLICY**

The board invites parents and/or citizens of the school corporation to visit schools. Because schools are a place of learning, the following stipulations are established concerning these visits:

- A. A visitor is defined as anyone who is not a regular staff member or student of a particular school.
- B. Any visitor shall inform the principal's office of his/her presence upon arrival at the school.
- C. Parents or citizens who desire to observe a particular classroom while school is in session shall obtain approval for such visits in advance from the principal, assistant principal, or central office administrator. In the event the principal is not available, the principal shall designate an assistant principal to determine the approval for such visits. Before approving any visit the principal or the designated assistant principal shall confer with the teacher whose class is to be visited not less than 24 hours before the requested visit, to determine whether and when a visit may be appropriate, the length of the visit and any other issues or concerns the teacher may have. Time limitations may be established so that class disruptions and distractions may be kept to a minimum.
- D. Teachers who arrange visitors to their own classrooms or school shall inform the principal's office of such visitations.
- E. Teachers shall not take instructional time to discuss class events, procedures or individual matters with visitors. It is recommended that a separate time be arranged with the teacher to discuss the visitor's classroom observations.

Building principals are authorized to refuse entry to schools to persons who do not have legitimate business at the school and to request any unauthorized person or person engaging in unacceptable conduct to leave the school grounds. Furthermore, building principals or designees are authorized to request assistance of law enforcement officers in cases of emergency and to seek prosecution to the full extent of the law when persons violate the provisions of the district policy including but not limited to trespassing on school grounds, damage to school property, loitering, and disruptive activity.

Board Adopted: August 8, 1994

Revised: November 11, 2002

## **STUDENT LOCKERS AND STUDENT PERSONAL POSSESSIONS**

All lockers made available for student use on the school premises, including lockers located in the hallways, physical education and athletic dressing rooms, industrial education classrooms and art classrooms, are the property of the school corporation. These lockers are made available for student use at the school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. A student may not expect to have privacy in a locker or its contents.

The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose, and to eliminate fire and other hazards, maintain sanitary conditions, attempt to locate lost or stolen material, and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, paraphernalia, or alcohol.

The school corporation also reserves the right to inspect personal property of the students, including coats, jackets, backpacks, purses, and bags or other personally carried items by non-bite dogs through dog sniffs. Based upon reasonable suspicion, probable cause or consent, the school corporation may then search the personal property of students. These inspections and potential searches shall occur by students being required to place their coats, jackets, backpacks, purses, and bags, or other personally carried items wherein said items will be placed in a hallway and the students will then remain in or return to classrooms. All students are advised that under these circumstances the students shall have no expectation of privacy of the contents of said coats, jackets, backpacks, purses, and bags or other personally carried items.

At the direction of the Superintendent, or his designee, the Administration may make use of dogs, law enforcement officials, or other appropriate technology to inspect school premises, including school lockers, and students' coats, jackets, backpacks, purses, and bags or other personally carried items.

Legal Reference: 20-33-8-32

Date Adopted: February 28, 1994

Revised: June 11, 2007; **April 13, 2010**

# ATHLETIC CODE OF CONDUCT

## STATEMENT

The conduct of participants in athletics at Lafayette Tecumseh Junior High, in or out of school, year-round, shall be such as: 1) not to reflect discredit upon our school, and 2) not to create a disruptive influence on the discipline, good order, moral or educational environment in our school. Any such violation of these principles shall be subject to disciplinary measures.

## ENFORCEMENT OF THE CODE OF CONDUCT

The Athletic Director or his/her designee shall enforce all rules and regulations as described in the Code of Conduct (hereafter the Code) for athletes. While Tecumseh does not belong to the IHSAA, we use their rules as guidelines for our athletes. The Code will be reinforced by the coach of each sport during the year. Parents/Guardians and athletes are required to sign the acknowledgment, consent, injury awareness and disclosure document stating that they understand the Code and the athlete is subject to disciplinary measure should he/she violate the Code.

Any alleged violation of the Code shall be reported first to the coach or his/her designee and then is to be followed by an investigation by any or all of the following people... athletic director, principal or his/her designee. If a violation of the Code has been determined to have occurred, a meeting will take place between the Athletic Director or his/her designee and the athlete in question.

**The Code is in force twelve (12) months a year, grades seven and eight (7-8).**

## EXPECTED STANDARDS OF CONDUCT FOR ATHLETES

- The good of the team is first and foremost. While individual needs are important, teamwork is an expectation.
- No player(s) will ever employ illegal tactics to gain an undeserved advantage. All players will devote themselves to being a true sportsman.
- All athletes will care for all equipment as though it were their own personal property. If equipment is destroyed through normal wear and tear during practice, the school will replace the item(s). If equipment is lost or stolen the athlete(s), will fulfill his/her responsibility by paying for replacement of item(s).
- All athletes will obey the specific training and practice rules of their team as given to them by the coaching staff.
- Athletes should not engage in negative activities. Drinking alcohol, taking controlled drug substances, using tobacco products, using profanity and being disobedient are harmful to athletes and their team. Maximum effort and performance cannot be attained by participation in these activities.
- Athletes and support students of the team must pass five credits each grading period to be eligible to participate in athletics. Team members should plan their time so that they devote energy to their studies to insure passing grades that represent their true abilities.
- Athletes should be a positive influence in all they attempt to do. They are to work for the betterment of Lafayette Tecumseh and set a good example by doing what is right and good.
- Officials deserve courteous respect. The purpose of officials is to insure both teams a fair contest; they are not responsible for losing games or contests.
- Athletes should appreciate the fact that coaches, teachers and school officials have the best interest of all athletes in mind as they purchase equipment, schedule contests and conduct the athletic program.
- All Lafayette Tecumseh athletes must comply with the standards of our athletic Code of Conduct and school rules or be subject to disciplinary action or dismissal from a team as determined by the rules, coaching staff, athletic director, and/or principal of Lafayette Tecumseh Junior High School.
- Athletes and support students of the team must have no more than one F each grading period to be eligible to compete in athletics.

## RULES OF THE CODE OF CONDUCT

The guidelines set forth below are intended to clarify the consequences for specific behaviors. The guidelines are not intended to serve as a complete list. In the event a student engages in conduct not covered by the guidelines set forth below the student's status will be reviewed by the school administration with input from the activity sponsor. The school administration shall determine the appropriate disciplinary measures to be taken on a case by case basis.

**Rule 1. Athletes (hereafter student staff, student athletic trainers, managers, and cheerleaders are included in the term 'athletes') shall not partake in any degree or be in possession of illegal drugs, alcoholic beverages and/or tobacco.**

### First Violation:

1. The use of illegal drugs, tobacco and/or alcohol is not in accordance with this Code of Conduct and will result in an automatic suspension of participation in athletic events and from the athletic squad or team in which the student is participating or the next sport they participate in for 30% of the contests for such team or squad.
2. Practice for an athlete, who is under suspension, is at the discretion of the coach.

3. The student must undergo formal **Drug/Alcohol Assessment** which may be provided by the school. If it is determined that the student needs assistance in this area, the student will follow the appropriate recommendation of either intervention or education. The parent/guardian will be responsible for all costs associated with services of the recommended program. Further, the student will submit proof of enrollment in, regular participation in, and eventual completion of the recommended program. For one year the student will submit to drug testing during any season they are participating in. The athletic director or his/her designee will determine the number of times and scheduling of the drug testing. The parent/guardian will be responsible for all costs associated with the drug testing.

## **Rule 2. Misdemeanors and acts of delinquency.**

### **First Violation:**

1. An athlete arrested or detained as a juvenile on such a charge will be suspended from participation pending investigation of the incident by the school.
2. Commission of a misdemeanor including charges to which a student may plead *nolo contendere* shall subject the student to suspension of not less than 30% and not more than 50% of the contests for such team or squad.
3. The exact length of suspension shall be at the discretion of the administration.

## **Rule 3. Felony**

### **Consequence:**

1. An athlete arrested or detained as a juvenile on a felony charge will be suspended from participation pending the school administration investigation of the incident.
2. Commission of a felony at any time shall exclude the student/athlete from participation for one full year (12 months) from the date of the violation.

**Rule 4. Students participating in athletics serve as representatives of Tecumseh Junior High School and the Lafayette community. Students are expected to act as role models to other students. A student-athlete may be suspended from participation in events if such student-athlete exhibits personal behavior while in or outside the school that in the judgment of the coach reflects very poor judgment and is not consistent with the conduct expected of a Tecumseh Junior High School student-athlete. For example,**

- Attendance at social events (parties, dances, etc.) is up to the athlete and his/her parent/guardian(s). However, athletes are expected to leave social events immediately where there is illegal use of chemical substances and/or alcohol. All athletes must understand that failure to leave such events could result in a violation of the Code of Conduct.

### **First Violation:**

1. Any athlete exhibiting personal behavior or poor judgment that is not exemplary will result in suspension of participation in athletic events and from the athletic squad or team in which the student is participating or the next sport they participate in for up to 50% of the contests for such team or squad.

**Rule 5.** Any student who is in violation of school rules resulting in truancy, suspension, classroom disruption or other punishable acts will be disciplined by the already-established school rules. The student may further be dealt with within the structure of each coach's rules for their sport or the Code of Conduct. If a student is suspended out-of-school or in school for any reason, he/she will be ineligible for all contests and practices during the term of his/her suspension. A student may start participation on the next day (including Saturday) after the last day of suspension.

**Rule 6.** The sponsor of each sport or group may set specific team rules that are not addressed in this document. These rules and the penalties for breaking them will be given to the students in writing by the coach at the first meeting or practice of that season. These written regulations must be approved and on file with the Administrator in charge of that group. Violations of the "Rules of the Code of Conduct" would be within the purview of the Code of Conduct and would be addressed by the school administration or their designee.

## **PROBATION**

Any student that has had a first violation of the Code of Conduct is placed on probation for up to one (1) calendar year.

### **Second Violation of the Code of Conduct:**

1. Any student that commits a second violation of the Code of Conduct while on probation may be suspended from all activities for up to one (1) calendar year from the date of the second occurrence.

## **SELF-REPORT CLAUSE**

It is the intent of Lafayette Tecumseh to assist students with developing responsibility for their actions and to encourage honesty. Therefore, except for a student who commits a felony, any student who voluntarily self reports a violation of the Code of Conduct within 2 week days (Monday–Friday) of the infraction will be granted leniency. The student who self-reports will serve a reduced penalty for the infraction. Self reporting will have the effect of reducing the penalty imposed by half, but as a minimum a student must miss at least one game/match. This self-report clause may only be used one time to automatically reduce a proposed penalty. Incidents that occur on school property or at a school event are not eligible for use of the self-report clause.

## COMPASSION CLAUSE

Any student serving a one year suspension may restore his/her athletic eligibility by completing the Community Service Program established and monitored by the Athletic Director or his/her designee.

## ATHLETIC SEASON DEFINED

The athletic season is defined as commencing with the first practice and ending with the elimination of the team and/or individual from the final tournament series. Penalties for violations take effect immediately upon verification of any violation and will include games in succession, i.e. season schedule and tournaments in order of competition.

## CARRY-OVER SUSPENSION

If a violation of the Code occurs in the last part of a sport and the violator cannot fulfill the terms of his/her violation in that sport the suspension **does carry-over until the suspension is fulfilled**. This includes the athlete's next sport or the same sport next year, i.e., if the suspension is for two football games with only one remaining, the athlete must also miss the first contest in the next sport the athlete participates in until the suspension has been served. An athlete that completes a suspension in a sport will be required to complete the season in good standing or will have to serve the full suspension again in the next sport.

## COMPLETING A SUSPENSION

When serving a temporary suspension, the athlete is expected to be present at ALL athletic contests and practices involving his/her team or squad. The athlete is a member of the team and is expected to fulfill this responsibility. If the athlete does not attend the contest, credit will not be given toward fulfilling the requirements of the suspension. The coach's discretion can excuse the athlete. If a student is a dual sport athlete (two sports at the same time), he/she must serve the suspension in both sports.

All discipline related to sports' participants shall reflect the understanding of procedures and practices included in the policy for Students' Rights and Responsibilities. Procedures of disciplinary action are listed in the document—LAFAYETTE TECUMSEH JUNIOR HIGH SCHOOL ATHLETIC CODE as found in the Tecumseh Junior High School Student Handbook.

