Sutton Early Learning Center

Family Handbook
2026-2027

EVERY STUDENT. EVERY DAY.

SUTTON
— Early —
Learning Center

Sutton Early Learning Center
2780 Sutton Rd. Adrian, MI 49221
Main Office: 517-423-2367 | Attendance Line: 517-423-6505
tps.k12.mi.us

Welcome to Sutton Early Learning Center!

MISSION STATEMENT

The Tecumseh Public Schools community will empower every student, every day, for life success with flexible opportunities in diverse learning environments.

VISION STATEMENT

Inspiring students to become empowered, innovative individuals.

Please read through this handbook and share the information with your child(ren).

This handbook includes important information so please keep it available for quick reference. You will be notified if any information should change during the school year.

Please make note of **page 31** where you will find a "Receipt of Handbook Acknowledgment of Policies" form. It should be completed and returned to school by **August 28, 2026**. We appreciate your prompt attention to returning this form.

We hope you have a wonderful year at Sutton Early Learning Center!

TPS Board of Education
Rebecca Brooks, President
Lynne Davis, Vice President
Dr. Jacob Martinez, Secretary
Tim Simpson, Treasurer
Greg Lewis, Trustee
Heather McGee Trustee
Darin Miller, Trustee

District Administration
Matt Hilton, Superintendent

Sutton Early Learning Center Administration
Kristen DeLand, Principal
Theresa Dunnavan, Secretary

Regular School Hours: 8:40 a.m. - 3:45 p.m.
Half-Day Hours: 8:40 a.m. - 11:55 a.m

All guests entering the building must show a photo ID and state their business before access will be granted.

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Welcome to Sutton Early Learning Center!

Tecumseh Public Schools is on a journey to create an educational experience that supports each and every child in identifying his or her gifts and talents and harnessing these talents to improve the learning experience for every child and family we serve. We are thrilled to have this opportunity to serve your child!

Sutton Early Learning Center represents an educational environment that is student-centered based on the needs of each child. Your child's education at Sutton Early Learning Center will reflect a new way of looking at our educational structure. We recognize the importance of meeting our youngest learners where they are developmentally as well as academically. Our educators will work together to ensure that there is the right balance of developmentally appropriate activities and academic opportunities. We recognize that, even at this early stage in their educational career, students have a particular style of learning that can be stifled in the traditional environment. We will work together to provide each child the opportunity to grow in his or her best learning environment. Please see our Course Catalog for more detailed information about our curriculum.

QUICK REFERENCE GUIDE

Sutton Early Learning Center Main Office	**517-423-2367**
Food Service Department	**517-423-1455**
Transportation Department	**517-423-2706**
Tecumseh Public Schools Voicemail System	**517-424-6505**
Tecumseh Public Schools Website	**tps.k12.mi.us**

ATTENDANCE

We are thrilled to be able to serve you and your child on this learning journey. Attendance at Sutton Early Learning Center provides learning opportunities for group interactions while participating in class discussions. We want to ensure that your child has the best possible learning experiences each and every day.

If you arrive to school with your child and it is 8:25 a.m. or later, please go to the east entrance by the office and someone will assist you with signing your child in. Students will be marked absent for a half day if they are signed in after 10:40 a.m. They will be marked absent for a half day if they are signed out before 1:45 p.m. All guests entering the building must show a photo ID before access will be granted.

Your child's health and wellbeing are vitally important. We want all children to feel their best and ready to learn. If your child is running a temperature, is experiencing diarrhea or pink eye, is vomiting or has a persistent cough, he or she must stay home. If your child has been running a fever, he or she must be "fever free" **without medication** for 24 hours prior to returning to school. Students must also be vomit and diarrhea free **without medication** for 24 hours before returning to school.

On each morning of a child's absence, the parent/guardian is requested to call the school office at 517-423-2367 to report the absence and the reason for it. If your child will be missing school because of planned travel, a scheduled surgery or other reasons, please make arrangements in advance with your child's teacher.

If your child is missing many days of school, we will contact you to develop a plan that removes barriers to attendance. Again, it is very important that your child is taking advantage of the learning opportunities each and every day. If you would like additional information, please contact the building principal for a copy of the district attendance policy.

ARRIVAL/DEPARTURE TIMES

Students may enter at 8:25 a.m.

School doors open:	8:25 a.m.
First bell rings:	8:35 a.m.
School begins/second bell rings:	8:40 a.m. (Second bell rings)
School is dismissed:	3:45 p.m.

AWARENESS OF FOOD ALLERGIES

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

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

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

BIRTHDAY CELEBRATIONS

Birthdays are important to every child and they like to celebrate this special day with their classmates. Birthday celebrations at Sutton Early Learning Center are non-food special events. Your child will have the opportunity to choose from a list of suggested ideas including (but not limited to) extra recess, game time, donating a book to the classroom, or having a parent come read to the class on the child's special day. **We will not be passing out personal birthday invitations.** For additional information on birthday celebrations, please contact your child's teacher.

BREAKFAST/LUNCH PROGRAM

The breakfast and lunch programs are open to all students. Breakfast and Lunch are free for students.

For children who bring their own lunches, please do not send soda, caffeinated/energy beverages and avoid the use of glass containers. The use of a thermos for milk, soup, etc. is permissible. Milk (white or chocolate) is available in a ½ pint container.

BREAKFAST/LUNCH MONEY POLICY

In the event that school meals are no longer free for students, parents/guardians will need to make payments through their Infinite Campus Parent Portal for school meals.. Any questions regarding your child's lunch account should be directed to our district's Food Service Manager, at 517- 423-1455. Menus are also posted on the district's web page.

BREAKFAST/LUNCH SCHEDULES

Breakfast is served each day beginning at 8:25 a.m. The lunch schedule begins at 11:20 a.m. and ends at 12:55 p.m.

BUILDING OF CHOICE

Students will be placed at one of the Early Learning Centers based on their home address. If you would like to request a change in building assignment due to special circumstances, please contact the building administrator. Please note that these requests may not be honored.

COMMUNITY LEARNING CONNECTIONS

Community Learning Connections (CLC) is a non-profit organization committed to fostering a learning community and working to engage, support, and empower learners and their families. CLC staff provide whole school, small group, and individual integrated learner supports and facilitate evidence-based programming in all six TPS School Buildings. CLC leverages community resources to address identified needs and help improve school climate. Service categories include (but are not limited to): basic needs, youth empowerment, family engagement, building assets and life skills, academic assistance, peer-to-peer mentoring, community service, financial stability, positive behavior interventions, substance-abuse prevention, and post-secondary exploration/career opportunities.

Sutton Early Learning Center's site coordinator is Heather Franco, hfranco@tps.k12.mi.us. For more information call 517-423-7574 or visit communitylearningconnections.org.

CONFERENCES

Conferences for all students are scheduled in the fall and spring. You will be notified well in advance in order to arrange your meeting time. This is a great time for you to discuss your child's progress with his or her teachers.

If you wish to schedule a conference with your child's teacher at a time other than fall or spring conferences, arrangements can be made by calling or stopping in the school office. You can always contact the building principal for further assistance.

EMERGENCY PREPAREDNESS DRILLS

Each day, we are entrusted to provide a safe and healthy learning environment for your child. In collaboration with our local community and law enforcement agency, our district has completed A.L.I.C.E. training. A.L.I.C.E. stands for Alert, Lockdown, Inform, Counter, Evacuate and is a model that represents our standard of care for your children. Our strong partnerships in the community allows us to continuously review our procedures to ensure your child is safe in our care In accordance with state regulations, evacuation, fire, tornado, and lock-down drills will be conducted as set forth in Board Policy.

- During fire safety drills and actual fire emergencies, children are escorted out of the building by staff and placed in safe locations which are determined at the discretion of school administrators in consultation with local emergency personnel and in accordance with safety guidelines.
- During evacuation drills and actual emergencies, off campus safe shelter locations are utilized which are determined at the discretion of school administrators in consultation with local emergency personnel and in accordance with safety guidelines.
- During tornado drills and actual severe weather emergencies, children will take shelter within the school building.
- During a lockdown drill, children will not be permitted to move around the building until an all clear is given. Doors will be locked with no one admitted in or out. For safety reasons, parents will not be permitted to remove children from the building during a lockdown drill. In an emergency situation, once a lock-down has been initiated, the school is under the direction and control of local law enforcement.

STUDENT RELEASE (DURING SCHOOL HOURS)

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

In situations where it is necessary for your child to leave school during the school day, the child will be excused

through the school office only. The parent/guardian MUST stop at the office and sign out the student. The office personnel will then call the child to the office. Teachers will not release a child to a parent/guardian except through the office approval. This policy is designed for your child's safety and parents/guardians peace of mind. Whenever possible, please notify us ahead of time with a note or phone call when your child will leave early or arrive late due to appointments or other family reasons.

If your child returns to school later in the day, the parent/guardian needs to accompany the child to the office to sign back in. When you enter the building, please use the main entrance at the front of the school and check in at the office. All guests entering the building must show a photo ID and state their business before access will be granted.

LEARNING FIELD TRIPS

Spending time outside our school building is an important part of the learning experience. We encourage parents to serve as chaperones on our trips. Your child's teacher is the best resource for opportunities to chaperone for a learning event. Please remember that ALL family members wishing to attend a school field trip must be approved as a chaperone and must have a background and screening check submitted prior to the scheduled trip; only those who have been approved may attend field trips, this includes other children in the home.

LOST AND FOUND

If your child is missing any articles of clothing or other personal items, he or she can check the lost and found area located in the main lobby. In order to easily locate misplaced items, please label all coats, hats, gloves and boots with your child's name.

Parents/guardians may contact the office and check to see if we have found any missing items. These items are displayed outside the office area during fall and spring Conferences. Small and/or valuable items are kept in the office and students or parents/guardians may ask in the office if such articles have been found. *At holiday break and at the end of the school year, any unclaimed items are sent to a local charity.*

LUNCH/RECESS EXPECTATIONS

We work to ensure your child is provided a safe, clean environment to enjoy his or her lunch. Teachers, along with our lunch helpers, will work to provide an environment where your child can spend time with friends in a respectful and caring environment.

We recognize the importance of play in the learning experience; therefore, we will provide a safe, respectful, and fun environment for your child on our playgrounds. At Sutton Early Learning Center, we aim to have time outside every day. We feel that children learn more effectively if they have a chance to exercise each day. It is important that children are dressed appropriately for the conditions. We will have indoor recess if it is raining or the temperature, with the wind chill factor, falls below 15 degrees.

MESSAGES

The Sutton Early Learning Center office is open from 7:30 a.m. to 4:15 p.m. each school day. Important messages can be called into the school office. Messages are delivered at 3 p.m. every day, so please call before that time to ensure that your child gets the message. Please feel free to phone us regarding any questions or concerns which you may have. The school office phone number is 517-423-2367.

MOVING

If your child's residence or phone number changes, please notify the office at 517-423-2367.

PETS IN SCHOOL

Our teachers are happy to speak to you about our policies for pets in the school buildings and on school grounds. While we know we all love our pets, please refrain from bringing your pet with you when picking up or dropping off your student.

PICK-UP AND DROP-OFF PROCEDURES

- Pull in the west parking lot and up to the curb by the west doors. Please stay in a single line while dropping your child off. The loop is for quick drop-offs. Please do not exit your vehicle. Please be considerate, pull around the curb to allow others to do the same. This is not a parking lane, so please pull up and around to allow a few moments for your child to exit your vehicle then pull out. We ask that you do not park or pull into the emergency fire lane. If your child needs help, a staff member can assist him/her. When your student is safely out of the car, proceed to the exit of the parking lot. Do not leave your vehicle unattended in the drop off lane. If you need to get out of your vehicle, please park in a designated space in the parking lot.
- If you are walking your student into school, please park in the east lot.
- If you are picking up your child at the end of the day you may enter campus prior to 3:30 p.m. and wait for them outside the doors of the west lot or in a designated parking area. Please inform your child's teacher if this is your plan.
- If you need to change your child's daily pick-up procedure in any way, please send a note and/or call the office by 3 p.m. so we are aware of the change and can make sure your child gets to the correct place each day.

P.T.O. (PARENT-TEACHER ORGANIZATION)

Research tells us that parent/guardian involvement increases learner success. Our P.T.O. gives parents/guardians and teachers an opportunity to work together to provide a variety of in-school and extracurricular activities that enrich the students' school experience and allows parents/guardians to become directly involved in their student's education.

The P.T.O. is a self-governing organization that all parents/guardians may join. It elects its own officers, selects its own committees and finances its own activities, mostly with a major fund raising activity each year. The P.T.O. works with the principal and teachers to plan its activities and projects. Past projects have included funding for field trips, funding special assembly programs, providing supplementary educational material, such as the Weekly Reader, and presenting special learner achievement awards. We look forward to your participation and support. Please feel free to attend P.T.O. meetings in order to keep abreast of their activities.

READING PROGRAMMING

Our Reading Specialist offers students the opportunity to refine and build positive reading strategies on their road to becoming independent readers. They will work closely with teachers to build a "reader's toolbox" of reading strategies for students who need more development of these skills. Students who qualify will receive individualized instruction on a weekly basis to practice these skills. The Reading Specialist will monitor students closely and collaborate with classroom teachers on how to optimize the most effective techniques.

SCHOOL DELAYS AND CLOSINGS

The following area radio stations will announce any school closings due to weather conditions or emergency situations: WABJ 1490 AM, WLEN 103.9 FM, WQTE 95.3 FM, & W4 102.9 FM. Television stations WTOL Channel 11 and WTVG Channel 13 will also carry school related information. Bulletins are generally aired after 6 a.m. You will also be contacted by the Thrillshare Alert System. Finally, all school delays/closings will be posted on our website at tps.k12.mi.us and social media platforms.

Please do not call the school. If you drive your student to school and notice very few cars in the parking lot, please check to ensure that school is in session before leaving your student.

Although it is very rare, there may be occasions when school is dismissed early because of an emergency. You should instruct your student what to do if this occurs on a day when you will not be at home. You should also provide this information on the emergency information sheet, which is in the office. Your student will be sent home as usual unless the office has special instructions on file.

TECUMSEH CHILDCARE PROGRAM

We provide a safe, nurturing, and comfortable environment for your child(ren) for before and after school care as well as all-day childcare. We have locations at Tecumseh Acres Early Learning Center, Sutton Early Learning Center, and Tecumseh Middle School. If you have any questions about the Tecumseh Childcare Program, please call 517-423-2367 x. 4301.

Hours of Operation: Monday through Friday

- Before School Care: 6 a.m. to the start of school
- After School Care: end of school to 6 p.m.
- All Day: 6 a.m. - 6 p.m.

Please refer to the childcare handbook for more information.

VISITORS

The ONLY visitors permitted on school premises during school hours are PARENTS and non-student adults who are on official business. No other visitors will be permitted, including relatives, friends, and former Tecumseh students unless given administrative permission. All visitors must sign-in at the Receptionist Desk, and wear a visitor's badge at all times. To pick up a student, the guardian must come to the Receptionist Desk and MUST show ID. All visitors are subject to the Board Policy on school visitors**.**

VOLUNTEERS

We welcome and value volunteers! Please check with your child's teacher to see what volunteer opportunities are available. Please make sure you sign in and record any volunteer time on the Volunteer Sign-in sheet located in the office. Also, please wear a Volunteer Badge whenever you are in the building.

In the course of their work, volunteers may learn confidential information about students and their families. This information must be kept confidential.

All volunteers are required to fill out a Tecumseh Public Schools Volunteer Registration Form upon their initial visit to the school. This allows the school district to complete a background check on the intended volunteer. ALL volunteers must comply with this in order to participate in any activities involving students of Tecumseh Public Schools.

TECUMSEH PUBLIC SCHOOLS DISTRICT POLICIES

The following policies are in effect at all of the buildings in our school district. Further information may be obtained from our Administrative Services Building, located at 760 Brown Street., Tecumseh, MI. Questions may be directed to 517-423-2167.

ANTI-BULLYING

The Tecumseh Public Schools Board of Education prohibits acts of bullying, harassment, and other forms of aggression and violence. The Board of Education has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment or bullying, like other disruptive, aggressive or violent behaviors, interferes with both a school's ability to educate its student and a student"s ability to learn. All administrators, faculty, staff, parents, volunteers, and learners are expected to refuse to tolerate bullying and harassment and to demonstrate behavior that is respectful and civil. It is especially important for adults to model these behaviors (even when disciplining) in order to provide positive examples for student behavior.

"Bullying" or "harassment" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e., cyberbullying, through the use of internet, cell phone, personal digital assistant (pda), computer, or wireless handheld device, currently in use or later developed and used by students that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and may be motivated either by bias or prejudice based upon any actual or perceived characteristic.

Bullying and harassment also include forms of retaliation against individuals who report or cooperate in an investigation under this policy. Such behaviors are considered to be bullying or harassment whether they take place on or off school property, at any school-sponsored function, or in a school vehicle or at any time or place where a student's imminent safety or overall well-being may be at issue.

"Bullying" is conduct that meets all of the following criteria:

- is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
- is directed at one or more students;
- is conveyed through physical, verbal, technological or emotional means;
- substantially interferes with educational opportunities, benefits, or programs of one or more students;
- adversely affects the ability of a student to participate in or benefit from the school district's or public school's educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress; and,
- is based on a student's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

"Harassment" is conduct that meets all of the following criteria:

- is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
- is directed at one or more students;
- is conveyed through physical, verbal, technological or emotional means;
- substantially interferes with educational opportunities, benefits, or programs of one or more students
- adversely affects the ability of a student to participate in or benefit from the school district's or public school's educational programs or activities because the conduct, as reasonably perceived by the student, is so severe, pervasive, and objectively offensive as to have this effect; and,
- is based on a student's actual or perceived distinguishing characteristic (see above), or is based on

an association with another person who has or is perceived to have any of these characteristics.

The scope of this policy includes the prohibition of every form of bullying, harassment, and cyberbullying or harassment, whether in the classroom, on school premises, immediately adjacent to school premises, when a student is traveling to or from school (portal to portal), or at a school-sponsored event, whether or not held on school premises. Bullying or harassment, including cyberbullying or harassment, that is not initiated at a location defined above is covered by this policy if the incident results in a potentially material or substantial disruption of the school learning environment for one or more students and/or the orderly day-to-day operations of any school or school program.

The Tecumseh Public Schools Board of Education recognizes that in order to have the maximum impact, it is critical to provide a minimum of annual training for school employees and volunteers who have significant contact with students on school policies and procedures regarding bullying and harassment. Training will provide school employees with a clear understanding of their roles and responsibilities and the necessary skills to fulfill them.

The Tecumseh Public Schools Board of Education believes that standards for student behavior must be set through interaction among the learners, parents and guardians, staff, and community members of the school district, producing an atmosphere that encourages students to grow in self-discipline and their ability to respect the rights of others. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, parents, and community members.

The Tecumseh Public Schools Board of Education believes that the best discipline for aggressive behavior is designed to (1) support students in taking responsibility for their actions, (2) develop empathy, and (3) teach alternative ways to achieve the goals and solve problems that motivated the aggressive behavior. Staff members who interact with learners shall apply best practices designed to *prevent* discipline problems and encourage students' abilities to develop self-discipline and make better choices in the future.

Since bystander support of bullying and harassment can encourage these behaviors, the district prohibits both active and passive support for acts of harassment or bullying. The staff should encourage students *not* to be part of the problem; *not* to pass on the rumor or derogatory message; to walk away from these acts when they see them; to constructively attempt to stop them; to report them to the designated authority; and to reach out in friendship to the target. Periodic classroom meetings should be conducted to teach bystanders how and when to respond to bullying and harassment incidents. Informal classroom discussions and activities designed to provide awareness and increase student connectedness promote a positive shift in peer norms that will support empowered bystanders. When bystanders do report or cooperate in an investigation, they must be protected from retaliation with the same type of procedures used to respond to bullying and harassment.

The Tecumseh Public Schools Board of Education requires its school administrators to develop and implement procedures that ensure *both* the appropriate consequences *and* remedial responses to a student or staff member who commits one or more acts of bullying and harassment.

Consequences and appropriate remedial actions for a student or staff member who engages in one or more acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, in the case of a student, or suspension or termination in the case of an employee, as set forth in the Board of Education's approved code of student conduct or employee handbook. School employees will also be held accountable for bullying or harassing behavior directed toward school employees, volunteers, parents, or students.

Consequences for a student who commits an act of bullying and harassment shall vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student"s history of problem behaviors and performance, and must be consistent with the Board of Education's approved code of student conduct. Remedial measures shall be designed to: *correct the problem behavior*; *prevent another occurrence* of the behavior; and *protect the victim* of the act. Effective discipline should employ a school-wide approach to adopt a rubric of bullying offenses and the associated consequences.

The Tecumseh Public Schools Board of Education requires the principal and/or the principal's designee at each school to be responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or the principal's designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

The Tecumseh Public Schools Board of Education requires the principal and/or the principal's designee to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and/or the principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. The investigation is to be completed within three school days after a report or complaint is made. The parents of the students involved shall receive written notice from the school on the outcome of the investigation (in compliance with current privacy laws and regulations). All reports on instances of bullying and/or harassment must be recorded by the school for annual data review.

The Tecumseh Public Schools Board of Education prohibits reprisal or retaliation against any person who reports an act of bullying or harassment or cooperates in an investigation. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

The Tecumseh Public Schools Board of Education prohibits any person from falsely accusing another as a means of bullying or harassment. The consequences and appropriate remedial action for a *person* found to have falsely accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a *school employee* found to have falsely accused another as a means of bullying or harassment shall be in accordance with district policies, procedures, and agreements.

The Tecumseh Public Schools Board of Education requires school officials to annually disseminate the policy to all school staff, students, and parents, along with a statement explaining that it applies to all applicable acts of harassment and bullying that occur on school property, at school-sponsored functions, on a school bus or other acts of bullying that occur outside the school property, (e.g., cyber bullying), which interferes with the learning process. The chief school administrator shall develop an annual process for discussing the school district policy on harassment and bullying with students and staff.

The Tecumseh Public School District shall incorporate information regarding the policy against harassment or bullying into each school employee training program.

ATTENDANCE POLICY

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

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

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

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

All absences must be communicated to the school office by the parent or guardian on the day of the absence.

Absences will be either counted or not counted, depending on the circumstances surrounding the absence. All absences will be counted with the exception of the following appropriately documented circumstances:

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

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

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

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

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

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

Step 4: After eleven counted absences, a notice of truancy will be mailed home, and contact will be made by the Truancy Specialist to the student or parent. A meeting will be requested with the student and/or parent at the school with the appropriate members of the attendance team. An attendance agreement will be developed with clear expectations from all parties.

Step 5: If counted absences continue, a re-evaluation of the root cause of the absences will be examined and a corrective action plan pursued. Failure to cooperate and comply will result in a complaint on behalf of the school district against the parent or guardian in probate court.

A student who enters a classroom after the bell not only misses learning time, but also interrupts the learning of other students in the class. Students arriving after the morning bell will be marked tardy. A parent must accompany their child into the office to sign in for the day. Students arriving after 10:40 a.m. will be considered absent for the morning. Students being signed out before 1:45 p.m. will be considered absent for the afternoon. Chronic tardiness/early pick-up disrupts a child's learning experience. These situations will be addressed on a case-by-case basis by the principal.

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

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

COMMUNICABLE DISEASE POLICY

Any time large numbers of students are together on a daily basis, there is a risk of spreading contagious infections. For conditions requiring prescription medication, your student needs to be **on the medication for 24 hours** before returning to school.

Head Lice Policy: If lice or nits (egg sacs) are found on a student, the parent/guardian of the infected student is notified. The student's classmates are given a letter to take home alerting parents/guardians to check their child's head for lice. Information about detection and treatment of lice is given to the infected student's parent/guardian.

CONTAGIOUS INFECTIONS POLICY

Our obligation is to do whatever we can to prevent any contagious infections from spreading at school. We meet this obligation by:

1. Alerting you to types of infections and infestations that may occur in an early learning center such as chicken pox, impetigo, scarlet fever, scarlatina, pink eye, head lice, scabies, and ringworm.
2. Sending a student home who appears to have symptoms of a communicable disease. Students who return to school before their symptoms have cleared will be sent home again.
3. Alerting families to watch for symptoms of a communicable disease that has been observed or reported in their student's classroom.
4. Reporting infectious diseases and recurrent cases of infestations to the county health department.
5. Your obligation is to keep your student home when sick and to make sure the school is provided with accurate up-to-date information about contacting you or your designee in case your student becomes ill at school.

DISTRIBUTION OF OUTSIDE MATERIALS

Handing out pamphlets, flyers, etc. on school property, is prohibited unless permission has been received from the Board Office. Materials for distribution must be delivered to the Administrative Services Building at 760 Brown St., Tecumseh, MI for review, approval, and distribution.

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

Each year the Tecumseh Public Schools is required to give notice of the various rights accorded to parents/guardians or learners under the Family Educational Rights and Privacy Act ("FERPA"). In accordance with FERPA, you are notified of the following:

1. **RIGHT TO INSPECT:** You have the right to inspect and review your education records maintained by or at the District. This right extends to the parent/guardian of a student under 18 years of age and to any student age 18 or older.

2. **RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any part of an education record which you believe is inaccurate, misleading, or otherwise in violation of your rights. This includes the right to a hearing to present evidence that the record should be changed if a designated official of the District decides not to alter the education records according to your request. If no change is made to the education record after the hearing, you have a right to place a written rebuttal in the record.

3. **RIGHT TO PREVENT DISCLOSURES:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the Board of Education to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure (and which may be disclosed under Michigan law), or under the provisions of FERPA which allow disclosure without prior written consent.

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

One exception under FERPA which permits disclosure without the consent of a parent/guardian (or eligible student) is where disclosure is made to school officials with a legitimate educational interest. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student serving an official committee, such as a disciplinary or grievance committee, or assisting another school official. A school official has a "legitimate educational interest" if there is a need to review an education record in order to fulfill his or her professional responsibility by or on behalf of the District.

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

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

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

   Superintendent of Schools
   Tecumseh Public Schools
   760 Brown St., Tecumseh, MI 49286

6. **RIGHT TO OBJECT TO RELEASE OF DIRECTORY INFORMATION:** Generally, school officials must have written permission from the parent/guardian of a student or an eligible student before releasing any information from a student's record. However, FERPA allows school districts to disclose, without consent, "directory" type information. The Board of Education has designated the following personally identifiable information contained in a student's education record as "directory information":
   - Student name, address, telephone listing;
   - Student's date and place of birth;
   - Name, address, and telephone listing of parent/guardian;
   - Student participation in officially recognized activities and sports;
   - Weight and height of members of athletic teams;
   - Student's dates of attendance, honors, degrees, and awards received; student's grade level placement;
   - Most recent previous school attended;
   - Information generally found in yearbooks;
   - Students photographs and video; and
   - Audio-visual materials.
   -

   Unless you advise the District that you do not want any or all of this information released, school officials may release personally identifiable information that has been designated as directory information. Upon such objection, this information will not be released without the prior consent of the parent/guardian or eligible student.

7. Two federal laws and one state law require the District to provide military recruiters, upon request, with the

names, addresses, and telephone listings of its secondary school students. The student or the student's parent/guardian may request that the student's name, address, and telephone listing not be released unless prior written consent is obtained.

8. You have seven (7) days from the receipt of this notice to advise the District in writing of any or all of those types of information about the student which you refuse to permit the District to designate as directory information. Your objections should be addressed to:
   Superintendent of Schools
   Tecumseh Public Schools
   760 Brown St., Tecumseh, MI 49286

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

IMMUNIZATIONS

- To Enter School: State law prohibits admitting new entrants to school without a record of having received at least one dose of each of the following immunizations: Measles, mumps, rubella, polio, diphtheria, tetanus, pertussis, hepatitis B, and varicella (chicken pox).
- To Stay in School: You must provide the school with a record showing that your student has received all of these immunizations.

Before school starts, parents/guardians are urged to check their student's immunization record to make sure it is up to date. Immunizations are required to be up to date for each student who attends school.

Exceptions include situations in which immunizations are contrary to the beliefs of the parent/guardian, or where immunizations are contraindicated by the student's health. In either case, signed waivers must be on file with the school office. If there is an outbreak of a communicable disease at school, and your student has NOT been immunized against that disease, that student will be excluded from attending school until the danger has passed, or your student has been immunized.

MEDICATION ADMINISTRATION

We recognize that some students require medication to be administered during the school day. To ensure that all medications are administered safely and appropriately, our school policy requires that the following procedures be followed by all parent/guardians:

- An authorization form must be completed and on file in the office of the school your student attends before medication can be administered.
- The authorization form is required for both prescription and non-prescription medications. In the event of cough drops, a signed and detailed note from a parent/guardian which states frequency of use must be accompanied with all cough drops. If your student is to receive prescription and/or non-prescription medication, the form must contain both a parent/guardian and physician signature.
- Prescription medication must be supplied in a properly labeled prescription bottle. Most pharmacists will gladly label extra containers for this purpose if asked. Non-prescription or over-the-counter medications must be supplied in the original container and labeled with the student's name and correct dosage. Medications will not be accepted in any other containers or plastic bags.
- All medications are to be delivered to the school office by a parent/guardian.
- A new authorization form must accompany any change in medication or medication dosage.
- Because of the young age of our students, only authorized personnel must dispense all medications. Any questions may be directed to the Board Office at 517-423-2167.

NOTICE OF NON-DISCRIMINATION

The District does not discriminate on the basis of race, color, religion, national origin, ethnicity, sex (including pregnancy, gender identity, or sexual orientation), disability, age, height, weight, marital or family status, veteran status, ancestry, genetic information, military status, or any other legally protected category (collectively, "Protected Classes"), in its programs and activities.

The District prohibits unlawful discrimination, including unlawful harassment and retaliation. The District will investigate all allegations of unlawful discrimination and will take appropriate action, including discipline, against any person who, following an investigation, is determined to have engaged in unlawful discrimination.

"Unlawful harassment" is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a person because of the person's membership in a Protected Class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the person's ability to benefit from the District's educational programs or activities.

- Race, color, and national origin harassment can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment.

- Disability harassment can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct.

- Sex-based harassment can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policy 3115A.

Inquiries about unlawful discrimination, including unlawful harassment and retaliation, may be referred to the District's applicable Coordinator and/or an agency with jurisdiction, such as the U.S. Department of Education's Office for Civil Rights, the Michigan Department of Civil Rights, the Equal Employment Opportunity Commission, or the Department of Justice.

Designated Title IX Coordinator
Danielle Adamczak
760 Brown St. Tecumseh, MI 49286
(517) 423-2167 x1209
dadamczak@tps.k12.mi.us

Designated Section 504 Coordinator
Lisa Shirk
760 Brown St. Tecumseh, MI 49286
(517) 423-2167
lshirk@tps.k12.mi.us

Designated Civil Rights Coordinator/Employment Compliance Officer
Danielle Adamczak
760 Brown St. Tecumseh, MI 49286
(517) 423-2167 x1209
dadamczak@tps.k12.mi.us

To report information about conduct that may constitute unlawful discrimination, including unlawful harassment and retaliation, or make a complaint of such conduct, please contact the applicable Coordinator listed above.

Any student who witnesses an act of unlawful discrimination, including unlawful harassment or retaliation, is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination. A student may also anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to its investigation procedures described by Policy.

A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with Policy 5206.

PESTICIDE APPLICATIONS

Public Act 131-93 requires school administrators to notify parents/guardians of students attending school, of their right to be informed prior to application of pesticides at the school. The notice shall contain information obtained from the person applying the pesticides, and a statement that a pesticide will be applied, approximate location of the application and the date of the application. Notes will be sent home informing parent/guardian anytime pesticides are to be applied on the school grounds.

SECLUSION AND RESTRAINT

Professional staff members may need to restrain and seclude students under certain emergencies. This must be done only as a last resort if students threaten themselves or others. All such intervention shall only be done in accordance with guidelines developed by the Superintendent, which shall be based on the standards adopted by the State Board of Education regarding the use of student restraint and seclusion. Training will be provided to all professional staff and to substitute teachers, as well as the support staff determined appropriate by the Superintendent. Training will be in accordance with the State's Standards. Ref: MBE Standards for the Emergency Use of Seclusion and Restraint (2017) For the entire document, please refer to https://www.michigan.gov/documents/mde/PolicyForSeclusion-Restraint_564940_7.pdf

SERIOUS COMMUNICABLE DISEASE PREVENTION PROGRAM

The Tecumseh Public School Board of Education has established programs of instruction in reproductive health, HIV/AIDS and other serious communicable disease prevention education. A listing of the HIV/AIDS and growth and development topics are available upon request at your student's school building. Your student is eligible to participate in these programs.

According to the State School Aid Act for FY 1994, you have the right to review the materials and curricula content to be used in teaching these programs. You also have the right to observe the actual instruction. Please call the school office to set up an appointment for this review if you so desire.

Also, State Law allows you to excuse your student from participation during the class period(s) when this instruction is taking place. If you wish to excuse your student, without penalty, from this instruction, please send a written notice to the attention of the principal before October 1. Failure to file a signed excuse notice with the principal by the October 1 deadline indicates approval for your student to be included in this instruction.

SEXUAL HARASSMENT

Any kind of harassment of another person is inappropriate. Any sexual harassment or threat of violence whether of a school employee, another student, or a visitor at the school, is a serious health and safety issue for the school, and may be dealt with by referral to local law enforcement agencies and/or appropriate school discipline.

DISCIPLINE POLICY AND CODE OF CONDUCT

STUDENT CODE OF CONDUCT

This Student Code of Conduct is meant to be a guide and is subject to the discretion of administration and the Board.

Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to, suspension or expulsion. Nothing in the following table limits the District's ability to impose more or less severe disciplinary consequences depending on the situation's unique circumstances and the following factors:

1. The student's age
2. The student's disciplinary history
3. Whether the student has a disability
4. The seriousness of the behavior
5. Whether the behavior posed a safety risk
6. Whether restorative practices will be used to address the behavior
7. Whether a lesser intervention would properly address the behavior

The District will also comply with Policy 5206 Section I for victims of an alleged sexual assault.

Nothing in this handbook limits the District's authority to discipline a student for conduct that is inappropriate in school, but that is not specifically provided in this table. Depending on the circumstances of a particular situation, separate athletic or extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules.

PROHIBITED CONDUCT AND POTENTIAL CONSEQUENCE(S)

Prohibited Conduct	Potential Consequence(s)
1. Illegal Substances or Paraphernalia, including Alcohol: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs.	● Restorative Practices ● Parent Notification ● Suspension ● Change of Placement ● Expulsion ● Police Referral
2. Tobacco/Nicotine: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of any form of tobacco, including vaping devices or supplies.	● Restorative Practices ● Parent Notification ● Suspension ● Change of Placement ● Expulsion ● Police Referral
3. Disruptive Behavior or Insubordination: disrupting the learning environment or school activity (may include the use of social media or technology), or violating a school rule or directive. May include the following: Cell phone/dress code violation, skipping class, vandalism, creating a false alarm (fire), unauthorized leaving of campus, throwing items in the hallway, possession of fireworks	● Restorative Practices ● Parent Notification ● Suspension ● Change of Placement ● Expulsion ● Police Referral
4. Dangerous Weapon Possession: firearm, dagger,	● Restorative Practices

dirk, stiletto, knife with a blade over 3 inches, pocketknife opened by a mechanical device, iron bar, or brass knuckles.	• Parent Notification • Suspension or Permanent Expulsion from all Michigan public schools • Police Referral
5. Possession of Other Weapons and Look-Alike Weapons or the use of an Object as a Weapon: pellet or air-soft gun, knife with a blade of 3 inches or less, items intended to look like dangerous weapons, and any object used to threaten or harm another, regardless of whether injury results.	• Restorative Practices • Parent Notification • Suspension • Change of Placement • Expulsion • Police Referral
6. Arson: purposefully, intentionally, or maliciously setting a fire on school property.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion from all Michigan public schools • Police Referral
7. Physical Assault (Student to Student): act of physical aggression between students, fighting, hitting, kicking, or any other form of physical assault with the intent to harm or intimidate another student, includes behaviors that incite, encourage, or provoke violence, such as encouraging others to fight or spreading rumors that lead to conflict, includes the act of filming, sharing, distributing, or publishing videos of fights or assaults involving students	• Restorative Practices • Parent Notification • Suspension • Change of Placement • Expulsion up to 180 school days • Police Referral
8. Physical Assault (Student to Employee, Volunteer, or Contractor): act of physical aggression between students and employee, volunteer, or contractor that includes fighting, hitting, kicking, or any other form of physical assault with the intent to harm or intimidate another an employee, volunteer, or contractor, and includes behaviors that incite, encourage, or provoke violence, such as encouraging others to fight or spreading rumors that lead to conflict, includes the act of filming, sharing, distributing, or publishing videos of fights or assaults involving students	• Restorative Practices • Parent Notification • Suspension • Permanent Expulsion from all Michigan public schools • Police Referral
9. Verbal or Written Threat: including bomb or similar threats; may include threats made via social media.	• Restorative Practices • Parent Notification • Suspension • Change of Placement • Expulsion • Police Referral
10. Plagiarism, Cheating, or Falsification of Schoolwork: includes unauthorized use of AI.	• Restorative Practices • Credit Loss or Grade Reduction • Parent Notification • Suspension or Expulsion
11. Discrimination, Harassment (including Sexual Harassment), and Bullying: includes use of social media that violates Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying.	• Restorative Practices • Parent Notification • Suspension • Change of Placement

May also include the use of social media	• Expulsion • Police Referral
12. Criminal Sexual Conduct: commits criminal sexual conduct in a school building or on school grounds; or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the same school district; or commits criminal sexual conduct against another student enrolled in the same school district.	• Restorative Practices • Parent Notification • Suspension • Permanent Expulsion from all Michigan public schools • Police Referral
13. Sexting: distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs.	• Restorative Practices • Parent Notification • Suspension • Change of Placement • Expulsion • Police Referral
14. Misuse of District Technology: violation of acceptable use policies.	• Restorative Practices • Parent Notification • Suspension • Change of Placement • Expulsion • Police Referral
15. Elastic Clause: This list is not all-inclusive. Other behaviors may result in discipline as deemed appropriate by school officials.	• The Michigan School Code authorizes the Tecumseh Board of Education to suspend or expel a student guilty of "gross misdemeanor or persistent disobedience." Matters may be referred to law enforcement.

DISCIPLINE: DEFINITIONS OF CORRECTIVE MEASURES

1. **Detention**: A specified number of hours that a student must spend for his/her inappropriate behavior beyond the school day. Classroom detentions may be assigned by teachers or the administration may assign a detention hall. The following rules apply to detention:

A. Detentions will be served during lunch period, after school, and Saturday school.
B. Students participating in sports, extracurricular activities, or work are not excused from detention.
C. Missing a scheduled detention will result in doubling of the detention time.
D. Failure to serve the doubled detention will result in a one (1) day suspension from school, and the student must still serve the doubled detention.
E. Quiet will be maintained during detentions, NO cellphones allowed and students are required to study or read.

2. **Expulsion**: This means removal from school following action by the Board of Education for 60 or more school days.

3. **Law Enforcement Agency Involvement**: Law enforcement agencies shall be notified of all cases of student misconduct that are defined as criminal under the laws of the State of Michigan.

4. **Parent Contact**: This may be accomplished in person, email, or by telephone.

5. **Restitution**: This is the giving back of what has been lost or taken away. It is the act of making good on any loss, damage, or injury.

6. **Restorative Practices**: A disciplinary option in which students who have committed offenses will do the following: Meet with the offended parties, take responsibility for their actions, apologize, and make restitution. Any option may be invoked at an administrator's discretion and may be used in conjunction with any other disciplinary action.

7. **Social Probation**: Social Probation means the student loses all special privileges and only retains the privilege of attending regularly scheduled classes.

A. Examples of privilege loss include, but are not limited to: dances, clubs, trips, and athletic events, whether home or away.
B. Students on Social Probation are permitted on school grounds during school hours only.
C. A violation of this policy will cause a five (5) day suspension from school and extension of the Social Probation period.
D. It should be noted that students on social probation are excluded from attending or participating in any school related extracurricular activities.
E. Expulsion during the social probation includes athletics and athletic events on or off campus and/or home and away games and scrimmages. Students participating in athletics are also excluded from participating in their sport during the social probation period.

8. **Suspension**: This means temporary removal from a class/school for fewer than 60 days.

9. **Procedures for Suspension/Expulsion**: On the basis of present school law, the building Principal and Assistant Principal are delegated the authority to suspend a student from school.

A. The results of disciplinary actions are cumulative within and across the categories which may result in suspension or expulsion.
B. The length of suspension or expulsion may vary from 1-59 days depending upon the seriousness of the charges.
    i. Principals & Assistant Principals have the authority for suspensions up to 10 days
    ii. Superintendents have the authority for suspensions up to 59 day
    iii. All expulsions must go to the school board
C. The completion of disciplinary actions (such as detentions and suspensions) when delayed by an "Act of God" will be assigned and served on the next regular student day, whenever it occurs.
D. Suspension begins at the close of the instructional day, or earlier with notification by the administrator and continues until midnight of the last suspension day.
E. During the time of out of school suspension, the student will not participate in any extracurricular activity or be present on school property unless accompanied by a parent or legal guardian for a prearranged conference with an administrator.
F. Students who are on campus or any school-sponsored or school related activity during a suspension will have an additional day added to the suspension.
G. The student will be carried on the rolls as an enrollee but will be recorded as being absent during the period of suspension.
H. Building administrators shall be responsible for documenting evidence to support any action or suspension. Such documentation shall be in writing and shall be maintained in the appropriate files. In suspending a student, the Principal or Assistant Principal shall adhere to the following precepts:
I. An informal investigation shall be conducted for the purpose of obtaining all information pertinent to a fair decision.
J. The student shall be informed of the charges and provision shall be made for the student to be heard and to present views if the student wishes
K. The student shall be fully informed of the results of the investigation. If suspension is to occur, the student shall be told the length of suspension, the condition under which reinstatement may take place and what the student's status is during suspension.
L. The parent or legal guardian shall be notified by phone, if possible, and also will be mailed a copy of the disciplinary referral. If the parent or legal guardian cannot be contacted, the student shall be retained in

school until the end of the school day, unless the student is a threat to the school. A copy of the Discipline Form will be documented in the student management system.

DRESS CODE

Students are expected to dress appropriately for school. To establish the best possible learning climate to avoid distractions and provide a clear focus and direction for the student, the following dress code has been established. Any dress or grooming which is disruptive to the educational process is prohibited. This dress code also applies to school activities.

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

DUE PROCESS FOR STUDENTS

The following due process procedure is used for students involved in a violation of the Tecumseh Public Schools Discipline Code:

- The student is notified of alleged misconduct.
- An administrator investigates and the incident is discussed with the learner.
- The student is given an opportunity to explain his/her conduct.
- If necessary, further investigation will be conducted.
- If a penalty is in order, the student is advised of that fact and the parent/guardian is notified in writing and an attempt is made to contact parent/guardian by phone.
- Parents/guardians and/or student will have an opportunity to appeal the decision to the principal, Superintendent, and the Board of Education, in that order.

Note: Penalties may include but are not limited to: Parent/guardian escort, no extracurricular activities including field trips, class parties, field day, etc.

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

EMERGENCY SAFETY REMOVAL

The District is committed to providing a safe learning environment for all students and staff. In situations where a student's behavior creates an immediate and significant safety concern for the student, other students, staff, or school operations, the District may implement a temporary Emergency Safety Removal.

An Emergency Safety Removal is a safety intervention intended to address an immediate concern and restore a safe educational environment. The intervention may include temporary placement in an alternative supervised educational setting while school personnel assess the situation, provide appropriate supports, and determine next steps.

When appropriate, the District will continue to provide access to instructional materials, educational services, and supports during the removal period. Students receiving special education services or accommodations under Section 504 will continue to receive services and supports as required by applicable law.

The District may utilize a structured reintegration plan to support a student's successful return to the regular educational environment. Reintegration decisions will be based on student safety, behavioral data, staff observations, and the student's demonstrated ability to participate safely in school activities.

Emergency Safety Removals are temporary in nature and will be reviewed regularly by school administration. If circumstances warrant disciplinary action, the District will follow all applicable Board policies, student discipline procedures, and state and federal laws.

Nothing in this section limits the authority of the District to impose disciplinary consequences, including suspension or expulsion, when appropriate under Board policy and applicable law.

LOCKERS/CUBBIES

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

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

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

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

TRANSPORTATION CODE OF CONDUCT

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

Responsibilities of Students

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

- Students must stay off the roadway at all times while waiting for the bus, and conduct themselves with courtesy and consideration for others. The safety and conduct of the students at a bus stop is the responsibility of the parents.
- Students are required to cross in front of the bus when crossing a roadway, NOT in back of the bus.
- Students must wait until the bus has come to a stop before attempting to enter or leave the bus.

- Students should be seated immediately upon entering the bus. students may be expected to sit three (3) per seat. Personal belongings are to be held on the rider's lap. Only items fitting on student's laps will be accepted on the bus. The aisle must be kept clear.
- No pets or other animals may be transported on the bus.
- Students are expected to conform promptly with the directions of the bus driver.
- Students must help keep the bus clean and orderly at all times.
- Students must inform the bus driver when absence from school is expected.
- Students must report to the bus driver at once any damage to the bus. Any student disfiguring or mutilating a bus will be suspended from riding until satisfactory adjustment is made.
- Loud, boisterous or profane language, indecent conduct, scuffling, or throwing of objects will not be tolerated. students causing trouble after they have been warned will lose their privilege of riding the bus.
- No windows or doors are to be opened except by permission of the driver. Students are required to enter and leave by the front door ONLY, except in case of an emergency and the back emergency door may be used.
- Students must keep hands and head inside the bus at all times.
- Smoking, eating, or drinking will not be permitted on the bus.
- Only students registered to ride the bus are permitted on the bus. Students may not ride any other bus to homes of friends or places of employment.
- Students must not leave the bus without the driver's consent, except at home or at the school.
- Students are expected to be picked up and dropped off at one (same) bus stop only.
- Students may be assigned a seat by the bus driver.
- Complete silence at railroad crossings is required.
- Students must follow the district policy for transporting large instruments.

Failure to observe bus rules may result in the issuance of a Bus Conduct Report.

- Students are reminded that bus riding is a privilege. They are expected to observe bus safety rules and failure to do so may result in the bus driver issuing a bus conduct report.

MAJOR INFRACTIONS

1. Major infractions will be sent to principals immediately for review/issuance of consequence. Major infractions include: - Fighting: physical violence or physical contact where injury may occur (hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc) - Profanity: swearing, name calling or use of words in an inappropriate way - Bullying/harassment: targeting behaviors which involve intimidation, teasing, taunting, threats or name calling - Possession of injurious articles (knives, guns, weapons of any kind, items being used as weapons) - Distribution of inappropriate material - Smoking/vaping - Vandalism: destruction or disfigurement of property - Insubordination: refusal to follow directions or talking back that impacts the whole bus environment
2. The principal will issue discipline in accordance with district policies and procedures.

MINOR INFRACTIONS

1. Minor infractions will be handled by bus garage staff until the 3 rd offense. Minor infractions include: - Refusal to stay seated - Failure to sit in the assigned seat - Unsafe behavior: standing while bus is in motion, screaming/yelling, being in aisleway, etc - Covid-19: Refusal to wear mask - Horseplay: non-serious but inappropriate physical contact
2. Drivers MUST communicate with students as best they can during routes regarding behavioral issues. Drivers MAY quickly talk with parents at bus stops, but this must remain brief and objective and not violate confidentiality when doing so.
3. The bus garage will notify parents of the 1 st or 2 nd written offense. Principals will be copied on any communication to parents done by the bus garage staff. Any communication with parents, outside of the bus stop, will be done by the transportation director.
4. Minor infractions will be handled with progressive discipline.
    a. Verbal warning(s)- driver addresses student behavior on bus

b. Written warning #1- verbal warnings on bus have not stopped behavior; driver believes it necessary to write up the student

c. Written warning #2- initial written warning did not stop behavior

d. Written warning #3- behavior has continued and is now at the point that the principal needs to be involved.

5. The principal will issue discipline in accordance with district policies and procedures.

TECUMSEH PUBLIC SCHOOLS TECHNOLOGY/DEVICE POLICY

● TPS devices are intended for school usage every day.

● Network activity is not guaranteed to be private or confidential.

● TPS is no longer offering insurance to cover accidental damage. Students will be responsible for the cost of parts and repair fees for any damage; this includes assigned devices, loaner chromebooks and/or iPads.

● Damage, device malfunctions or general concerns about the device must be reported immediately to the building secretary or IT Department.

● TPS devices must remain free of any decorative writing, drawing, stickers, paint, tape,

or labels that are not the property of TPS. Identification stickers and labels shall not be removed.

● Students must comply with The Family Educational Rights and Privacy Act (FERPA).

● Never reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people to anyone online.

● Students should take care of the school issued device just as if it were a textbook.

● Repaired TPS devices may be reset to the original factory image. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost.

The district is committed to promoting safe, responsible, and respectful use of technology. Student online activity on school-issued devices may be monitored through district-approved tools to help identify potential safety concerns, inappropriate content, or violations of the Acceptable Use Policy. Inappropriate messaging, internet searches, or other misuse of school technology may result in disciplinary action and parent notification. While monitoring systems remain active outside of school hours and during breaks, staff may not be available to review alerts or respond immediately. Parents and guardians are encouraged to actively supervise their child's technology use and reinforce expectations for appropriate digital citizenship, online safety, and respectful communication on school issued device use at home.

CELL PHONE AND OTHER PERSONAL ELECTRONIC DEVICES

Students may not use Wireless Communications Devices on school grounds during school hours, except as otherwise provided in this Policy.

“Wireless Communications Device” is an electronic device capable of, but not limited to, text messaging, voice communication, entertainment, navigation, accessing the internet, sending and receiving photos and videos, or producing email.

“Instructional time” is defined as the start of the school day when instruction begins until dismissal at the end of the school day.

“School grounds” means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school. School grounds does not include a building used primarily for adult education or college extension courses.

Students may use Wireless Communications Devices on school grounds during school hours, including during instructional time, if the Wireless Communications Device is:

- medically necessary for a student to monitor a health issue;

- required by a student's Section 504 Plan or IEP;
- a District-owned device;
- designated by the District to be used for instructional purposes;
- permitted by a classroom teacher for lesson-specific academic assignments; or
- used during an emergency situation in accordance with the District's emergency operations plan under Policy 3402, so long as it does not interfere with school emergency protocols or first responders or endanger students or staff.

Wireless Communications Devices must be stored in the student's locker or other designated storage area during school hours if a student chooses to bring them to school, except as otherwise provided in this Policy. Students are personally and solely responsible for the security of their Wireless Communications Devices. The District is not responsible for theft, loss, or damage of any Wireless Communications Device.

Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, may be subject to discipline pursuant to this Policy and the student code of conduct. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt the school environment.

School administrators and teachers may confiscate a student's Wireless Communications Device if the student's use or possession of the Wireless Communications Device violates this Policy, the student code of conduct, or any applicable building or classroom rule. The building principal or designee may require a meeting with the student's Parent to discuss the rule violation before returning the Wireless Communications Device.

Students who violate this Policy are subject to corrective or disciplinary action, consistent with Policy and the student code of conduct.]

ARTIFICIAL INTELLIGENCE

Artificial Intelligence (AI) refers to computer systems designed to perform tasks that typically require human intelligence, such as problem-solving, decision-making, and pattern recognition. Generative AI—including tools like ChatGPT, SchoolAI, or MagicSchool AI—can create original content, such as text, images, and music, by analyzing patterns from vast amounts of data. This capability is powered by machine learning, a branch of AI that enables computers to improve and adapt without explicit programming for each task. In essence, AI learns from examples and applies that knowledge to generate new ideas.

While AI has significant potential to enhance learning and creativity, its outputs can sometimes be inaccurate, misleading, or incomplete. To ensure responsible and ethical AI use, our district's Acceptable Use Policy (AUP) extends to AI technologies. Any misuse of AI—such as plagiarism, misinformation, or violations of academic integrity—may result in disciplinary action, including the loss of technology privileges.

ACCEPTABLE USE OF AI

The following principles guide the appropriate and safe use of AI and address current and future educational goals, teacher and student agency, academic integrity, and security. AI is a powerful tool to support education. When used correctly, it can:

- Assist creativity in writing, art, and music.
- Support collaboration in projects and research.
- Improve communication through translation and tutoring.

- Personalize learning and generate educational materials

AI & ACADEMIC INTEGRITY

AI should be used ethically in academics, serving as a learning tool rather than a replacement for critical thinking or effort. Students must not submit AI-generated content as their own unless explicitly approved by a teacher. When applicable, AI use must be disclosed and cited. Teachers will provide clear guidelines on its appropriate use in assignments.

Students must use AI ethically and honestly:

- AI-generated content should never be submitted as original work unless approved by a teacher.
- AI use must be disclosed and cited when applicable.
- AI should assist learning, not replace critical thinking or effort.

PROHIBITED USES OF AI

As we work to realize the benefits of AI in education, we also recognize that risks must be addressed. Unacceptable use of AI will result in disciplinary action as outlined in the Student Code of Conduct located in the student handbook. Unacceptable uses include but are not limited to:

- Plagiarism or cheating.
- Creating or sharing false, misleading, or harmful content.
- Using AI for bullying, harassment, or impersonation.
- Inputting personal, sensitive, or confidential information.
- Relying solely on AI without human review and critical thinking.

PRIVACY AND SECURITY

AI tools must adhere to student privacy laws, ensuring that personal data is not shared or misused. The district will review and evaluate acceptable use policies to maintain safety and compliance with all regulations.

- AI tools must comply with student privacy laws.
- Personal data should not be shared with AI systems.
- The district will evaluate AI tools for safety and compliance as needed.

REVIEW

This guidance will be reviewed annually, or sooner, to ensure it continues to meet the district's needs and complies with changes in laws, regulations, and technology. This policy shall be interpreted and applied with flexibility to accommodate advancements in artificial intelligence and emerging best practices in education. The school district reserves the right to review, modify, or expand AI-related guidelines as necessary to ensure ethical use, academic integrity, and alignment with instructional goals. Any adaptations will be made in consultation with educators, administrators, and relevant stakeholders to maintain a balanced and effective learning environment.

SUTTON EARLY LEARNING CENTER PARENT/GUARDIAN INVOLVEMENT POLICY

In conjunction with Tecumseh Public School's parent involvement policy, Sutton Early Learning Center will provide information regarding grant programs through:

- Back-to-School Night/Open Houses/Curriculum Night
- Conferences
- Personal contacts by teachers
- Mid-trimester progress notes
- Newsletters/Emails
- Annual Grant Needs Assessment meeting

We will provide parents timely information about:

- Student, teacher, and parent expectations through the Student/Teacher/Parent Compact
- Types of assessments
- Results of assessments
- Program curriculum and expectations
- Student graduation requirements

We will:

- Allow contribution of suggestions and revisions of programs by parents.
- Allow parent contributions through the allocation of time at all meetings involving parents.
- Include parent representation at the Grant Needs Assessment Meeting.
- Do our very best to provide all reasonable support for parental involvement activities as parents may request.
- Confer once per year with families about the expectations listed on the Student/Teacher/Parent Compact

Each Building Administrator shall:

- Annually review the Parent Involvement Plan with a parent advisory group
- Ensure that a parent representative of students receiving Title I or 31A services be included in the parent advisory group.
- Minutes of such meetings will be kept on file in each building with copies sent to the administration office.

The annual review at the building level must be completed by April 1 for inclusion in the Building Handbooks for the upcoming year.

Sutton Early Learning Center Receipt of Handbook
Acknowledgment of Policies 2026-27

SUTTON EARLY LEARNING CENTER HANDBOOK IS ONLINE
Please visit the District website at: tps.k12.mi.us

Click on Schools, Sutton Early Learning Center, Handbook
We ask that you please read it there and **sign this *"Receipt of Handbook"* form.**
Return it to school by *August 28, 2026*.

If you do not have access to the Handbook online, please stop in the school office to pick up a copy.

Student's Name: _____ Grade: _____
(please print)

Home Address:_____ __
(number and street name) (city) (zip)

Telephone Number: _____
(area code) xxx-xxxx

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

_____ _____
Parent/Guardian Signature Date

_____ _____
Student Signature Date

Parent-Teacher Organization Contact
The Sutton Early Learning Center office and P.T.O. will communicate important information to families through email whenever possible in order to be more cost effective and efficient. In order to be sure that you do not miss any important information, please provide us with a working email at which you will receive communication, such as newsletters, building updates, reminders, etc.

*Most often used home/office email addresses:*_____
Primary email: _____ *Secondary email:* _____