

Tecumseh Middle School

315 West Park Street

Tecumseh, OK 74873

phone: 405-598-3744

fax: 405-598-2432

Website: *<https://www.tecumseh.k12.ok.us/o/tms>*

Student Information

This Student Handbook/Agenda belongs to:

Name: _____

Grade: _____

*This agenda must be with each student while on campus. It is their hall pass record, etc. If lost, a new one can be purchased from the office for \$5.

Welcome

On behalf of the administration and staff at Tecumseh Middle School, we welcome you to another school year. We are excited to begin this journey with you.

Our goal is to help you:

1. Improve yourself—academically, socially, and emotionally.
2. Learn appropriate scholarly behavior and a positive attitude. While your teachers, counselors, and principals will guide you, your success depends on your effort.
3. Develop strong work habits and study skills.

A Successful Student:

- Respects peers, staff, and school property.
- Arrives on time and attends regularly.
- Listens, participates, and stays engaged.
- Completes assignments and strives for academic excellence.
- Demonstrates pride in their school and community.

Introduction

This handbook serves as a general guide for all Tecumseh Middle School students. While not exhaustive, it covers most of the procedures and expectations necessary for daily life at school.

All students are responsible for knowing and abiding by its contents.

Tecumseh Middle School operates under the Oklahoma State Department of Education's rules and regulations. The Tecumseh Board of Education has approved the policies within this handbook to reflect the values and priorities of our community.

Note: Policies and procedures are subject to change at the discretion of the administration in response to current public health guidelines.

Using This Handbook & Agenda

This student planner is a tool to help you stay organized, focused, and prepared for success.

Monthly Calendar

Use the monthly pages to record:

- Special events or appointments
- Long-term assignments (e.g., term papers, projects)

Weekly Calendar

- Write down assignments as they're given.
- Note future due dates, and mark important items with an asterisk (*) or number them by priority.
- Check off completed tasks.
- Carry over unfinished work to the next day.
- Track daily events or test grades.

A digital copy of this handbook is available on Mrs. Griggs' Canvas page and the district website: tecumseh.k12.ok.us

Mission Statement

"Empowering Students to Achieve More"

Student Information

This Student Handbook/Agenda belongs to:

Name: _____

Phone: _____

Address: _____

Grade: _____

School Identity

- **Colors:** Black and Gold

- **Mascot:** The Savages
- **Slogan:** SAVAGE PRIDE

School Spirit Includes:

1. **Courtesy** – toward staff, peers, and officials.
 2. **Pride** – in the school, its programs, and your role in it.
 3. **Sportsmanship** – demonstrating integrity in all extracurricular activities.
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Accreditation

Tecumseh Middle School is accredited by:

- The Oklahoma State Department of Education
 - The North Central Association of Colleges and Secondary Schools
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Parent Bill of Rights

Tecumseh Public Schools complies with the **Parent Bill of Rights**. Full documentation is available on the district website under the “Policy” tab.

Non-Discrimination Policy

Tecumseh Public Schools does not discriminate on the basis of race, color, sex, national origin, disability, religion, or age. We adhere to:

- **Title VI** of the Civil Rights Act of 1964
- **Title IX** of the Education Amendments of 1972

- **Section 504** of the Rehabilitation Act of 1973

PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM AND COMPLAINT PROCESS

The board of education hereby directs that neither the district, nor any employee of the district shall teach or include in a course for students or employees the following discriminatory principles:

- (1) One race or sex is inherently superior to another race or sex,
- (2) An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,
- (3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
- (4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
- (5) An individual's moral character is necessarily determined by his or her race or sex,
- (6) An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
- (7) Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
- (8) Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

A "course" shall include any program or activity where instruction or activities tied to the instruction are provided by or within a public school, including courses, programs, instructional activities, lessons, training sessions, seminars, professional development, lectures, coaching, tutoring, or any other classes.

Any individual may file a complaint alleging that a violation has occurred of enumerated items 1-8 above. In order for a complaint to be accepted for investigation, it must:

- (A) Be submitted in writing, signed and dated by the complainant, including complaints submitted through electronic mail that include electronic signatures;
- (B) Identify the dates the alleged discriminatory act occurred;
- (C) Explain the alleged violation and/or discriminatory conduct and how enumerated items 1-8 above have been violated;
- (D) Include relevant information that would enable a public school to investigate the alleged violation; and
- (E) Identify witnesses the school may interview. The school will not dismiss a complaint for failure to identify witnesses.

Complaints regarding curriculum content or discrimination based on race or sex can be formally filed. The district designates the **Assistant Superintendent** as the point of contact for such concerns:

Phone: (405) 598-3739 **Email:** burksb@tecumsehschools.org

Upon receipt of a complaint, the complainant shall receive notification from the designated employee that the complaint has been received and whether it will be investigated within ten (10) days of receipt.

The school district shall investigate all legally sufficient complaints and decide as to whether a violation occurred. The school district shall receive, process and investigate complaints in the same manner as all other complaints of discrimination. The investigation process shall be completed within forty-five (45) days of receipt of a claim. Within ten (10) days of resolution of the complaint, the designated employee shall report the resolution to the State Department of Education.

No individual shall be retaliated against for (1) filing a complaint; (2) exercising any right or privilege conferred by or referenced within 210:10-1-23 of the Accreditation Standards; (3) exercising any right or privilege secured by a law referenced in 210:10-1-23 of the Accreditation Standards. Any school employee who retaliates against a complainant may be subject to disciplinary action by the school district or by the State Board of Education.

TECUMSEH Middle SCHOOL ACTIVITIES ORGANIZATION & SPONSORS 2025-2026

We encourage EVERY student to find a place to belong and have fun!

Superintendent	Robby Kinsey
Assistant Superintendent	Brandi Burks
Principal	Angie Drew
Assistant Principal	Matthew Sites
Counselors	Patti Willis
	Brent Roberts

TMS Bell Schedule

Breakfast (optional for students):	7:30 to 8:07
First Bell	8:10
First Period	8:15 - 9:05
Second Period	9:10 - 10:00
Third Period / Focus Hour	10:05 - 10:55
Fourth Period / 1st Lunch	11:00 - 11:40
Fourth Period/ 2nd Lunch	11:45 - 12:25
Fifth Period	12:30 -1:20
Sixth Period	1:25 - 2:15
DEAR Time (Drop Everything And Read)	2:20- 2:40
Seventh Period	2:40-3:30

Note: Focus Hour is required for all students unless medically excused or administratively approved. Focus Hour is used for reteaching concepts, interventions, extensions, making up tests or labs, etc. Teachers can summon students who need extra help and students must attend.

FERPA Compliance (Student Records & Privacy)

To the Parents:

1. In compliance with the Family Educational Rights & Privacy Act you are hereby notified:
2. It is the right of a student's parents and eligible students, those 18 years old or older, to inspect and review the student's education records.
3. It is the intent of the Tecumseh School District to limit the disclosure of information contained in a student's education records except:
4. (1) By the prior written consent of the parent or the eligible student, (2) As directory information, or, (3) Under certain limited circumstances, as permitted by the FERPA.
5. The student's parent or an eligible student has the right to seek to correct parts of the student's education record which he or she believes to be inaccurate, misleading, or in violation of students' rights. This right includes the right to a hearing to decide not to alter it according to the parent or eligible student's request.
6. It is the right of any person to file a complaint with the U.S. Department of Education, if the Tecumseh School District violates the FERPA.
7. Copies of the complete FERPA policy may be obtained by contacting Mr. Robby Kinsey, Superintendent, at 405-598-3739.
8. The district will arrange to provide translations of this notice to non-English speaking parents in their native language. Tecumseh Schools maintain the following educational records in the following locations.

Directory Information Disclosure

Directory information may be released without prior written consent unless parents/guardians opt out in writing within the first three weeks of each school year and includes:

- Student name
- Parent names
- Date of birth
- Grade level
- Extracurricular participation

- Awards/honors
 - Athletic height/weight
 - Photos used for school-related honors
-

Enrollment Eligibility

Students (age 5-21) must live within the district or have a valid transfer. Required documentation includes:

- Proof of residence
- Immunization records
- Birth certificate
- Transcript from previous school
- Custody/guardianship paperwork (if applicable)

Note: OSSAA eligibility rules apply to student-athletes.

New Student Enrollment

New students must provide:

1. Birth certificate
2. Immunization record (physician-signed)
3. Transcript or records from previous school (Withdrawing from previous school required)
4. Proof of residence (e.g., utility bill, lease) IN PARENT OR GUARDIAN NAME

5. Custody/guardianship documentation if needed
6. If this is the first time the student has attended public school, the district reserves the right to give a placement test to determine grade level placement.

State Immunization Requirements

All students must have verified (by licensed physician) immunizations prior to school entry.

Contact the school nurse for more specifics or questions. Requirements include:

- 3 DTP/TD doses
- 3 Polio doses
- 2 Measles doses
- 1 dose each: Rubella, Mumps
- Hepatitis A & B series (7th grade and up)

Tecumseh Middle School Attendance Policy

Attendance Expectations

Regular attendance is vital for student success. All students are expected to attend school whenever classes are in session. Parents or guardians are legally responsible for ensuring their child attends school regularly. The school will assist families in fulfilling this responsibility.

Parents should notify the Middle School Attendance Office by phone at (405) 598-2113 or the Attendance Line at 1-866-304-0722 whenever a student will be absent. For planned absences, parents should contact the school in advance to arrange verification.

Virtual Attendance

Students wishing to attend school virtually must apply and sign a contract agreeing to pass their classes and complete at least 20 hours of active online work weekly. Failure to meet these expectations may result

in removal from the virtual program and a requirement to return to on-campus instruction. Please see actual application for virtual education for specific requirements and more specific requirements/expectations.

ATTENDANCE POLICY (REGULATION)

The Tecumseh Board of Education believes that attendance in regularly scheduled classes is a key factor in student achievement. Realizing that some absences may be beyond a student's control, the board has adopted a policy addressing the attendance requirements for students within the school district.

A student is entitled to be counted present in the following learning environments:

- 1) when in actual attendance in a traditional classroom,
- 2) when working in an approved virtual setting,
- 3) when remote learning is required due to school closure, or
- 4) when in scheduled school activities under the direction and supervision of a regular member of the faculty.

For secondary students, an absence in a class occurs when a student misses 15 minutes or more of one class. For virtual and remote learning days, students will be counted present if there is documented student/teacher/course interaction that may include but is not limited to, online communication, emails, or posting/submission of lessons.

In accordance with the Compact on Educational Opportunity for Military Children, the Superintendent has the specific discretion to grant a waiver of absences from being counted against the student to qualifying students.

For medical absences lasting several days, the district may require documentation to establish an exemption from the chronic absenteeism classification.

Recognizing that regular attendance in school is important to a student's academic performance, teaches the necessity of regular attendance in preparation for work, and teaches personal responsibility, Tecumseh Public Schools will continuously monitor the attendance of all students. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or school activities. In addition, a student who is throwing up or has other significant health symptoms that would make it unsafe for him/her to attend should not be at school or participating in school activities.

It shall be the duty of any parent, guardian, or other person having charge of any child of compulsory attendance age to notify the child's school site via the office concerning the cause of any absences of such

child. It shall be the duty of the principal (or designated staff) to notify the parent, guardian, or responsible person of the absence of the child for any part of the school day unless the parent, guardian, or other responsible person notifies the principal (or designated staff) of such absence.

Allowable Absences: Anytime a student is absent, a parent/guardian should contact the school to share the reason for the absence. An allowable absence will only be granted for the following reasons:

- 1) Personal illnesses
- 2) Death of family member or friend
- 3) Medical appointments
- 4) Documented participation in five (5) 4-H activities each school year.
- 5) Documented speech therapy, occupational therapy, or any other service related to the child's Individualized Education Program (IEP).
- 6) Legal/judicial matters
- 7) Observance of religious holy days if before the absence, the parent, guardian, or person having custody or control of the student submits a written request for the allowable absence. The school district shall allow a student pursuant to this subsection for the days on which the religious holy days are observed and for the days on which the student must travel to and from the site where the student will observe the holy days.
- 8) For the purpose of participating in a military funeral honors ceremony upon approval of the school principal
- 9) Extenuating circumstances or family emergencies deemed necessary by the principal. Proper documentation may be requested before an allowable absence is recorded.

Allowable absences still count toward Chronic Absenteeism for all students but will not be considered when determining truancy.

Chronic Absenteeism: Chronic absenteeism refers to a student who is absent 10 percent or more of the school days in the school year, exclusive of a significant medical condition. A significant medical condition indicates a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Medical documentation may be requested to be provided to substantiate a significant medical condition.

Make-up Work: It is the responsibility of the student or parent to arrange with the teacher to make up work and/or take tests. All make-up work is due within a period of time equal to the days missed, plus one (1) extra day. For example, if a student is absent three days, assigned make-up work is due within four days after the student returns to school unless other arrangements have been made with the teacher. In the

event of extended illness of at least three (3) weeks or more, arrangements may be made for homebound instruction through the Principal's Office. If a child is absent more than three (3) consecutive days, a parent or guardian may request make-up work through the Main Office of your child's school. This may be modified by the administration based upon the circumstances of the absence.

Nine (9) or More Absences: If a student is absent for nine (9) or more consecutive days with no contact and/or no documentation provided to the school as to the reason for the absence, the school will drop the student from roll. In this situation, the student may be considered a dropout.

Prevention Efforts: Stopping attendance problems at the earliest point is essential. It is also important the school extends an effort to work with families making sure a student's attendance problems are stopped at the earliest point possible. School administration may follow these steps for a full day absence, half-day absence, or a single-period absence.

Recommended Actions:

1) 3rd day absence beyond a 4 week period - Auto-generated email and auto-generated phone call and counselor conference with student with a contact to parents. (Time of year dictates the tone & direction of the conversation)

2) 6th day absence - Counselor or administrator conference with student, followed by a letter of summary to parent (auto-generated email and auto phone) and possibly after-school detention for academic recovery. Second semester take care to review the absences for appropriateness of response.

3) 9th day absence beyond a semester - Call from administrator to parent with possible conference, plus additional detention or remediation for academic recovery. Following administrator call, an attendance letter drafted by the school and signed by the Tecumseh Public Schools administrator is sent via U.S Mail.

4) 15th day absence - Administrator, counselor, teacher, truancy officer, and SRO conference with parent and student to give district truancy warning letter. The School Resource Officer will interview the parent about possible defenses or extenuating circumstances that might defend the situation. The SRO will document this conference and information in a police case report.

5) 18th day absence - At this point, the student has missed 10% of the school year. SRO will be advised for consideration of citation to address chronic absenteeism.

6) Students who have accumulated twenty or more absences during the school year will be provided information regarding the retention policy and decisions regarding the student's placement for the next school year will be made in accordance with district policy.

G) Tardies: Instruction is expected to begin when the class bell rings. Students who arrive after this time are considered tardy. Tardies are only allowed for the same reasons an absence would be allowable. If a tardy is to be allowed, documentation must be submitted within three school days of when the tardy was recorded. Three (3) tardies equal one (1) absence and will be calculated in truancy totals. Additional consequences may be assigned by the school as appropriate to deter student tardiness. The consequences

may include, but are not limited to: 1) Parent/guardian contact 2) Conference with student and/or parent/guardian 3) Detention

Tardy Consequences per 9-Week Term:

Tardies	Consequence
1	Teacher Warning
2	Principal Warning
3	One Day Detention
4	3 Days Detention
5	One Day ISD + Parent call
6	Three days ISD + Parent call
7	Five days ISD + Parent call (possible citation)
8	Parent meeting + possible citation
9	Truancy citation

Early Outs: An “early out” is defined as leaving class or school before the instructional time has ended. Early outs are only allowed for the same reason an absence would be allowed. Three (3) early outs equal one (1) absence and will be calculated in truancy totals.

School Activity Absences: If a student is to be absent for a school-sponsored activity, it is his/her responsibility to have all work handed in no later than one day after the school activity unless other arrangements have been made with the teacher.

* LEGAL REFERENCE: 38 O.S. §37 70 O.S. § 10-105 70 O.S. § 10-106 70 O.S. § 3-145.8

Absence Codes include AA (Parent Contact made), AB (bereavement), AL (legal), AM (medical verified), AP(Unexcused, pending), AS (suspension), AW (weather), EA (Activity), ED (ISD), TE or TU (Tardies).

Pre-Arranged Absences

Planned absences (such as family trips) must be approved in advance by the attendance committee. Students should arrange to complete work before leaving and submit assignments promptly upon return.

Pending Absences and Suspension for Unexcused Absences

Students whose absences are unverified will be placed on a Pending Absence list and must report to the office for clearance. Three unexcused pending absences may result in suspension until a parent conference is held, with possible citations.

SUSPENDED DAYS COUNT IN YOUR TOTAL OF ABSENCES.

CHECKOUT PROCEDURES AND LEAVING SCHOOL GROUNDS

- Any student needing to leave school during the day must check out through the Attendance Office. This includes students who become ill or need to leave for other reasons.
 - Parent or guardian approval is required before a student leaves school grounds. Parent approval verifies the absence but does not excuse it.
 - Students who do not return after lunch must have their parents contact the school to clear the absence.
 - Failure to check out properly will result in an unexcused absence.
 - Teachers may not release students to parents or guardians without prior permission and notification from the Principal.
 - To check out, students must leave the school campus.
 - Phone calls or notes will not be accepted for checkout if students plan to attend school functions on campus (e.g., games or matches).
 - The only exception is if a parent comes in person, picks up the student from the office, and remains with the student at the event.
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OUTSTANDING ATTENDANCE

- Perfect attendance means the student has no absences.
- Tardies count toward attendance because three tardies equal one absence.
- The only absences not counting against perfect attendance are:
 1. Absences due to school-sponsored activities.

2. Absences for students actively showing at stock shows or fairs.
- Excessive tardiness may affect eligibility for attendance awards.
 - Students on school trips count as present unless they have already exceeded their 10-day activity absence limit.
 - Attendance awards cutoff is two weeks before the end of the school year to allow time for preparation.
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TRANSPORTATION

- School transportation should be used whenever possible.
 - Private vehicles require permission from the Principal and registration with the main office..
 - Students on activity trips must ride the activity bus both to and from events unless exceptions are approved by the sponsor, administration and parents.
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BUS AND SCHOOL TRANSPORTATION EXPECTATIONS

- Bus regulations and expectations expressed herein apply to ALL Tecumseh Public Schools students who utilize a school bus for transportation including all extracurricular activities.
- Buses will only pick up and drop off students at their approved bus stop and respective school site, unless written permission is given to the bus driver. Please contact the Bus Barn at (405)598-3739 to establish bus service and find the nearest approved bus stop. All personal business should be conducted prior to boarding the school bus. Riders shall conduct themselves respectfully at all times. Any vandalism or damage that occurs on a bus must be repaired; and such actions will be dealt with immediately. Students should not consume any food or drink while on the school bus. Consumption of food or drink on extracurricular activity trips will be at the discretion of the coach/sponsor/bus driver.
- **Riding the school bus is a privilege. Improper conduct on or around school buses/bus stops may result in that privilege being denied.**

Bus Behavior Expectations

Be Responsible

- Be on time to designated bus stop
- Keep items in backpack
- Report any problems to Bus Driver
- Leave Security and Video Equipment alone

Be Respectful

- Use appropriate language

- Show Kindness
- Follow Bus Driver's Directions
- Share Space
- Keep area clean

Be Safe

Keep Hands and feet to self

- Keep everything inside the bus
- Stay seated in assigned seat
- Quiet Voice (Low volume)

Bus Infractions

Consequences may include, but are not limited to:

- First Offense: Assigned Seat and Parent/Guardian Notified
- Second Offense: Suspended from bus for 1 day and Parent/Guardian Notified
- Third Offense: Suspended from bus for 3 days and Parent/Guardian Notified
- Fourth Offense: Suspended from bus for 5 days and Parent/Guardian Notified
- Fifth Offense: Loss of bus riding privileges and Parent/Guardian Notified.
- **In the event a student loses their bus riding privileges it becomes the responsibility of the parent/guardian to ensure that the student gets to and from school.**
- Note: Severe infractions may result in more severe consequences on the first offense. Severe infractions can result in immediate loss of bus riding privileges and additional consequences. This includes, but is not limited to, tampering with security equipment (such as video cameras) and any behavior that endangers students and/or the bus driver. Parents/guardians will be contacted.
- Tampering with the security system on any school vehicle will result in immediate automatic suspension.

ENTRY TO BUILDING

- Students should avoid arriving too early.
 - For early arrivals, the cafeteria will open at 7:30 a.m. and will be supervised.
 - The Commons is a study area only — loud behavior or disturbances will result in removal or disciplinary action.
 - Students are not allowed to loiter in the halls.
 - Only the East and South entrance doors are accessible during the school day, and must have permission to enter. All visitors must report to the main office and receive a visitor pass.
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The next section is about behavior expectations and disciplinary actions if expectations are not met. We expect all students to behave in a way that conforms to societal standards. Students must be Safe, Respectful and Responsible as described in the following Behavior Matrix:



THS Behavior Matrix



Expectations	Classrooms	Hallways	Restrooms	Bus/P. Lot	Common Areas	Meal Time	Technology
Responsible	1: Be prepared. 2: Be on time. 3: Be engaged.	1: Get to class quickly and on time. 2: Keep hallway traffic moving. 3: Use time wisely. 4: Only use when hallways are open (Commons doors).	1: Use restroom during passing periods. 2: Flush toilet. 3: Wash hands. 4: Dispose of trash properly. 5: Have a hall pass and be efficient.	1: Stay in designated areas. 2: Take all belongings when you leave. 3: Report/ clean up spills and trash ASAP. 4: Register your vehicle.	1: Stay in designated areas. 2: Dispose of trash properly.	1: Behave properly in line. 2: Dispose of trash properly. 3: Clean up area around you. 4. Be safe driving or walking off campus. 5. No deliveries.	1: Bring all assigned tech devices charged each day. 2: Use devices for school intended purposes. 3: Keep cell phones off and put away.
Respectful	1: Use appropriate language & volume. 2: Treat others with kindness. 3: Listen when others are talking. 4: Follow dress code.	1: Throw away any trash. 2: Use appropriate language & volume. 3: Listen to staff. 4: Be considerate of others' space.	1: Use appropriate language & volume. 2: Respect others' privacy. 3: Respect school property. 4: Do not sit on counters.	1: Use appropriate language & volume. 2: Follow instructions and traffic laws. 3: Respect others' personal space.	1: Follow directions of staff. 2: Use appropriate language. 3: Treat others with kindness.	1: Listen to staff. 2: Use appropriate language & volume. 3: Be polite & courteous. 4. Eat at appropriate times.	1: Take care of school-issued devices. 2: Use good digital citizenship. 3: Only use your assigned device.
Safe	1: Follow all classroom rules & procedures. 2: Respect others' personal space. 3: Avoid physical/verbal conflict. 4: Clean up.	1: Walk on correct side of hallway. 2: Watch out for others. 3: Avoid physical/verbal conflict.	1: Report unsafe/inappropriate activities to staff member. 2: One person per stall. 3: Follow all school rules. 4: Obey "Out of Order" signs. 5: Do not congregate.	1: Avoid physical/verbal conflict. 2: Sit as assigned. 3: Report unsafe/inappropriate activities to staff member. 4. Be aware of surroundings. 5. Do not tamper with security systems	1: Be aware of others around you. 2: Use equipment as intended. 3: Report any unsafe behavior immediately. 4: Keep body/ objects to self. 5: Bags out of the way.	1: Notify an adult of spills ASAP. 2: Keep body/ objects to self. 3. Be safe driving or walking off campus.	1: Keep device in protective case. 2: Use safe internet practices. 3: Transport devices safely.

DISCIPLINE AND STUDENT CONDUCT

Authority and Expectations

Teachers and administrators have the authority to supervise and discipline students during the school day and at all school-sponsored activities, whether on or off campus, and regardless of the time. School rules apply at all these times.

Most Tecumseh students are responsible and cooperative. We aim to help every student develop self-discipline and make good choices independently. However, some students may struggle with attendance, punctuality, or behavior. Repeated offenses and lack of improvement will result in appropriate disciplinary action.

DISCIPLINE OPTIONS

Disciplinary actions may include, but are not limited to:

- Conferences with students and parents
- Detention (before or after school)
- In-school or out-of-school suspension
- Counseling or behavioral contracts
- Referral to social agencies or law enforcement
- Restriction to campus at lunch
- Financial restitution
- Expulsion
- Juvenile court involvement

Disciplinary measures will depend on the severity and frequency of the behavior. Multiple violations may result in multiple consequences. Every student will receive due process, including the opportunity to explain their side and appeal decisions.

DEFINITION OF TERMS

- **Detention:** Time assigned outside of class to address misbehavior. Failure to attend may result in further discipline.
- **Behavioral Contract:** A written agreement outlining expected behavior and consequences for violations.
- **Alternative School:** A separate educational program for students struggling in the traditional setting.
- **In-School Suspension:** Temporary removal from classes but remaining in school for academic work and discipline. Refusal to attend may result in out-of-school suspension.
- **Suspension:** Removal from school and all activities for a set period. Suspended students cannot attend school events during this time.
- **Due Process:** Students will be informed of allegations and have a chance to respond and appeal.

- **Bullying:** Harassment or intimidation based on personal characteristics is strictly prohibited and subject to disciplinary action.
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IN-SCHOOL SUSPENSION (ISD)

ISD offers an educational alternative for suspended students to continue learning while preparing to return to regular classes.

- Staffed by a teacher at the Middle School for 10–15 students.
 - Placement is by principal referral, typically short-term (1–5 days), but may be extended.
 - Students in ISD are not allowed to participate in extracurricular activities during placement.
 - Weather-related school closures do not count toward ISD days.
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STUDENT SUSPENSION

A student has the right to notice of alleged misconduct and an opportunity to respond to the charges before the student can be deprived of his/her right to an education by way of suspension. The causes for suspension shall be published in each school's handbook.

The following behavior may be cause for a principal to suspend a student when such behavior occurs while the student is in attendance at school or any function authorized and/or sponsored by the school district, in transit to or from school, or any function authorized and/or sponsored by the school district; or, on any property subject to the control and authority of the school district:

1. Disobeying, showing disrespect for, defying authority of, and/or being insubordinate to a teacher, administrator, or other school district employee;
2. Leaving school grounds or activities at unauthorized times without permission, refusing to identify or falsely identifying one's self to school personnel and/or entering without authority into classrooms or other school premises;
3. Violating the school district's or other school building rules, regulations and policies, or public law;
4. Possession, use or transmission of any weapon, object, or substance that might be dangerous and/or injurious to person or property, including possession or use of fireworks;
5. Engaging in conduct which endangers or jeopardizes the safety of other persons;
6. Harassing, hazing, threatening, intimidating, bullying or verbally abusing another student, teacher, administrator, school district employee, and/or visitor. Abusing another person, including any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another person, damage another's property, or insult or demean another in such a way as to disrupt or interfere with the District's educational mission. This provision includes, but is not limited to, threatening behavior, harassment, intimidation, and bullying by students at school and, by electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.;
7. Use of profanity, vulgar language, or expression and/or obscene gestures;
8. Committing acts of sexual harassment, and/or sexual assaults. Sexual harassment consists of unwelcomed sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature which has the

purpose or effect unreasonably interfering with another student's educational performance or creating an intimidating, hostile, or offensive educational environment.

9. Assault and battery of, inflicting bodily injury on, or fighting with a student, faculty member, or other person.

10. Creating or attempting to create a classroom disturbance, acting in a disorderly manner, disturbing the peace and/or inciting, encouraging, promoting, or participating in attempts to interfere with or disrupt the normal educational process. Showing disrespect, causing damage, vandalizing, cutting, defacing, or destroying any property, real or personal, belonging to the school district, its employees, students, or visitors;

12. Using, selling, or distributing tobacco products including e-cigarettes and/or vape products;

13. Using, possessing, or being under the influence of, selling, transferring, distributing, or exchanging any alcoholic or low point beer or drug as defined in state law or Board Policies;

14. Engaging in extortion, theft, arson, gambling, immoral behavior, forgery, possession of stolen property, and cheating;

15. Repeated violation of any rules or regulation governing student conduct. Student misconduct which occurs off campus may be subject to disciplinary action depending on the circumstance which shall be determined by the supervising administrator.

When determining whether cause exists for suspension, or determining the length of a suspension, the student's prior history of disciplinary infractions during the current school year may be considered, particularly when similar infractions have occurred in the past and other forms of discipline have not deterred such behavior. The length of the suspension shall not exceed the current school semester and the succeeding school semester, except in the case of a firearm. A student who brings a firearm in school shall be suspended for up to one calendar year in accordance with Board Policy.

STUDENT SUSPENSION PROCEDURES

The judicial extension of Fourteenth Amendment protection to students in the public school emphasizes the need for school administrators to protect the procedural due process rights of students in discipline cases. The District's policy must be consistent with the due process rights of students and must provide proper machinery for fair and consistent treatment of students. The term "out-of-school suspension" refers to removal out of school for a period not to exceed one (1) calendar year for offenses involving firearms and the remainder of a current semester and the succeeding semester for all other offenses.

ALTERNATIVE IN-SCHOOL PLACEMENT, DETENTION AND SIMILAR DISCIPLINARY OPTIONS OR CORRECTIONAL MEASURES ARE NOT CONSIDERED BY LAW TO BE OUT-OF-SCHOOL SUSPENSION AND DO NOT REQUIRE OR INVOLVE THE DUE PROCESS PROCEDURES SET FORTH HEREIN.

The superintendent may delegate authority for suspensions of students to building principals. The reference to "parent" in this section of the policy refers to a student's parent or legal guardian. The reference to "principal" means the school principal or the school staff member to whom the principal has delegated the responsibility for student discipline.

A. Behavior or Conduct that May Result in Suspension:

Students who are guilty of any of the following acts may be suspended out-of-school by the administration of the school or the District for:

1. Violation of a school regulation, policy or provision of the discipline code per Board Policy 6006;

2. Possession of an intoxicating beverage, low-point beer, as defined by Okla. Stat. tit. 37, § 163.2, wireless telecommunication device, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school

during school activities; and

3. Possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in out-of-school suspension as provided in the District's policy related to firearms.

4. In the event of a suspension for any reason, an education plan as discussed in Out-of-School Suspension Requirements below shall be created for the student under suspension from school. Any student in grades 6 through 12 found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for the school shall be suspended for the remainder of the current semester and the next consecutive semester. For good cause and considering the totality of the circumstances, the District's superintendent or designee may modify the term of the suspension. Final action as to any such suspension, including its term, remains with the board of education or designated hearing officer, pursuant to a timely appeal.

Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to the teacher's classroom without the teacher's prior approval. Whether an offense is considered a violent offense, requiring an affected teacher's approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses.

B. District's Obligation Applicable to All Out-of-School Suspensions Alternative In-School Placements. Before the District, through its designated representatives, recommends out-of-school suspension, alternative in-school placements including, but not limited to: placement in an alternative school setting, reassignment to another classroom, placement in in-school detention, or other available disciplinary or correctional options shall be considered. These shall not be considered as an out-of-school suspension but shall be treated as disciplinary or corrective actions that may be used, if warranted, as an alternative to out-of-school suspension.

Students with Disabilities

THE DISTRICT WILL PROVIDE ADDITIONAL PROCEDURAL SAFEGUARDS AS REQUIRED BY LAW FOR STUDENTS IDENTIFIED AS HAVING DISABILITIES UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT OR SECTION 504 OF THE REHABILITATION ACT/TITLE II OF THE AMERICANS WITH DISABILITIES ACT WHO ARE SUSPENDED OUT OF SCHOOL OR ARE OTHERWISE SUBJECT TO DISCIPLINARY REMOVAL.

C. Pre-Out-of-School Suspension Conferences

1. When a student violates Board policy or a school rule or regulation or has been adjudicated as a delinquent for an offense that is not a violent offense (as set out in Okla. Stat. title 57, § 571), the principal shall conduct an informal conference with the student.

2. At the conference with the student the principal shall read the policy, rule or regulation that the student is charged with having violated and shall discuss the conduct of the student that is a violation of the policy, rule or regulation.

3. The student shall be asked whether he/she understands the policy, rule or regulation and be given a full opportunity to explain and discuss his/her conduct.

4. If it is concluded that an out-of-school suspension is appropriate, the student shall be advised that he/she is being suspended and the length of the out-of-school suspension.

5. The principal shall immediately notify the parent by phone and in writing that the student is being suspended out of school and that alternative in-school placement or other available options

have been considered and rejected. The written notice should state what alternative in-school placement or other available options have been considered and why they were rejected. Students shall not be dismissed before the end of the school day without advance notice to the parent.

D. Immediate Out-of-School Suspension Without a Pre-Out-of-School Suspension Conference

1. A student may be suspended out-of-school without the above pre-out-of-school suspension conference with the student only in situations where the conduct of the student reasonably indicates to the principal that the continued presence of the student in the building will constitute an immediate danger to the health or safety of the students, or school employees, or to school property, or a continued substantial disruption of the educational process.
2. In such cases, an out-of-school suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been removed from the building.

E. Conferences with Parents

1. The principal will seek to hold a conference with the parent or guardian as soon as possible after the out-of-school suspension has been imposed. The parent should be advised of his/her right to a conference with the principal at the time he/she is notified that an out-of-school suspension has been imposed. The conference will be held during the regular school hours, Monday through Friday, with consideration given whenever possible to the hours of working parents.
2. At the conference, the principal will read the policy, rule or regulation the student is charged with having violated and will briefly outline the conduct or behavior on the part of the student. The principal will also explain the basis for an out-of-school suspension rather than the use of alternative options. The parent should be asked by the principal if he/she understands the rule and the charges against the student.
3. At the conclusion of the conference the principal shall state whether he/she will terminate or modify the out-of-school suspension. In all cases the parent will be advised of his/her right to have the out-of-school suspension reviewed by the Superintendent, the Board of Education or a Hearing Officer appointed by the Board, or the Out-of-School Suspension Committee as provided by this Policy. If the parent is in agreement with the principal's decision, he/she will be requested to sign a Waiver of Review.

F. Out-of-School Suspension Requirements

1. An out-of-school suspension shall be long-term or short-term. A long-term out-of-school suspension shall be an out-of-school suspension in excess of ten (10) school days. A short-term out-of-school suspension shall be a period of ten (10) or fewer school days.
2. In no event should an out-of-school suspension extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm, in which case an out-of-school suspension for up to one calendar year is appropriate. Out-of-school suspensions involving firearms are governed by the School District's Gun-Free Schools Student Suspension Policy. Out-of-school suspensions should have a definite commencement and ending date; indefinite out-of-school suspensions are not permitted. It is recommended that out-of-school suspensions beyond ten (10) days are imposed only in serious situations.
3. Out-of-school suspensions should be consistent; that is, one student should not be suspended out of school for a few days and another student suspended out of school for an extended period for the same or similar offense. However, the principal may take previous conduct and previous disciplinary actions and out-of-school suspensions of the student into consideration.
4. Out-of-school suspensions until the student performs some remedial act are not permitted; however, the student may be advised that an out-of-school suspension of definite length will be terminated at an earlier date if he/she performs a prescribed remedial act or acts.

G. Individualized Plans for Out-of-School Suspension

Out-of-school suspensions shall include an Individualized Plan for Out-of-School Suspension ("Plan") that shall describe either a home-based school work assignment setting or other appropriate work assignment setting for grades Pre-K through 12th grade. The plan shall be prepared by the principal with the assistance of other school employees as warranted by the circumstances of the out-of-school suspension. The Plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, Mathematics, Science, Social Studies, and Art units required by the Oklahoma State Department of Education for grade completion in grades kindergarten through eight and for Middle school graduation in grades nine through twelve.

The site principal or other administrator will notify parents of the plan. The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The Plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

H. Records and Reports

The principal will keep written records of each out-of-school suspension conference containing the date of the conference, the names of the persons present, the time duration of the conference, and the basis for rejection of alternative disciplinary options. Also, the principal shall maintain records related to the Education Plan and the student and/or parent's compliance or non-compliance with the Plan.

I. Long-Term Out-of-School Suspensions (Out-of-School Suspensions in Excess of Ten (10) School Days)

1. Right of Appeal

A parent or the student may appeal the out-of-school suspension decision of the principal to the suspension review committee, Superintendent or designee, and the Board of Education or a Hearing Officer appointed by the Board of Education.

2. Method of Appeal to a Committee

a. An appeal to a committee can be requested by letter to the Superintendent of Schools or the Principal of the school. A request for an appeal hearing must be in writing and must cite the specific part of the out-of-school suspension decision about which there is an alleged inequity. If no appeal is received within five (5) calendar days after the principal's out-of-school suspension decision is received by the student or his/her parent, the principal's out-of-school suspension decision will become final and non-appealable.

b. Upon receipt of the request, the school principal shall confirm that the student's out-of-school suspension falls within the category of out-of-school suspensions to which an appeal to the committee is authorized.

3. Hearing the Appeal

a. The principal of the school shall appoint a review committee consisting of not less than three School District employees who shall be certified administrators and/or teachers, and shall designate a chairperson for the committee. No administrator or teacher is eligible to serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term.

b. The principal shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration shall be given to accommodate the work schedules of the parent or guardian whenever possible. The student and his/her parent or guardian will be notified in writing of the date, time and place of the hearing. The principal who issued the out-of-school suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the committee hearing shall give the other party twenty-

four (24) hours advance notice of that decision. The failure to give such notice will preclude the party's right to have counsel attend the hearing.

c. The committee will conduct a full investigation of the student's out-of-school suspension in an informal manner. The principal will briefly outline the student's conduct, read the policy, rule or regulation that the student's conduct violated, and present any evidence and witnesses that support the principal's decision to suspend the student out-of-school. The student and his/her parent or guardian will be asked by the committee if they understand the rule and charges against the student. The student and his/her parent or guardian will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position.

d. At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall also determine the reasonableness of the term of the out-of-school suspension and may affirm, increase or decrease the severity of the out-of-school suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent or guardian of the student, the principal and the Superintendent. In all cases the parent will be advised of his/her right to have the out-of-school suspension, exceeding ten consecutive school days, reviewed by the Superintendent or his/her designee. If the committee decreases the severity of the out-of-school suspension so that it is ten consecutive school days or less, then the parent or student may not appeal and the decision of the committee shall be final and non-appealable.

4. Method of Appeal to the Superintendent or Designee:

An appeal of the Suspension Review Committee can be presented by letter to the Superintendent or his/her designee. A request for an appeal hearing must be in writing and must cite the specific part of the out-of-school suspension decision about which there is an alleged inequity.

a. If no appeal is received within five (5) calendar days after the principal's decision is received by the parent or student, the Suspension Review Committee's out-of-school suspension decision will be final.

b. The Superintendent or designee should schedule a suspension review conference.

Notification of the date, time, place and names of the conference attendees shall be made by the Superintendent or his/her designee to the guardians and/or student. The hearing officer shall be the superintendent or his/her designee. The conference will be held during regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible. Either party choosing to have legal counsel at the committee hearing shall give the other party twenty-four (24) hours advance notice of that decision. The failure to give such notice will preclude the party's right to have counsel attend the hearing.

c. The principal or his/her designee who assigned the suspension shall attend the conference. The principal will briefly outline the student's conduct, read the policy, rule or regulation which the student's conduct violated, and present any evidence and witnesses that support the principal's decision to suspend the student out-of-school. The parent should be asked by the Superintendent or designee if he/she understands the rule and the charges against the student. The student and his/her parent or guardian will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position. The testimony of student witnesses will be presented to the committee by written statement.

d. At the conclusion of the presentation of evidence, the superintendent or his/her designee will retire to render a decision as to the guilt or innocence of the student. The superintendent or his/her designee shall also determine the reasonableness of the term of the out-of-school suspension and may affirm, increase or decrease the severity of the out-of-school suspension. In all cases the parent shall be advised of his/her right to have the out-of-school suspension reviewed by the Board of Education or a Board-appointed Hearing Officer.

5. Method of Appeal to the Board of Education or the Board's Hearing Officer

- a. An appeal can be requested by letter to the Superintendent or to the Clerk of the Board of Education.
- b. If no appeal is received within five (5) days after the decision of the Superintendent or his/her designee is received by the parent or student, the decision of the Superintendent or his/her designee will be final.
- c. Hearing the Appeal
 - i. The Board will hear the appeal as soon as possible or it may appoint a Hearing Officer to hear the appeal. The Board's decision, or the Hearing Officer's decision, is final and non-appealable.
 - ii. The parent and student will be notified in writing of the date, time and place of the hearing. This notification shall include the parent's right to have legal counsel at the hearing.
 - iii. The parent and student will have the right to an "open" or "closed" hearing, at their option.
 - iv. Reasonable efforts will be made to accommodate the work schedule of parents.

Procedure for Student Out-of-School Suspension Appeal Hearing before the Board of Education or Hearing Officer

1. The Board President or the appointed Hearing Officer should:
 - a. Announce that the next agenda item is an out-of-school suspension review hearing for the student, stating her/his name.
 - b. Ask whether the parents/child wish the hearing to be open to the public or in executive session. The offer of an open hearing and their response is to be made a part of the minutes of the meeting. If parents/child requests a closed hearing, a motion to go into executive session per their request should be made and voted on.
2. The Board President or Hearing Officer should advise the parents/child:
 - a. That they are entitled to legal counsel, if they desire it.
 - b. That the administration will present its witnesses first and that after each witness the parents or their legal counsel will be given an opportunity to cross-examine.
 - c. That the parents/child will be given an opportunity to call any relevant witnesses and present any relevant evidence they may wish, subject to cross-examination by legal counsel for the administration.
 - d. That the Board or its Hearing Officer will consider the evidence and documents and reach a decision that will be recorded by vote in open session.
 - e. That the parents/child may ask any questions about the procedure.
3. Following presentation of 1 and 2 above, all administration witnesses and documents should be presented subject to cross-examination.
4. Parents/child may call any witnesses and present any documents subject to cross-examination.
5. After each witness is presented School Board members or the Hearing Officer may ask the witness any questions.
6. Parents'/child's closing statement.
7. Administration's closing statement.
8. Deliberate in private. (If the hearing is not in executive session, the Board or its Hearing Officer may deliberate in executive session only with permission of the parents or student.)
9. Return to open session and vote. After adopting a motion making certain findings of fact the Board must make a motion to: (1) affirm the out-of-school suspension; (2) modify the out-of-school suspension (increase or decrease severity of the out-of-school suspension); or (3) revoke the out-of-school suspension. If the hearing is before a Hearing Officer, no motions will

be required as a part of the hearing process; otherwise, the Hearing Officer will have the same obligations as the Board when rendering a decision.

Attendance at School Pending Appeal Hearing

Pending the appeal hearing of an out-of-school suspension to the Board or Hearing Officer, the student will have the right to attend school under such "in-house" restrictions as the principal deems proper, except that at the discretion of the principal, the student may be prohibited from attending school pending any appeal hearing if in the judgment of the principal:

1. The conduct for which the student was suspended out of school reasonably indicates that continued attendance by the student pending any appeal hearing would be dangerous to other students, staff members, or school property; or
2. The conduct for which the student was suspended out of school reasonably indicates that the continued presence of the student at the school pending any appeal hearing would substantially interfere with the educational process at the school.

J. Short-Term Out-of-School Suspensions (Out-of-School Suspensions of Ten (10) or Fewer School Days)

The Board of Education recognizes that student out-of-school suspensions of ten (10) or fewer school days (referred to as "short-term out-of-school suspensions") involve less stigma and require less formal due process procedures than are required for out-of-school suspensions of greater than ten (10) school days (referred to as "long-term out-of-school suspensions").

Appellate rights in such instances are satisfied in an effective and expedient manner by giving the student the right to appeal the out-of-school suspension decision to a committee composed of administrators and/or teachers. The composition of the committee shall be reserved to the District's discretion.

1. Right of Appeal

A student who has been suspended out of school for a period of ten (10) or fewer school days is entitled to all pre-appeal rights presently accorded by School District policy to students who have been suspended out of school for periods of greater than ten (10) school days. A student who has been given a short-term out-of-school suspension and that student's parent has a right to appeal an out-of-school suspension decision to a committee composed of administrators and/or teachers. A student with a short-term out-of-school suspension and his/her parent shall be informed by the principal of this right and the method of submitting an appeal.

2. Method of Appeal to a Committee

- a. An appeal to a committee can be requested by letter to the Superintendent of Schools or his/her designee, or to the school principal, which must be received within five (5) days after the principal's out-of-school suspension decision is received by the student, or his/her parent. A request by the parent for an appeal hearing must be in writing and must cite the specific part of the suspension decision about which there is an alleged inequity. The out-of-school suspension decision will become final and non-appealable if a request is not timely submitted.
- b. Upon receipt of the request, the school principal shall confirm that the student's out-of-school suspension falls within the category of out-of-school suspensions to which an appeal to the committee is authorized. If the school principal determines that the period of out-of-school suspension is greater than ten (10) school days, or if for any reason, the short-term out-of-school suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to long-term out-of-school suspensions must be followed and the student must be given the opportunity to appeal any adverse decision to the Board of Education.

3. Hearing the Appeal

- a. The principal shall appoint a review committee consisting of not less than three School District employees who shall be certified administrators and/or teachers, and shall designate a

chairperson for the committee. No administrator or teacher is eligible to serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term.

b. The principal shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration shall be given to accommodate the work schedules of the parent or guardian whenever possible. The student and his/her parent or guardian will be notified of the date, time and place of the hearing. The principal issued the out-of-school suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the committee hearing shall give the other party twenty-four (24) hours advance notice of that decision. The failure to give such notice will preclude the party's right to have counsel attend the hearing.

c. The committee will conduct a full investigation of the student's out-of-school suspension in an informal manner. The principal will briefly outline the student's conduct, read the policy, rule or regulation that the student's conduct violated, and present any evidence and witnesses that support the principal's decision to suspend the student. The student and his/her parent or guardian will be asked by the committee if they understand the rule and charges against the student. The student and his/her parent or guardian will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position. The testimony of student witnesses will be presented to the committee by written statement.

d. At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall also determine the reasonableness of the term of the out-of-school suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent or guardian of the student, the principal and the Superintendent.

e. The decision of the committee shall be final and non-appealable; however, if the committee increases the severity of the out-of-school suspension so that it exceeds ten consecutive school days, then the parent or student may appeal the decision to the superintendent of schools as provided for in the long-term out-of-school suspension appeal process.

K. Student Privileges While Under Out-of-School Suspension or Under Other Disciplinary or Correctional Measures

Participation in the extracurricular activities of the school is a privilege and not a right.

Accordingly, when a student's behavior results in a determination by the principal of an out-of-school suspension, the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participating in all extracurricular activities of the school. In addition, when a principal determines to impose alternative in-school disciplinary or other correctional measures against a student, then the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student.

"Extracurricular activities" include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and all other school sponsored activities and organizations.

Any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

No School Board member, administrator, or teacher may be held civilly liable for any action taken in good faith which is authorized by law under provisions of this policy.

NOTE:70 O.S.§24-104.1 provides that a school district in which a student seeks to enroll may request student discipline records, and a school district must provide student discipline records

upon request by another school district.

REFERENCE:

10 O.S. § 7005-1.2

10 O.S. § 7303-5.3

10 O.S. § 7307-1.2

37 O.S. § 163.2

70 O.S. § 24-101.3, § 24-102, § 24-103, et seq.

CITY OF TECUMSEH JUVENILE COURT PROGRAM

- Violations such as assault, curfew violations, possession of alcohol or drugs, shoplifting, vandalism, truancy, and others may result in fines or community service.
- Fines can start at \$275 and are enforced by the City of Tecumseh.

CHEMICAL SUBSTANCE ABUSE POLICY

Use, possession, or distribution of alcohol, drugs, or other harmful substances is strictly forbidden on school property and at all school events. Violations may result in suspension, counseling, and referral to law enforcement or community agencies.

Students under the influence will be removed from school activities, and parents will be contacted. Consequences range from short suspensions to longer terms depending on the situation.

Tobacco, Vapes, and E-Cigarettes

Tobacco, alcohol, drugs (including electronic cigarettes or vaping paraphernalia, and "turkey drugs" or false representations of drug substances) are strictly prohibited on Tecumseh School grounds by any student. Violators will face disciplinary actions as well as potential legal consequences. See the Infractions and Discipline List for details.

- Any student who intentionally sells, gives, possesses, uses, or is under the influence of illicit drugs, narcotics, alcohol, or tobacco products on school property, including buses or bus stops, will be disciplined.
 - SB 33 added vapor products to the list of prohibited items on school property and at school-sponsored events. All e-cigarettes and vape products/paraphernalia will be treated as tobacco unless they contain THC.
-

RESTRICTED SUBSTANCES

Possession, use, or distribution of any restricted substance is prohibited on all school property and at any school-sponsored event, including transportation.

POSSESSION, USE OR DISTRIBUTION CONSEQUENCES

	Possession/ Use	Distribution of
Medication: Over-the-counter medications, including cough drops	1st Offense: Medicine confiscated and parents contacted Repeated violations will have additional consequences as assigned by administration.	1st Offense: Medicine confiscated and parents contacted. Repeated violations and/or any offense with ill-intent will have additional consequences as assigned by administration.
Tobacco Products including vapes and e-cigarettes	1st Offense: Suspended 5 days and completion of a school-provided prevention program. 2nd Offense: Suspended 10 days and parent conference with re-entry plan. 3rd Offense: Suspended for 45 days	1st Offense: Suspended for 45 days 2nd Offense: Suspended for up to 12 months
Alcohol and Drugs* May include imitation drugs and/or any item intended to resemble an illegal drug.	1st Offense: Suspended for 20 days OR Suspended for 10 days plus 10 days of in school detention and completion of a school-provided drug prevention program. 2nd Offense: Suspended for 45 days 3rd Offense: Suspended for up to 12 months	1st Offense: Suspended for 45 days 2nd Offense: Suspended for up to 12 months

DEFACEMENT OF SCHOOL PROPERTY/VANDALISM/ARSON

Students who deface, vandalize, or damage school buildings, property, or buses — including writing profane, obscene, or lewd material — are subject to suspension, expulsion, or other appropriate disciplinary actions.

- Parents, school board, police, and district attorney will be notified.
- Restitution will be required.
- Suspension can be up to one semester, determined by administration.

SKATEBOARDS, LONGBOARDS, ETC

For safety reasons, no skateboards, longboards, or similar devices are permitted on school property or school transportation, including buses.

CAREER TECH (GCTC) STUDENTS

Career Tech enrollment is an extension of the home campus. Suspension from Career Tech includes suspension from home campus, and vice versa.

THREATS

Threats to harm others are strictly prohibited and may result in suspension (3 to 10 days) and student safety assessment. Terroristic Threats to kill or cause severe harm will result in a minimum 45-day suspension and possible placement change, plus a mandatory safety assessment.

BOMB THREAT PROCEDURES

Any threat of bombing, verbal, written, electronic, or otherwise, is treated as a criminal act.

Procedures include:

1. Evacuation via fire drill routes.
2. Notification of police and fire departments.
3. Tracing the source of the threat.
4. Prosecution of responsible parties.
5. Reporting to the central school office.

Regular drills will be held throughout the year. Tornado warnings will be indicated by a long continuous bell; fire warnings by five short repeated bells.

SEARCH PROCEDURES

For safety, school officials may search lockers, book bags, vehicles, and other property if reasonable suspicion exists. Lockers are school property and may be searched without suspicion.

- Searches will respect students' rights and be conducted reasonably considering age and sex.
- Searches of students will be done by authorized personnel of the same sex, with a witness present.
- Strip searches are prohibited except with a warrant from appropriate authorities. Shoes, hand and head (unless religious) coverings, as well as outerwear are not considered strip search and are fair to be searched.
- Confiscated illegal or dangerous items will be turned over to proper authorities.
- Possession of weapons or illegal substances may result in suspension up to one semester or more, plus legal action.
- Students may appeal suspension decisions through the superintendent's office.
- School staff will comply with all constitutional and legal requirements regarding searches.

ANTISEMITISM STATEMENT

BULLYING

- It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school sponsored activities, or at school-sanctioned events and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.
- As used in the School Bullying Prevention Act, "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts verbal or directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Such behavior is specifically prohibited. In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators

will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure. In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student 2. Conference with parents 3. In-school suspension 4. Detention 5. Referral to counselor 6. Behavioral contract 7. Changing student's seat assignment or class assignment 8. Requiring a student to make financial restitution for damaged property 9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior 10. Restriction of privileges 11. Involvement of local authorities 12. Referring students to appropriate social agency or to a delinquency prevention and diversion program administered by the Office of Juvenile Affairs 13. Suspension

Harassment, Intimidation and Bullying as set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse; 2. Repeated remarks of a demeaning nature; 3. Implied or explicit threats concerning one's grades, achievements, etc.; 4. Demeaning jokes, stories, or activities directed at the student; 5. Unwelcome physical contact. The superintendent shall develop procedures providing for: 1. Prompt investigation of allegations of harassment; 2. The expeditious correction of the conditions causing such harassment; 3. Establishment of adequate measures to provide confidentiality in the complaint process; 4. Initiation of appropriate corrective actions; 5. Identification and enactment of methods to prevent reoccurrence of the harassment; and 6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING (Regulation) The Tecumseh Public Schools' student conduct code prohibits harassment, intimidation, and bullying. This regulation further explains the negative effects of that behavior and seeks to promote strategies for prevention. Statement of Board Purpose in Adopting Policy The board of education recognizes that bullying of students causes serious educational and personal problems, both for the student-victim and the initiator of the bullying. The board observes that this conduct:

1. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large.

2. Substantially disrupts school operations by interfering with the district's mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation, and is just as disruptive of the district's efforts to prepare students for productive lives in the community as they become adults.

3. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying towards student-victims simultaneously supports the district's primary and substantial interest in operating schools that foster and promote academic achievement.

4. Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objective to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who as a result, are perceived by bullies as easy targets for bullying actions.

5. Substantially interferes with the district's mission to advance the social skills and social and emotional well-being of students. Targets of intimidation, harassment, and bullying are often "passive-target" students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety and/or distress; may have experienced a traumatic event' may try to use gifts, toys, money, or class assignments or performance bribes to protect themselves from intimidation, harassment, or bullying; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts.

6. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior. Bullying often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of this school district and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim or bystander's ability to concentrate, retain instruction and also disrupts and interferes with the student-victim or bystander's ability to concentrate, retain instruction, and study or to operate free from the effects of bullying. This results in a reluctance or resistance to attend school.

Definition of Terms

1. Statutory definition of harassment, intimidation, and bullying: 70 O.S. 24-100.3© of the School Bullying Prevention Act defines the terms "bullying," as including, but not limited to a pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student that a reasonable person should recognize will: A. Harm another student; B. Damage another student's property; C. Place another student reasonable fear of harm to the student's person or damage to the student's property; or D. Insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

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

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

A. Physical Bullying includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstance in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

B. Emotional Bullying includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.

C. Social Bullying includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.

D. Sexual Bullying includes harm to another resulting from, but not limited, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment and is prohibited by Tecumseh Public Schools.

Procedures Applicable to the Understanding of and Prevention of Bullying of Students

1. Student and Staff Education and Training All staff will be provided with a copy of the district's policy on prevention of bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. Tecumseh Public Schools is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting bullying of students and the prevention and management of such conduct. Students, like staff members, shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding of bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

2. Tecumseh Public Schools' Safe School Committee The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that interfere with and

adversely affect the maintenance of safe schools. With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition the committee shall make recommendations regarding: identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem solving teams that include counselors and/or school psychologists. In accomplishing its objectives the committee shall review traditional and accepted harassment, intimidating, and bullying prevention programs utilized by other states, state agencies, or school districts. Student Reporting Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying. Employees, whether certified or uncertified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student. Staff members who witness such events are to complete reports and to submit them to the building principal. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation or bullying are to report all relevant information to the building principal.

Parental Responsibilities Parents/guardians will be informed in writing of the district's program to stop bullying. An administrative response to bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents.

Discipline of Students

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure. In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property

9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restrict of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities and/or trips.

The above consequences will be imposed for any person who commits an act of bullying as well as any person found to have falsely accused another as a means of retaliation, reprisal, or as a means of bullying. Strategies will be created to provide counseling or referral to appropriate services, including guidance, academic intervention, and other protection for students, both targets and perpetrators, and family members affected by bullying, as necessary. Publication of Policy Annual written notice of this policy will be provided to parents, guardians, staff, volunteers, and students with age appropriate language for students. Notice of the policy will be posted at various locations within each school site, including but not limited to, cafeterias, school bulletin boards, and administrative offices. The policy will be posted on the school district's website at www.tecumsehschools.org and at each school site that has an Internet website. The policy will be included in all staff and student handbooks.

ASSAULT ON A SCHOOL EMPLOYEE

Assaults on school employees, including contracted personnel and board members, are punishable by law under 70 O.S. Section 9-113.

FELONY CHARGES

Participation in extracurricular or school events is a privilege. Students charged with felonies will have their participation reviewed by school administration, especially if charges involve other students or affect the school environment. Decisions will be communicated in writing to students and parents.

SEXUAL HARASSMENT OF STUDENTS OR STAFF

Tecumseh Public Schools prohibits sexual harassment of students or employees based on sex, consistent with Title IX and Title VII regulations.

Definition Includes:

- Verbal or physical advances, subtle pressure for sexual activity.
- Touching, pinching, inappropriate comments, sexual jokes, or graffiti.
- Conduct that denies access to educational opportunities.

Specific Prohibitions:

- Administrators and teachers must not use authority to solicit sexual favors.
- Sexual harassment by employees or students will result in sanctions.

Reporting and Investigation:

- Victims are encouraged to report harassment to administrators or responsible adults.
- Confidentiality will be maintained as much as possible; retaliation is prohibited.
- The superintendent is responsible for investigation and resolution.
- Sanctions may include warnings, suspension, or other discipline following due process.

Additional Information:

- The policy is provided annually to students and parents.
- District staff will be trained on handling complaints.
- Complaint forms are available in the principal's office, counselors' office and at the Board.

DRESS AND APPEARANCE

Expectations:

- Upper torso (above chest to below pelvic region) and buttocks must be covered at all times.
- Undergarments must not be visible, including straps.

- School-issued uniforms are allowed if they meet dress code standards.

Prohibited:

- Hats, caps, bandanas, hoods, stocking caps indoors (unless approved for medical or religious reasons).
- Bare feet or house shoes/slippers.
- Chains, collars, spikes, sheer/mesh clothing, strapless tops.
- Clothing with offensive or suggestive slogans/images promoting obscenity, violence, gangs, drugs, alcohol, tobacco, weapons, or illegal activities. This includes clothing that creates a material and substantial disruption to the educational process. Vulgar speech or advertising of illegal substances are NOT protected speech.
- Blankets or other items disruptive to safety or cleanliness.

Religious/Medical Accommodations:

- Students may request accommodations in writing to the principal.

Enforcement:

- Students may be sent home to change if the dress code is violated.
- Continued violations may lead to disciplinary action and parental notification.

HATS / HEAD COVERINGS

- Caps, hats, bandanas, etc., are not allowed indoors during the school day unless:
 - Medically prescribed,
 - Approved for religious reasons, or
 - Approved for special school activities.
- Unauthorized headgear will be confiscated and returned at administration discretion. Repeated offense will result in confiscated items plus increasing consequences.

SAFE SCHOOLS ACT AND SCHOOL SAFETY

- Serious rule violations like possession/sale of drugs, alcohol, stolen property, weapons, or assault will be reported to police or juvenile authorities.

- Discipline records follow students if they transfer to another school.
 - To report safety concerns anonymously, call **1-800-SAFE-CALL (723-3225)**.
 - Video cameras monitor many areas of the campus for security and safety.
 - A School Resource Officer (SRO) is available during school hours to help students, staff, and parents. The SRO may carry non-lethal and lethal weapons as part of their duties.
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STUDENT EVALUATION

- Grades:
 - A (Excellent): 90-100
 - B (Above Average): 80-89
 - C (Average): 70-79
 - D (Below Average): 60-69
 - F (Failing): 59 and below
 - I (Incomplete): Work not finished—must be completed within two weeks or lose credit.
 - Report cards issued quarterly (every 9 weeks).
 - Progress reports sent home after 5 weeks of each quarter.
 - Parent-teacher conferences encouraged by appointment (405-598-2113).
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AVAILABLE STUDENT ASSISTANCE PROGRAMS

1. Focus Hour – Daily scheduled time for tutoring, remediation, make-up work.
2. Counselors – Appointments available at all schools.
3. Teachers – Appointments available at all schools.
4. Title VII – Call 405-598-2067 (ask for Victor or Jeri).

5. Principals – Appointments available at all schools.

Focus Hour (Academic Intervention)

- Designed to assist students failing classes.
 - Students on probation/ineligible must attend Focus Time with the teacher or designated classroom.
 - Passing students are removed from the list.
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SCHEDULE CHANGES

- Semester schedule changes require good reason and counselor approval.
 - Teacher preference is NOT a valid reason. All teachers teach the same content.
 - Deadline for changes is strict to ensure credit accrual.
 - Parental permission is required.
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ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

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

1. Scholastic eligibility for students will be checked at the end of the second week of each block and each succeeding week thereafter. The first week a student is not passing in all subjects they will be placed on probation for a one-week period. If a student is not passing all subjects at the end of the next week they are ineligible to participate in ANY activity, field trip or competition.. Students who have lost their eligibility may regain eligibility by passing all classes during the next one-week period or subsequent marking periods. **The ineligibility period begins on Monday and extends through Sunday night.** In order to be eligible to participate in an activity, students are to be in school at least a half-day on the day that the activity occurs. If the student is absent from school for more than half a day on the day of the activity, he/she will not be allowed to participate in that activity. Exceptions may be made for pre-arranged appointments, funerals, emergency situations, etc. The half-day applies to all extracurricular activities.

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

STANDARDIZED TESTING

- AIMSweb testing- National standardized test for all students
 - State Mandated Testing- State testing for all students
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AIDS EDUCATION / CONTAGIOUS DISEASES

Tecumseh Middle School complies with Oklahoma State Law (70 O.S. 1987 11-103.3) by annually providing AIDS Prevention Education. This state mandate requires AIDS Prevention education to be taught once during grades 10th through 12th. The curriculum is available for review by parents and guardians. Exemptions from this instruction must be submitted in writing. A public meeting to review the curriculum is held at least one month prior to instruction.

The law also states that any student with a contagious disease or head lice may be prohibited from attending school until a health professional certifies they are no longer contagious.

HONOR ROLLS AND HONOR SOCIETIES

Tecumseh is a member of the National Junior Honor Society and National Beta Club. Each March eligible students will be inducted into the National Honor Society. Tecumseh Middle School is also a member of the Oklahoma Honor Society and each year the top 10% of our student body will be nominated for that honor.

THIS SECTION INCLUDES ALPHABETICAL DEFINITIONS OF TERMS AND EXPECTATIONS FOR STUDENTS OF TECUMSEH MIDDLE SCHOOL:

ACTIVITY CONDUCT

Students involved in school activities represent themselves, the community, the school, sponsors, and parents. They are expected to:

- Follow all school policies and sponsor instructions.
- Dress and behave appropriately, as determined by sponsors.

- Travel to and from activities with the school group unless a parent picks up the student with sponsor permission.
-

ACTIVITY SCHEDULING

All activities must be scheduled through the activity director **at least one week prior** to the event to be placed on the official school calendar.

ASBESTOS HAZARDS

- Tecumseh Public Schools comply with the Asbestos Hazard Emergency Response Act (AHERA).
 - Inspection management plans are available for public review at the Superintendent's office and school campuses.
 - Any asbestos-related activities will be communicated by newspaper or handouts.
 - The school regularly monitors asbestos-containing materials and will notify as required by law.
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ASSEMBLIES

- Students should show respect and "Savage Pride" by paying attention and applauding appropriately.
 - Talking, booing, or whistling during assemblies is not allowed.
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ATHLETICS STARTING TIMES

Game starting times vary by sport and season. Students should consult current athletic schedules and the office for updated admission prices.

BUILDINGS AND GROUNDS

- Tecumseh Middle School campus and buildings are a source of community pride.

- Everyone must help keep the campus clean by properly disposing of litter.
 - All handouts, flyers, and posters require approval from the principal.
 - Protect the school by keeping feet off walls and floors clean.
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BUILDING USE AND PHONE CALLS

- School facilities like gyms and fields are for school-sponsored activities only.
 - Student phone calls during class are for emergencies only and require a pass.
 - Parents should avoid calling students on personal phones during class.
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CELL PHONES / ELECTRONIC DEVICES AND PERSONAL ELECTRONIC DEVICES

It is the policy of the Board of Education that a student may possess a personal electronic device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon consent of both the student's parent or guardian, and the superintendent or the superintendent's designee.

Students may be issued a device by the school district such as a laptop, tablet or other electronic device. School-issued devices or school-approved devices are exempt from the requirements of this policy and shall be utilized only for educational purposes by students. Students are prohibited from utilizing cell phones and personal electronic devices while on the campus of a public school district from bell to bell.

Exceptions may be made as follows:

1. Emergency use of cell phones or personal electronic devices by students during the school day. Emergency use includes situations where immediate communication is needed for safety or urgent personal matters. This includes, but is not limited to: a. Medical Emergencies – Calling 911 or a parent if a student or someone nearby is having a severe health crisis (e.g., asthma attack, allergic reaction, seizure); or b. Natural Disasters or Lockdowns – Communicating with law enforcement or family during events like tornados, fires, lockdowns, or other emergencies affecting the school; or
2. Use of cell phones or personal electronic devices by students who use them to monitor health issues. This includes, but is not limited to, glucose monitoring which may occur multiple times during the school day; or
3. Students with special needs may use cell phones or personal electronic devices during class time or during the school day if their IEP, Medical Plan, or 504 Plan explicitly requires it as assistive technology for medically or educationally necessary purposes. To qualify for this exception, the use must be listed as a documented accommodation necessary for instruction or communication within the student's IEP, Medical Plan, or 504 Plan.

“Bell to bell” means the time between the first bell ringing at the start of the school day to begin instructional time until the dismissal bell at the end of the school day to end instructional time.

“Personal electronic device” means a personal device capable of connecting to a smart phone, the Internet, or a cellular or Wi-Fi network, or directly connecting to another similar device. Personal electronic devices include, but are not limited to, smart watches, smart headphones, laptops, tablets, and smart glasses. Personal electronic devices shall not include school-issued or school approved devices that are specifically limited for use in classroom instruction.

Students found to be using any personal electronic device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device may be confiscated by the administration of the school district. Any personal wireless communication device that is confiscated will be returned to the student at the end of the school day. A parent or guardian may be required to pick up the personal wireless communication device from school personnel depending on the situation. Students violating this rule may be disallowed from carrying any wireless telecommunication device following the incident unless the device is utilized to monitor a health condition. Students found to be in possession of or using a personal electronic device in violation of the rules shall be subject to disciplinary action under the student discipline policy. Punishment for violation will be determined by the administration on a case-by-case basis. REFERENCE: 70 O.S. §1-126 70 O.S. §24-101.1, et seq. 70 O.S. §24-102 THIS POLICY REQUIRED BY LAW.

CLASS BEHAVIOR

We expect all students to be Responsible, Respectful, and Safe — Please refer to the Behavior Matrix for expectations in all areas of school.

When enrolling in classes, students assume the following obligations:

1. Be present and on time each day.
2. Be in your seat before the last bell rings.
3. Complete each assignment on time.
4. Give full attention in class.
5. Participate in all class activities.
6. Be respectful and cooperative.
7. Bring necessary equipment to participate

CONCESSIONS / SNACK AND DRINK MACHINES

Snack and drink machines are available for student convenience but **may not be used during class time**.
Please do not litter.

CORPORAL PUNISHMENT

Corporal Punishment will only be considered after all other consequences have been tried. Corporal punishment can only be administered with parent or guardian consent and must be initiated by a school administrator.

CUSTODY ARRANGEMENTS / PROTECTIVE ORDERS / RESTRAINING ORDERS

Parents/guardians must notify the school in writing of any court orders or custody changes affecting student safety or sign-out. The school is not responsible if court orders are not on file. Custodial parents/guardians have rights to information about their students.

DELIVERIES

- Flowers, balloons, and gifts should be delivered to the principal's office between 2:45–3:05 p.m.
 - Students cannot take balloons or flowers on the school bus.
 - No outside food delivery services (e.g., DoorDash) are allowed.
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EXTRACURRICULAR CONDUCT CODE

Students participating in extracurricular activities at Tecumseh Middle School must meet eligibility requirements outlined in the OSSAA Handbook for both semesters and weekly eligibility.

Eligibility is also based on conduct during and outside the school day according to school regulations. Students suspended (short-term, long-term, or alternative education) will be ineligible to participate in all extracurricular activities during the suspension and for three school days following the suspension. Time-out program participants will face disciplinary action.

Attendance and Activities:

Students must be in attendance the day of the activity. Truancy from any class will result in ineligibility for participation that day. Failure to properly check out when leaving campus will be considered truancy. OSSAA attendance regulations will be enforced.

Participation:

Any student who brings discredit to the school, community, or organization—such as through theft, vandalism, illegal substances, disruption, verbal abuse, or other illegal activity—will be ineligible to participate in all

extracurricular activities for a minimum of three school days or the next organizational activity, and up to one semester depending on the severity.

FIRE DRILLS / TORNADO DRILLS / EMERGENCY EVACUATION

Emergency drills are conducted per Oklahoma law, and procedures are posted in each room.

- Fire alarm: repeated uneven siren blast + flashing lights. Exit quickly and stay 100-300 feet away. Wait for all-clear before reentering. Teachers take attendance.
- Tornado drill: long continuous bell sound; procedures posted.
- Other emergencies announced via PA system.
- For emergencies not requiring evacuation, a code word will be announced; students move away from windows and lock doors.
- If evacuation is necessary, follow fire drill procedures and assemble outside with teachers for roll call. No student will be released without clearance. First aid stations located at Alumni Center or AgEd Building.
- If full area evacuation is needed, staff and students will move to City Park, then Middle School parking lot as necessary. Cars remain parked until instructed.
- Media requests go through the Principal's office. The Transportation Director provides bus transportation if needed. Parents will be notified of student pickup locations.

LOCK DOWN NOTICE / DRILL

During a lockdown, students follow staff directions immediately. Designated teachers secure all exterior doors. Classroom doors remain locked and closed. Students and staff in open areas move to secure locations. An all-clear announcement is made over the intercom when the lockdown ends.

FREE AND REDUCED LUNCHES / FREE BREAKFAST

Eligible students may receive free or reduced-price lunches. Applications are available in the counselor's or main office and must be completed each school year. Breakfast is offered free to all students every morning in the cafeteria.

GUEST SPEAKERS

Speakers may be invited to classrooms, banquets, or organizations. All speakers must receive final approval from the principal and/or superintendent prior to speaking at any school or school activity.

GUIDANCE – SERVICES – COUNSELORS

Each student enrolling in Tecumseh Middle School will meet with the counselor to develop their schedule for remaining school years. The plan will be college bound, academic scholars program, or general education curriculum. Changes require parental approval.

Students may visit counselors for school or personal issues affecting school behavior and life. Services include academic counseling, personal counseling, crisis intervention, referrals, testing, career exploration, and post-graduate planning. We have behavior and mental health protocols that we follow in the best interest of all students.

Counselors also assist with enrollment, drop/add, honor rolls, etc. Students and parents are encouraged to contact counselors with questions or concerns. Phone: 405-598-3515.

HALL PASSES

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

When students have special projects (such as internship or leadership) which take them away from the campus, they must have a signed pass from the teacher stating the reason, time, and place they are going. Someone from the area away from campus must also sign to confirm the student's arrival. Otherwise, students are NOT permitted to leave campus during class periods or Focus Hour. Students must sign out in the attendance office before leaving the school grounds for any reason.

HEAD LICE POLICY

- Head checks will be conducted as needed to prevent spread.
 - Active infestation = live lice present or ineffective nit removal.
 - Parents will be notified immediately for pick-up and treatment.
 - Students can return the next day with proof of treatment (empty shampoo bottle, etc.).
 - The school nurse will recheck before readmission.
-

HOMECOMING AND ROYALTY

- Homecoming queens and escorts are selected by players and students following specific eligibility rules.
- Academically or disciplinarily ineligible students cannot participate.

- No repeat queens.
 - The traditional homecoming kiss is prohibited.
-

INSURANCE

- The school does not cover student accidents or lost/damaged personal property.
 - Students should purchase school insurance or ensure coverage through parents.
 - Physicals are required for participation in athletics.
-

INTERFERENCE WITH PEACEFUL CONDUCT

The Board encourages prosecution of any person who interferes with peaceful school activities. The Superintendent may file charges against trespassers or those committing assault or threats against employees or students during school duties.

LIBRARY AND COMPUTER USE

- The library is open 8:00 a.m. – 3:30 p.m.; no food, drinks, or loud talking.
 - Students are responsible for returning library materials on time.
 - School computers must be used responsibly. Inappropriate use can lead to discipline.
-

LOCKER CARE / INSPECTION

Only tape and removable adhesive signs are allowed on lockers. No permanent decals or bumper stickers. Students are encouraged to use locks. Lockers, desks, and other school property may be inspected periodically. Students have no expectation of privacy in these areas. Only books and school materials are allowed. Locker requests are made through the main office.

MEDICATION

Before medication can be administered at school, a medication permission form must be on file. ALL medication (including asthma inhalers, Epi pens and nicotine patches prescribed to students in question) must be brought to the

office in the original prescription container, labeled with the student's name, medication name, and clear instructions. Parents must deliver medication to the office; medications should NOT be sent with students or on the bus. Medication is counted and signed in by the parent and two school officials. Medication is stored in a locked cabinet and available for pickup at the end of the school year. Students may only take empty containers home. The school does not supply internal medications. Minor wounds are cleaned, and ice packs, poison-ivy lotion, and band-aids may be applied. School personnel are immune from liability unless gross negligence occurs. Students are responsible for reporting to the office to take medication.

PLAGIARISM AGREEMENT

Definition:

Plagiarism is submitting another's work as your own, including copying, downloading, or paraphrasing without proper citation.

Vocabulary:

- **Citation:** Giving credit to the original author.
- **Copyright:** Legal right to exclusive publication.
- **Common Knowledge:** Facts that don't require citation.
- **Cyber-Plagiarism:** Copying materials from online sources without credit.
- **Deliberate Plagiarism:** Intentionally submitting copied work as your own.
- **Paraphrasing:** Restating information in your own words.

PROTECTIVE EQUIPMENT

- Students must wear protective gear in certain classes (science labs, vocational agriculture, ceramics, etc.).
- Failure to comply can result in suspension from that class.

SCHOOL PICTURES

Each year, school pictures are taken shortly after the start of school. All students must have their pictures taken, even if they do not plan to purchase them. This allows the school year to be complete. To have their pictures included in the yearbook and on the senior panel, all seniors must have a picture taken at the designated time by the board of education designated photographer.

SCHOOL-SPONSORED ACTIVITIES

These rules, established by the Student Council and administration, protect school facilities and students during dances and other school activities:

- Only currently enrolled Tecumseh Middle School students may attend unless suspended or otherwise prohibited.
 - Out-of-school guests must be registered in the office during the week of the event. No exceptions after the deadline.
 - Students must sign both their name and their guest's name.
 - Guests enrolled in grade school are **not permitted**.
 - THS students are responsible for the behavior of their guests.
 - No refunds will be given.
 - Once admitted, students may not leave and return unless a sponsor is present or gives permission.
-

SEVERE ILLNESS OR ACCIDENT POLICY WHILE IN ATTENDANCE

All illnesses or injuries should be reported to the teacher and principal immediately. If a student becomes ill or injured during school:

1. The school will attempt to contact the parent or guardian.
 2. In life-threatening situations where parent/guardian cannot be reached, an ambulance will be called, and the student taken to the hospital.
 3. The school nurse will be contacted.
-

SPORTSMANSHIP GUIDELINES

Spectators should:

1. Represent their school positively.
2. Avoid poor sportsmanship and unfair tactics.
3. Treat visiting teams as honored guests, not enemies.

4. Abide by and respect game rules and officials.
5. Avoid actions that would embarrass or dishonor their school.
6. Appreciate good qualities in opponents.
7. Accept officials' decisions without argument.
8. Maintain respect toward officials and opponents.
9. Encourage positive recognition of others' efforts.

EXPECTATIONS OF SPECTATORS AND STUDENTS

Remember athletics are learning experiences—mistakes are part of growth. Spectators should:

- View tickets as privileges to watch, not to disrupt.
- Learn and respect game rules.
- Respect opposing players, coaches, and fans as guests.
- Refrain from questioning officials' calls or using profanity.
- Avoid controlled substances near event sites.
- Avoid disruptive cheers, noisemakers, booing, heckling, or taunting.
- Respect individual players and avoid name-calling or singling out.
- Do not litter or throw debris at events.
- Refrain from antagonistic or disrespectful yells and gestures.
- Celebrate wins with dignity and respect for opponents.
- Follow cheerleaders' lead rather than creating disruptive chants.

POOR SPORTSMANSHIP: Students who bring discredit to the school through theft, vandalism, alcohol/drug use, disruption, profanity, verbal abuse, or other misconduct will be suspended from extracurricular activities. Duration depends on severity.

STATE REGULATIONS

Tecumseh Middle School is a member of the Oklahoma Secondary School Activities Association (OSSAA). All OSSAA rules and regulations must be strictly followed.

For questions or clarifications regarding OSSAA rules, please contact the principal or activity director.

STUDENT ACTIVITIES – DRUG TESTING POLICY

The Tecumseh Board of Education has adopted a drug testing policy for students participating in athletics, cheerleading, band, flag corps, vocal groups, FFA, FCCLA, academic team, and other extracurricular activities. Refusal to submit to a drug test will result in ineligibility for participation and exclusion from honors related to interscholastic activities.

The school cooperates with parents/guardians to prevent illegal drug use and supports accountability and early intervention.

STUDENT ORGANIZATIONS

- Many student organizations are available; students are encouraged to get involved.
 - Organization sponsors and details are provided early in the year, and at the beginning of this handbook.
-

TERM/BLOCK TEST POLICY

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

TEXTBOOKS, TECHNOLOGY, AND FEES

Textbooks and Chromebooks are provided at the start of each year through state funds. Students who lose or damage items are expected to pay for them. Refunds are given if lost items are returned after payment.

VISITORS

- All visitors, including parents/guardians, must report to the office.
 - General visitors are not allowed without prior approval.
 - Visitor permits are issued at the main office but not during class or testing times.
 - Parents and guardians are welcome anytime but must check in at the office.
-

WEATHER / EMERGENCIES

- If school closure is possible due to weather, listen to:
 - Radio: KGFF, Shawnee
 - TV Channels: 4, 5, & 9 (OKC stations)
 - Emergency drills are held periodically for weather and fire safety.
 - If building phone lines are down, contact the School Board Office at 405-598-3739 for updates, or check the school social media pages.
 - Teachers are notified by principal or department heads when school closes.
 - Ensure your contact information is current for all-call notifications.
-

WITHDRAWAL FROM SCHOOL

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

Final clearance is obtained in the main office.

SPECIFIC INFRACTIONS AND DISCIPLINE; Some may also involve law enforcement at the Principal or SRO's discretion.

ALCOHOL AND OR DRUGS (including imitation drugs)

- **1st Offense Possession:** 20 days suspension OR 10 days suspension + 10 days in-school detention + completion of school drug prevention program.

- **2nd Offense:** 45 days suspension.
 - **3rd Offense:** Up to 12 months suspension.
 - **1st Offense Distribution:** 45 days suspension.
 - **2nd Offense Distribution:** Up to 12 months suspension.
-

ALTERING RECORDS

- 1st Offense: 1–5 days in-school suspension
 - 2nd Offense: 5–10 days in-school suspension
 - 3rd Offense: Suspension up to 2 terms
-

ARSON

Intentional burning of property.

- 1st Offense: Up to 2 semesters out-of-school suspension and restitution. Police and Juvenile Court involvement possible.
-

ASSAULT AND BATTERY

Physical violence upon another.

- 1st Offense: 5–10 days out-of-school suspension, parent conference, counseling intake, possible arrest.
 - 2nd Offense: Long-term suspension (10 days to one term), parent conference, counseling, authorities involved.
 - 3rd Offense: Suspension up to two terms.
-

BULLYING, HARASSMENT AND HAZING 6041, 6041R and 6041P

Includes verbal, written, physical, or cyber bullying harming another's well-being or disrupting education during or while away from school.

- 1st Offense: Verbal conference, “DIRECTIVE” designed to keep students apart and document instance, counselor referral, or escalate depending on severity.
 - 2nd Offense: 1–3 days in-school suspension.
 - 3rd Offense: 3–10 days out-of-school suspension.
 - 4th Offense: Up to one year out-of-school suspension. Police involvement possible.
-

CELL PHONES AND PERSONAL ELECTRONIC DEVICES

Tecumseh Public Schools is a 1:1 district. Students receive a school device each year from the district. No personal computers will be allowed. For district device use, refer to the Technology Usage Agreement on the district website. This includes smart watches, earbuds, personal tablets, etc.

- 1st offense – Turn in the device and the student calls their guardian. Phone returned to the student at the end of the day.
- 2nd offense – Turn in the device, the student calls their guardian, and receives 3 days of lunch detention. Guardian must pick up the device.
- 3rd offense – Turn in the device, the student calls their guardian, and receives 1 day of in school detention. Guardian must pick up the device.
- 4th offense – Turn in the device, the student calls their guardian, and receives 3 days of in school detention. Guardian must pick up the device.
- 5th offense – Turn in the device, the student calls their guardian, and receives 5 days of in school detention. Guardian must pick up the device.
- 6th offense – 1 – 3 days of Out-Of-School Suspension/No cell phone will be allowed at school specific to the student in question.

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

- 1st offense–Verbal / 1-5 days in school/out of school suspension
- 2nd offense – 3-10 days in school/out of school suspension
- 3rd offense – Up to one term or possibly two terms out of school suspension

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

The use of communication devices to make threats, challenges, or invitations to fight, or to send pictures, videos, or texts that are threatening, violent, or pornographic (including nudity or lewdness) is prohibited.

- Refusal to turn in cell phones during policy violations will result in disciplinary action.
- Cyberbullying and harmful internet use towards students, adults, or staff can also result in disciplinary and legal action. This includes things posted outside of the school building and outside of school hours.

Consequences:

- 1st offense – Verbal warning / 1-5 days in-school or out-of-school suspension
- 2nd offense – 3-10 days in-school or out-of-school suspension
- 3rd offense – Up to one or two terms out-of-school suspension
- May involve the police and Juvenile Court System.

Note: Use of technology causing unkindness or problems at school, whether originating at school or off campus, is subject to review by school officials and law enforcement.

CHEATING / PLAGIARISM

Using unauthorized materials, copying, or submitting another's work as your own is prohibited, including cheating with electronic devices.

Consequences:

- 1st offense – “0” on material, loss of opportunity, 1-3 days detention and, parent contacted
- 2nd offense – “0” on material, loss of opportunity, 3-5 days in-school suspension
- 3rd offense – “0” on material, loss of opportunity, 5-10 days in-school suspension

CLASS DISRUPTION / DISORDERLY CONDUCT / INAPPROPRIATE BEHAVIOR

Disruptive or non-participatory behavior such as sleeping in class or refusal to work. This includes walking out of class without permission, slamming doors and general disrespect.

Consequences:

- 1st offense – Conference / removal from class / possible detention
 - 2nd offense – 1-5 days detention
 - 3rd offense – 1-3 days in-school suspension (parent conference)
 - 4th offense – 3-5 days in-school suspension (parent conference)
 - 5th offense – 3 days out-of-school suspension
-

DRESS CODE (see earlier description of dress code expectations)

Clothing that is revealing, shows cleavage, buttocks, undergarments, or violates dress code guidelines.

Consequences:

- 1st offense – Conference, change clothing/article
 - 2nd offense – Sent home, parent contacted, change clothing/article, possible confiscation
 - 3rd offense – 1-3 days detention
 - 4th offense – Parent conference and administrative discretion
-

DRUGS AND DRUG PARAPHERNALIA

Use, possession, influence, distribution, or selling of unauthorized drugs or related paraphernalia, including using technology to distribute substances.

Drug Use Consequences:

- 1st offense – 5-45 days in-school/out-of-school suspension
- 2nd offense – 45-90 days out-of-school suspension
- 3rd offense – Up to two semesters out-of-school suspension

- May involve the police and Juvenile Court System.

Drug Paraphernalia Consequences:

- 1st offense – 1-5 days in-school suspension
 - 2nd offense – 5-10 days in-school suspension
 - 3rd offense – Suspension up to one semester
-

EXPLOSIVE DEVICES

Use or threat of fireworks or explosive devices.

Consequences:

- Suspension in-school/out-of-school up to remainder of school year or two terms
 - May involve police and Juvenile Court System
-

FAILURE TO SERVE DETENTION

Not serving detention on time.

Consequences:

- 1st offense – Double detention
 - 2nd offense – 1-3 days in-school suspension
 - 3rd offense – 3-5 days in-school suspension
 - 4th offense – 5-10 days in-school suspension
-

FIGHTING

Mutual physical altercation including encouragement of others to fight.

Consequences:

- 1st offense – 3 days suspension + reentry plan
 - 2nd offense – 5 days suspension
 - 3rd offense – 10 or more days suspension
 - Police may be involved, arrests possible.
-

FORGERY

Using or writing another person's initials or signature.

Consequences:

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

GAMBLING

Betting, bartering, cards, dice, or trade involving money, merchandise, or favors.

Consequences:

- 1st offense – 1-3 days detention
 - 2nd offense – 1-3 days in-school suspension
 - 3rd offense – 1-3 days out-of-school suspension
-

GANG ACTIVITIES / CULTS

Involvement in groups causing disruption, intimidation, or displaying gang-related symbols or signs.

Consequences:

- 1st offense – 1-10 days detention or move to second offense
 - 2nd offense – 1-3 days in-school suspension
 - 3rd offense – 3-10 days out-of-school suspension
 - 4th offense – Suspension up to one semester
 - May involve police and Juvenile Court System
-

GUN FREE SCHOOLS

Possession or use of firearms or dangerous weapons on school property or events leads to automatic removal for up to one full calendar year. Police may be contacted.

Definitions:

Includes firearms, starter guns, silencers, destructive devices, replica or toy weapons, BB guns, knives, tasers, clubs, etc.

Consequences:

- First offense (no impact/damage): Up to 10 days suspension
- First offense (with impact/damage): Suspension for 12 months or more
- Second offense (no impact/damage): 90 days suspension
- Third offense (no impact/damage): 12 months suspension
- Police involvement and Juvenile Court System apply.

Students threatening or attempting to use dangerous weapons may be suspended for remainder of year plus next term.

INSUBORDINATION / DISOBEDIENCE

Refusal to comply with reasonable requests by school personnel. This includes leaving a classroom without permission, slamming doors or taking extra long restroom breaks.

Consequences:

- 1st offense – 3-10 days detention or 1-3 days in-school suspension

- 2nd offense – 3-5 days in-school suspension
 - 3rd offense – 5-10 days in-school suspension
-

LEAVING CAMPUS

Leaving campus without proper authorization.

Consequences:

- 1st offense – 1 day in-school suspension
 - 2nd offense – 1-3 days in-school suspension
 - 3rd offense – 3-5 days in-school suspension
 - Repeated violations may lead to out-of-school suspension and outside agency involvement
-

LITTERING

Consequences:

- 1st offense – Warning
 - 2nd offense – 1 lunch detention/school community service
 - 3rd offense – 3 lunch detentions/community service
 - 4th offense – 1-3 days in-school suspension
-

LYING

Intentionally giving false or misleading information.

Consequences:

- 1st offense – 3-10 days detention
- 2nd offense – 1-3 days in-school suspension

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

PROFANITY

Use of obscenities, slurs, hate speech, or offensive language.

Consequences:

- 1st offense – 3-10 days detention
 - 2nd offense – 1-3 days in-school suspension
 - 3rd offense – 3-5 days in-school suspension
-

PORNOGRAPHY, INDECENT EXPOSURE (MOONING, FLASHING, PUBLIC URINATION)

Possession or distribution of obscene materials, including nudity.

Consequences:

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

PUBLIC DISPLAY OF AFFECTION

Intimate touching or kissing.

Consequences:

- 1st offense – Referral to counselor, conference
- 2nd offense – Conference with principal, parent contacted
- 3rd offense – 1-3 days in-school suspension

- 4th offense – 3-5 days in-school suspension
-

RECKLESS ENDANGERMENT / DISORDERLY CONDUCT

Creating unsafe situations or risking harm.

Consequences:

- 1st offense – 1-10 days in-school suspension
 - 2nd offense – Suspension out-of-school for up to one semester
 - 3rd offense – Suspension for current semester plus next semester
 - May involve police and Juvenile Court System
-

SEXUAL / RACIAL HARASSMENT

Includes verbal or physical sexual advances, racial slurs, hate speech, or graffiti.

Consequences:

- 1st offense – Verbal conference or escalated consequences depending on severity
 - 2nd offense – 1-3 days in-school suspension
 - 3rd offense – 3-10 days in-school suspension
 - 4th offense – Suspension out-of-school up to one semester or longer
 - Contact Assistant Superintendent to report harassment
 - May involve Juvenile Court System
-

TAMPERING WITH FIRE ALARM, VIDEO EQUIPMENT, OR VAPE DETECTORS

Consequences:

- 1st offense – 5-10 days out-of-school or in-school suspension

- 2nd offense – Suspension out-of-school up to one semester
 - Law enforcement involved
-

THEFT

Taking property belonging to others or impermissible possession.

Consequences:

- 1st offense – 1-5 days in-school suspension, restitution, police involvement
 - 2nd offense – 1-10 days in-school suspension, restitution, police involvement
 - 3rd offense – Suspension up to one term, restitution, arrest possible
 - 4th offense – Suspension up to two terms, restitution, police involvement
 - May involve Juvenile Court System
-

TOBACCO PRODUCTS (Including Vapes and E-cigarettes)

Possession:

- 1st offense – 3 days suspension + school prevention program
- 2nd offense – 5 days suspension + parent conference and re-entry plan
- 3rd offense – 10 days suspension
- 4th offense 45 days suspension

Distribution:

- 1st offense – 45 days suspension
 - 2nd offense – Suspension up to 12 months
 - May involve police and Abel Commission
-

TRUANCY

Unapproved absences by parent/guardian and school officials.

Consequences:

- 1st offense – 3 days lunch detention
 - 2nd offense – 1-3 days in-school suspension
 - 3rd offense – 3-5 days in-school suspension
 - Repeated violations may lead to out-of-school suspension and outside agency involvement
-

VANDALISM / DEFACEMENT OF PROPERTY

Damaging or destroying school or personal property.

Consequences:

- 1st offense – 1-10 days in-school suspension
 - 2nd offense – Suspension out-of-school for up to one semester
 - 3rd offense – Suspension current plus next semester, restitution required
 - Police involved
-

VEHICLE VIOLATIONS

Unsafe or reckless use of vehicles on school grounds.

Consequences:

- 1st offense – 1-10 days detention or loss of driving privileges, principal conference
 - 2nd offense – 1-3 days in-school suspension and/or loss of driving privileges
 - 3rd offense – 3-5 days in-school suspension and loss of vehicle privileges for specified time
-

WATER SPRAYING / SHOE POLISHING

Use of water guns, balloons, shoe polish, or graffiti items on cars/windows. Remember that a water gun is prohibited on school property and can have additional consequences if used to harm another person or threaten them.

Consequences:

- 1st offense – Cleanup, restitution, and detention
 - 2nd offense – 1-3 days in-school suspension
 - 3rd offense – 3-5 days in-school suspension
-

ADDITIONAL NOTES:

The administration reserves the right to use alternative disciplinary actions which may include attendance or behavior contracts, as well as suspension. Serious offenses will be reported to police authorities.

We, the undersigned, have read and understood the
Tecumseh Middle School Student Handbook.

Student Signature

Date

Parent/Guardian Signature

Date