

TABLE OF CONTENTS

| | |
|--|-------|
| Introduction, Mission Statement | 2 |
| Attendance | 6 |
| Bus Conduct. | 10-11 |
| Bus Passes | 9 |
| Career Pathways | 4 |
| Civil Rights Compliance, Grievance Procedure | 14 |
| Class Trips. | 12 |
| Classroom Rules, General Classroom Rules, Hall Rules | 11 |
| Conduct Code. | 15-21 |
| Daily Schedules, Arrival Time | 5 |
| Dress Code. | 12-13 |
| Early Dismissals, School Closings and Delays | 9 |
| Electronic Equipment , Adult Crossing Guard | 13 |
| Homework, Parties. | 12 |
| Hot Lunch and Milk Prices, School Attendance. | 6-7 |
| Illness or Accident, Health Services Offered | 8-9 |
| Lunchroom & Playground Rules. | 7 |
| Money Sent to School, Recess Policy, Picking Your Child up at School. | 7 |
| Parent/Student Acknowledgement Sheet. | 22 |
| Safety Patrol, Use of Library. | 11 |
| School Supplies. | 12 |
| Selling, Buying, or Trading Items at School | 13 |
| Visiting School. | 11 |

INTRODUCTION

The entire staff would like to welcome all students and parents to Tekonsha Elementary School for the 2010-2011 school year. This year promises to be filled with many exciting learning experiences. We will make every effort to keep you informed of all events and changes, and if you have any questions or concerns about school, please feel free to contact us.

It is our goal that this school year be a very positive and productive year for each student. To accomplish this goal, we must all work together. We would encourage you to begin by reading the Elementary Handbook carefully and sharing the appropriate sections with your child.

Once again, Welcome! We look forward to a fantastic year!

Sincerely,

Tekonsha Elementary Staff

MISSION STATEMENT

The Perrine (Tekonsha) Elementary School family believes that all students, according to their individual abilities, are capable of learning and achieving at their maximum academic potential.

It is our responsibility to provide the setting in which each child can attain positive emotional, physical, social, and academic growth.

NON-DISCRIMINATION POLICY

Tekonsha Community Schools shall comply with all Federal laws, regulations, and guidelines prohibiting discrimination, and with all requirements and regulations of the U.S. Department of Education. It is the policy of Tekonsha Community Schools that no staff member, individual, or student shall on the basis of race, color, religion, national origin, creed or ancestry, age, sex, height, weight, marital status, disability or handicap, be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in employment or any program or activity for which Tekonsha Community Schools is responsible, or for which it receives financial assistance from the U.S. Department of Education.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The *Family Educational Rights and Privacy Act*, a Federal law, requires that Tekonsha Community Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Tekonsha Community Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Tekonsha Community Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listing – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Tekonsha Community Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 15th. Tekonsha Community Schools has designated the following as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

CAREER PATHWAYS

Michigan's Career Preparation System is designed to provide all students completing the Michigan educational system with the necessary academic, technical, and work behavior knowledge and skills for success in a career of their choice and lifelong learning. The System is composed of a variety of programs and strategies fashioned to advance implementation of Career Preparation System goals.

Career Pathways structure learning to aid educators and students in making meaningful connections to broad areas of actual career opportunities reflective of the current and emerging world of work. A Career Pathways approach helps students by engaging them in a process that will provide a number of opportunities to fully identify, assess, and prepare for their career goals.

Career Pathways are broad groupings of careers that share similar characteristics whose employment requirements call for many common interests, strengths and competencies.

The five Career Pathways identified for implementation in Michigan are designed to cover all career opportunities and reflect these critical characteristics:

1. Encompass the entire spectrum of career options available to students;
2. Share common characteristics for careers within each pathway;
3. Provide opportunities for all students and all ability levels;
4. Offer significant potential for knowledge and skill transferability within the pathway;
- and
5. Encompass the full range of work requirements within each pathway from basic entry level to the more advanced.

Some careers may have connections to more than one pathway. Education agencies will determine how best to include these in their pathway structure to provide appropriate experiences for students.

MICHIGAN'S SIX CAREER PATHWAYS

ARTS AND COMMUNICATIONS

Careers related to the performing, visual, literary and media arts. These may include creative or technical writing, illustrating, graphic designing, publishing, theatre arts, journalism, languages, radio and television broadcasting, photography, advertising and public relations. Specific examples include artists, journalists, industrial designers, musicians, photographers, and theatre technicians.

BUSINESS, MANAGEMENT, MARKETING, AND TECHNOLOGY

Careers related to all aspects of business including accounting, business administration, finance, information processing, and marketing. These may include entrepreneurship, sales, marketing, hospitality and tourism, computer/information systems, finance, accounting, office administration, personnel, economics, and management. Specific examples include accountants, business managers, salespersons, buyers, computer network administrators, secretaries, and stock analysts.

ENGINEERING/MANUFACTURING AND INDUSTRIAL TECHNOLOGY

Careers related to the technologies necessary to design, develop, install, or maintain physical systems. These may include occupations in designing, engineering and science, service technicians, manufacturing technology, transportation, and construction. Specific examples include architects, airplane pilots, engineers, carpenters, microcomputer specialists, equipment operators, technicians, and mechanics.

HEALTH SCIENCES

Careers related to the promotion of health as well as the treatment of injuries, conditions, and disease. These may include medicine, dentistry, nursing, therapy and rehabilitation, nutrition, fitness and hygiene, public health and veterinary science. Specific examples include physicians, nurses, pharmacists, health facility administrators, dental assistants, veterinarians, physical therapists and, medical technicians.

HUMAN SERVICES

Careers in childcare, civil service, education, hospitality, and the social services. These may include law and legal studies, law enforcement, public administration, child and family services, and social services. Specific examples include postal workers, police officers, lawyers, teachers, counselors, school administrators, fire fighters, clergy, and social workers.

NATURAL RESOURCES AND AGRISCIENCE

Careers related to natural resources, agriculture, and the environment. These may include agriculture, earth sciences, environmental sciences, fisheries management, forestry, horticulture, wildlife management, and many agri-business/agri-industry occupations. Specific examples include environmentalists, turf grass managers, farmers, landscape architects, plant scientists, marine biologists, and agricultural equipment mechanics.

Daily Schedules

A. Schedule

School Begins 8:00 AM
Students arriving after 8:00 must sign in and will be marked Tardy
Students arriving after 8:30 will be marked with a ½ day absent

Lunch

| | |
|--------------------------------------|---------------------|
| Kindergarten & 1 st Grade | 11:30-11:55 AM |
| 2 nd Grade | 11:35 AM-12:00 PM |
| 3 rd Grade | 11:40 AM-12:05 PM |
| 4 th Grad | 11:45 AM – 12:10 PM |

Afternoon Dismissal

All Students dismissed 2:50 PM

Notice in the above schedule that the school will not be open to students until 7:45 AM. We appreciate the fact that some students are interested in getting to school early. We also understand that it may be more convenient for some parents to drop their child/children off at school early. However, this creates a real problem at school because we do not have school personnel to supervise these students. We understand that you may feel that your child/children will be fine and not need supervision. However, with 40 to 50 students arriving early, the potential for problems certainly is great. Students eating breakfast may enter the building at 7:45 AM.

Please adjust your schedules so your child/children will arrive at the elementary school as close as possible to 8:00 AM.

1. School Attendance

Regular school attendance, in addition to being required by the State of Michigan, is necessary for students to make satisfactory progress. Students who miss school frequently, even a day or two at a time, usually have difficulty picking up the activities and concepts they have missed.

When a child must be absent because of illness or other special circumstances, the child must bring a note explaining the reason for the absence.

If your child is going to be absent for a number of days, parents should contact the school and make arrangements to pick up school work. At least a half day's notice is needed to allow the teacher sufficient time to prepare the necessary materials. If your child is only going to be absent for one or two days, please let them get their work when they return.

If attendance becomes a problem, parents will receive a letter from the school after the eighth absence alerting them to the problem.

If absences continue to be a problem, parents will be required to meet with the principal and teacher after the fifteenth absence. If attendance does not improve, we are required by law to report the matter to the School Attendance Officer of the Intermediate School District for further action. It is our wish that all children attend regularly so that such action is not necessary.

In an attempt to provide better monitoring of students' safety as they travel to school, we have a call-back program at the Elementary School. This new program will work as follows:

1. **Each day your child is not going to attend school, you should call the elementary school at 767-4121 ext:300 between 8:00 AM and 8:30 AM.**
2. Each day a student is absent and we have not received a phone call, we will try to call that student's parents.

Thus, if your child left for school and did not arrive, you will know that early in the day.

2. Breakfast, Hot Lunches, and Milk

Students may purchase any number of breakfasts and/or lunches. The balance is entered onto their personal account. These meals need not be eaten on consecutive days but may be used for any meal.

| | Hot Lunch | Breakfast |
|----------------------------|-----------|-----------|
| Daily. | \$ 1.85 | \$ 1.35 |
| Five day tickets | 9.25 | 6.75 |

Milk (8oz. serving) to accompany cold lunch. . . .50 cents per day or \$2.50 per week.

3. Lunchroom Rules

Always go to and from the lunchroom in an orderly manner.

- A. Good manners will make everyone's meal more pleasant.
- B. Each student is responsible to clean the area where he/she ate and to carefully dispose of waste and return tray or put up lunch pail.
- C. Use appropriate language in all conversations. Voices should be kept low.
- D. Refrain from running, rough-housing, or throwing food.
- E. Do not leave lunchroom without permission.
- F. Due to safety and liability concerns with elementary students we will no longer be reheating lunches brought in from home, the microwave will be removed from the multipurpose room. Students bringing their lunches will need to use insulated containers to keep their food warm.

4. Money Sent To School

Any money sent to school with children should be put in a sealed envelope or purse marked with the child's name and the purpose for which it is intended.

5. Recess Policy

Please send your child to school properly clothed for various types of weather. All children will spend their recess periods, on the playgrounds, weather permitting. Boots are important during rainy weather, as well as during the winter.

In order for a child to be excused from going outside during recess, the parent must send a note signed by the doctor excusing the student. This is applicable in all cases when there are no noticeable signs of illness.

Tekonsha Elementary students have the opportunity to use their recess time to socialize with their friends, try a new sport, work on athletic skills, and have fun! Because our goal is for everyone to have fun, it is important that all students follow the general school rules for behavior. For those students who choose to infringe on the rights of others and/or fail to follow the general school rules for behavior, we provide a recess detention as an alternative.

The most often common problems on the playground receive an immediate time-out, followed by recess detention for the balance of the day. If an infraction such as one of those below happens, the student will receive recess detention for the following day. Recess detention may be given for multiple days.

6. Playground Rules

- A. Always go to and from recess in an orderly manner.
- B. No bicycles, roller skates, ice skates, skate boards, scooters or roller blades are allowed on the playground. Bikes are to be parked in the bike racks.
- C. Show respect for others, take turns, and keep your hands to yourself.
- D. Use appropriate language in all conversations.
- E. Swings – **NO** bumper swings, standing in swings or twisting swings.
- F. Slides – Slide down in a sitting position. No climbing off of slides.
- G. No wrestling, fighting or tackle football.
- H. Use school softballs to play ball. Do not use baseballs.
- I. Absolutely **NO STONES or SNOWBALLS** are to be thrown at anytime.
- J. When the whistle blows or bell rings you are to end your activities and go quickly and in an orderly manner to the school.

7. Picking Your Child Up At School

Parents picking up children after school should do so in front of the elementary school in the pick-up/drop-off area. **Please, do not wait for your child in the driveway behind the elementary school or by the buses.**

If you need to pick up your child during the school day, you should notify the office. Please sign your student out in the office so that we know he or she has left the school grounds.

For your child's protection he or she may only leave with parents, unless special arrangements are made in the office.

8. Illness or Accident

If your child has a cold or shows any signs of illness, please have him/her remain at home.

In case of illness at school, we will attempt to contact the parents and make arrangements with the parents to take care of the child.

If there is an injury, every effort will be made to contact parents or the emergency contact person. If no one can be reached and the situation seems to warrant doctor or hospital treatment, we will take appropriate action using information supplied the school by the parents on the emergency information form as to doctor and hospital preference.

If your child has had any communicable diseases, serious illness, surgery, or immunization, or if there has been a birth in the family, please send this information to us through your child or by telephone. This information is important to keep our records up to date.

9. **Health Services Include**

- Direct health care on site, minor treatments and first aid
- Emergency assistance and referral
- Health education programs
- Chronic (long-term) disease assistance
- Infectious disease education
- Safety Programs
- Home visits as needed

10. **Early Dismissals, School Closings and Delays**

In case of inclement weather, please listen to the following radio and TV stations:

WNWN FM (98.5) – Coldwater

WJFR – 103

WWMT (Channel 3) – Kalamazoo

WILX Channel 10) – Jackson

WOOD (Channel 8) – Grand Rapids

PLEASE DO NOT CALL THE SCHOOL BECAUSE THIS TIES UP THE PHONE LINES.

There are times during the school year when it becomes necessary to close school during the day due to bad weather conditions. Students would be dismissed to return home at that time.

In cases when both parents work or are usually away from home during school hours, arrangements should be made with a neighbor for reception of the child in case of early dismissal.

It is the responsibility of the parent to instruct their child/children as to where he/she should go or what he/she should do (if you are not at home) if such weather conditions do occur.

If we are under a Tornado Watch the school will not release students, though you are welcome to come pick them up.

On days when it is necessary for the opening of school to be delayed, buses will begin their runs accordingly. Thus, with a one-hour delay, the bus should arrive at your house about one hour later than the regular time; with a two-hour delay, the bus should arrive at your house about two hours later than the regular time.

11. Bus Passes

Bus children who wish to remain in town after school must have written permission from their parents. If a child wishes to get off his bus at a different stop or wants to ride a different bus, he must bring a note from his parents to the office to obtain a bus pass. A child living in the village will also need a bus pass to ride a school bus.

12. Bus Conduct

1. Pupils must obey bus drivers promptly as they are in full charge of buses and pupils while in transit.
2. Pupils should be on time at the designated bus stops. **Buses cannot wait.**
3. Pupils should stay off the roadways at all times while waiting for buses.
4. Pupils should cross in front of a bus when crossing a highway, not in back of a bus.
5. Pupils should wait until the bus has come to a stop and the door is opened before attempting to enter or leave the bus.
6. Pupils should keep their hands and heads inside the bus at all times.
7. There should be no moving around or changing of seats on buses.
8. There should be no loud talking, but conversations or singing in normal tones is permissible. At no time shall profanity, loud talk, or unbecoming conduct be tolerated.
9. Any student causing trouble by teasing, pulling hair, scuffling, or using unfit language will be warned and, on second offense may be suspended from riding.
10. Throwing articles of any kind will not be tolerated.
11. Any damage to a bus should be reported to the driver at once.
12. Any student disfiguring or mutilating a bus will be required to pay for the damage and may be denied further use of buses.
13. Pupils may have to walk as far as one half to one mile to bus stops.
14. No student shall be allowed to ride on any bus other than the one to which he has been assigned, unless he has a written permit, signed by an administrator.
15. The use of tobacco products on buses is prohibited.
16. Failure to obey any of the above regulations may result in suspension of the student's bus riding privilege.

Bus Conduct Reports

Bus conduct slips are accumulated for one school year.

First Offense

Talk with student about the offense and reason he/she is being disciplined and/or assigned a specific seat where the student can be closely watched. First Warning - Send slip home.

Second Offense

Second warning. Conference with student making student more aware of consequences. Send slip home and call parents. Loss of recess.

Third Offense

Suspension from riding the bus, three (3) days. Call parents and send slip home.

Fourth and subsequent Offenses

Suspension from riding the bus for four (4) days.

FURTHER OFFENSES MAY RESULT IN THE STUDENT LOSING BUS RIDING PRIVILEGES FOR AN EXTENDED PERIOD, THE REMAINDER OF THE SEMESTER OR THE SCHOOL YEAR.

13. Visiting School

Parents are invited to visit school. Please, contact the office, or your child's teacher, for a suitable time. Also, please check in at the office upon entering the school.

Children will not be permitted to visit school.

14. Classroom Rules

Because of the differences in ages and activities, each classroom may have certain specific rules in addition to those listed in the handbook. Teachers will discuss these rules with their students and post them in the classroom. Teachers may have parents sign these classroom rules.

15. General Classroom Rules

- A. Always enter the room in an orderly manner.
- B. Hang up coat, hat, etc. and take care of other belongings.
- C. Show respect for others – listen, take turns to speak, keep hands to yourself, and work quietly and independently.
- D. Use appropriate language in all conversations.
- E. Refrain from running, rough-housing, or throwing any object.
- F. Show respect for others' property, including school equipment.
- G. Try to keep your desk clean and orderly.
- H. Help to keep the classroom clean and orderly.

16. Hall Rules

- A. Walk quietly through the halls going directly to your destination.
- B. Do not loiter in the halls nor look into classrooms.
- C. Walk on the right side to allow room for others.
- D. Use appropriate language in all conversations.

17. Safety Patrol

The safety patrol exists for student's safety. Please abide by their following requests.

- 1. No running
- 2. Walk on sidewalk
- 3. Stay off the grass
- 4. Walk bicycles and scooters on sidewalk in front of school.
- 5. Use appropriate language
- 6. Use Appropriate behavior (no pushing, no hitting, no kicking, no throwing objects)
- 7. Respect Safety Patrollers and others

18. Use of Library

Library use will be permitted at assigned times. Please show respect for school property when using the library. Students will be charged for lost or damaged books.

19. School Supplies

Textbooks, workbooks, and other instructional materials are provided by the school at no cost to the students. However, if books show an unusual amount of abuse, or are lost, the student may be required to pay a fine according to replacement value of the book or workbook.

20. Homework

Students are expected to complete their daily academic assignments. Work not completed in school will be sent home for completion.

21. Office

The office is to be used by the students for business only. Students may use the phone. However, they will need their teacher's, administrator's or office personnel's permission.

22. Parties

Birthday treats for students are permitted. However, we would like for you to contact the teacher before bringing them.

Please do not pass out birthday invitations during school unless you are inviting your entire class. This protects students that are not invited from having hurt feelings.

Please, no surprise parties for teachers.

There will be three scheduled parties yearly – Halloween, Christmas, and Valentine's Day. Classroom teachers will assign students to bring treats for these parties.

23. Class Trips

Each class will be taking an education trip as the school year nears an end. Students must ride the bus to go on the trip. No siblings will be permitted to attend class trips. Parents and students need to ride the bus to and from the field trip.

24. Dress Code

A. Elementary students are permitted to wear shorts; however, there are guidelines we would like for you to follow in determining what is appropriate for your child to wear to school.

1. Please, no biker's shorts or Spandex type shorts or belly shirts.
 2. Please have your child try on the shorts he/she plans to wear so you can see them. Shorts that fit in the fall may be too small in the spring.
 3. Please have shorts close to fingertip length or longer when standing normally.
 4. Please, no hats, bandanas or other head coverings in the building.
- B. Articles of clothing (including hats) with the following items printed on them are not acceptable:
1. Tobacco Advertising
 2. Alcohol Advertising
 3. Profanity
 4. Or any other disruptive information
- Final interpretation of the dress code will be at the discretion of the administration.

25. Electronic Equipment

Toys, electronic games, cameras, radios, pagers, laser pointer, cell phones, electronic pets, or any other electronic devices may not be brought to school. There are some exceptions such as planned events or show and tell in which teachers' discretion may change this rule.

*A student may possess a "regular" cellular telephone (camera phones are **not** allowed) in school, on the bus, at after school activities and at school-related functions, provided that during school hours and on a school bus the cell phone remains off and **MUST** be concealed (not visible). Possession of a cell phone by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy.*

However, the school is not responsible for any items brought from home.

26. Adult Crossing Guard

The school will provide an adult crossing guard at the intersection of Jackson and Washington Streets. We would request that all our students crossing Jackson Street do so at this intersection.

27. Selling, Buying, or Trading Items at School

Elementary students are not permitted to sell, buy, or trade items with each other at school. Many times students do not realize the value of what they are selling, buying, or trading. Also, there are times when one of the students selling, buying, or trading, changes his/her mind after the deal has been made, which leads to problems.

If your child/children are involved in a group fund-raiser such as Boy Scouts, Girl Scouts, etc., we ask that they not sell to teachers and support staff at school. Our reason is the number of students that may want to sell to a teacher/teachers, and/or support staff. If you or your child will bring an order form to the office, we will post one form for each fund-raiser in the teachers' lounge. This will enable all staff members to support various organizations without having to tell some students no.

If students want to solicit school staff individually, we ask that it be done outside of school.

TEKONSHA'S POLICY ON CIVIL RIGHTS COMPLIANCE

The Tekonsha Board of Education will continue to comply with Federal Laws prohibiting discrimination. It shall be the policy of the Tekonsha Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, or handicap shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible.

GRIEVANCE PROCEDURE

If any person believes that the Tekonsha Community School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Education Amendment Act of 1972, (2) Rehabilitation Act of 1973, he/she may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the following address:

Office of the Superintendent
Tekonsha Community Schools
245 South Elm Street
Tekonsha, MI 49092
Phone: (517) 767-4121 ext. 304

Tekonsha Elementary Conduct Code

The provisions of the school discipline code will be in full force and effect during the normal school day, at all school events home or away, on any Tekonsha Community Schools property at any time, and in certain off campus situations related to the general order and discipline of the school. The following guidelines will be used in the administration of the school conduct code.

It is important to note that:

1. These are guidelines. In unusual circumstances the administrator may make consequences more or less severe.
2. After school detention and short-term suspension may be replaced by in-school suspension, loss of recesses, etc., at the discretion of the administrator.
3. Consequences escalate for each violation up to and including long-term suspension.
4. Multiple offenses of different types will be dealt with under "**Persistent Violation of Building Rules and Regulations.**" They will result in increased consequences at each offense.
5. Additional rules may be developed for individual classrooms, different areas of the school and grounds as well as for special events. Nothing stated here or not stated here should be interpreted as to limit the ability of school officials to deal with unusual circumstances or to provide for individual differences.

Violation

Consequence

Depending on the circumstances, consequences may not be limited to the following examples. Numbers indicate offenses, i.e. #1= first offense, #2= second offense etc.

Assault on Another Person

A student shall not behave in such a way that causes physical injury to an employee, student or other person while on the school grounds or at a school activity.

1. Administration contacts parents, referral to the office, 1-10 day suspension, and possible law enforcement contact.
2. Same as above, with further suspension not less than previous offense.

Cafeteria Misconduct

1. Warning
2. Sent to administration and will eat in office.
3. Teacher contacts parent
4. Referral to administration - loss of recess

Caps, Poppers, Firecrackers, Smoke Bombs, Incendiary Devices, Explosives, Arson

1. Teacher or Administration will contact parents, referral to the office, 1-10 day suspension, and possible law enforcement contact. Will follow the law, may include expulsion from Tekonsha Community Schools.
2. Same as above, with further suspension not less than previous offense.

Cheating/ Plagiarism

Penalties at the teacher's discretion depending on the severity of the offense.

1. Failure on the assignment. Teacher contacts parent
2. Referral to Administration - loss of recess for two days

Controlled Substance, Alcohol Possession, Use of Drugs, Narcotic Drugs, Marijuana

Prescription drugs not prescribed to the user, look-alike items or possessions of drug paraphernalia.

1. Administration contact of parents, and proper law enforcement agencies; 3-10 day suspension; referral to Student Assistance Program.
2. Additional days of suspension not less than previous offense, and proof of counseling prior to the student's return.

Criminal Sexual Conduct

1. 10 day suspension. Will follow the law; may include expulsion from Tekonsha Community Schools.

Death Threats Telling another student "I'm going to kill you."

1. Suspension 1-3 days.

"I'm going to shoot you."

1. Loss of recess for two days
2. After school detention

Disrespect

To insult, call derogatory names, dishonor, or verbally abuse a staff member.

1. Referral to Administration- Detention
2. Suspension 1-3 days

Disruption of Learning

Class rules disobeyed and others disturbed.

1. Teacher Warning
2. Teacher contacts parent
3. Referral to administration – loss of recess

Electronic Devices

Toys, electronic games, cameras, radios, pagers, laser pointers, electronic pets, or any other electronic devices may not be brought to school. There are some exceptions such as planned events or show and tell in which teacher discretion may change this rule. **However, the school is not responsible for any items brought from home.**

1. Confiscation and return to parents
2. Confiscation and after school detention

Fighting, Promoting a Fight, or Play Fighting

1. Parent contact by teacher or administration; one day after school detention
2. One to ten days of suspension
3. Subsequent increased days of suspension

Forgery

1. One week recess detention
2. Loss of credit for assignment, if applicable

Hair Dye

Unnatural hair coloring that disrupts the learning environment.

1. Warning

Harassment/Bullying

Acts which are unwanted and unsolicited. Students will treat each other with respect at all times.

Examples include but are not limited to:

1. Verbal/Written-harassment such as derogatory comments, threats, jokes, teasing, intimidation, profanity, remarks/questions of a sexual nature, or rumors of a sexual or hurtful nature.
2. Physical harassment- such as unnecessary touching, tapping, bugging another student, spitting.
3. Visual Harassment – such as derogatory or offensive poster, cards, clothing, cartoon, Graffiti, drawings, looks, gestures, or any other media. Offensive and sexually suggestive photographs and other materials will not be posted on school property.

1. Teacher contacts parent, referral to administration, loss of recess
2. Parent contact by teacher or administration; one day after school detention
3. One or more days of suspension

Horseplay

Behavior potentially harmful to oneself or others.

1. Verbal or written warning
2. Teacher contacts parent
3. Referral to Administration – loss of recess
4. Referral to Administration - detention

Inappropriate Dress

Refer to student handbook for dress code.

1. Referral to office for parental contact and clothing change
2. Referral to administration – loss of recess

Indecent Exposure

(Includes mooning)

1. 3-10 day suspension

Inflammatory Statement

Any Statement that creates fear or concern within the school community is prohibited.

1. After school detention to 10 days suspension
2. Possible expulsion

Insubordination

Behavior which undermines the authority of a staff member including threats, intimidation, lying, defiance of authority, and failure to respond or carry out a reasonable request.

1. Warning and teacher/parent contact
2. Referral to Administration- loss of recess
3. After school detention to 10 days suspension

Lighters/Matches

1. After school detention

Non-Productive Classroom Behavior

Not participating in class activities or doing assignments, not bringing books and materials to class.

1. Failing grade for assignment. Teacher contacts parent
2. Teacher assigned recess detention (at teacher's discretion)
3. Referral to Administration - recess detention possible for multiple days

Obscenity (Directed at another student or in general) Using profane language and/or gestures.

1. Teacher contacts parent. Referral to administration- loss of recess

Obscenity (Directed at an adult staff person) Using written or verbal profane language and gestures.

1. Referral to Administration – 1-3 day suspension

Pantsing

Pulling down another student's shorts or pants.

1. 1-3 days suspensions

Playground

1. Warning/Time Out
2. Recess detention
3. Referral to administration – after school detention

Possession of Pornography

1. Referral to Administration-1-5 day suspension

P.D.A (Public Display of Affection)
Including kissing.

1. Warning. Teacher contacts parent
2. Referral to Administration – loss of recess

Refusal to Serve Detention

If an emergency arises and a student cannot serve their scheduled detention, their parent or guardian must call or send a note that must be received in the principal's office by 8:30 a.m. on the scheduled day of detention. If no parental contact is made, the consequences will escalate. Athletic events will not be accepted as reasons to change the scheduled detention.

1. 1-3 day suspension
2. Increasing days of suspension

Safety Patrol Reports

Students not following the rules set forth will be reported to the Safety Patrol Captain. The Captain then will confer with Teacher.

1. Warning will be given - Parent will be sent write-up
2. Contact parent – loss of recess – write plan
3. After school detention
4. Out of school suspension

Selling or Trading

A student shall not be permitted to sell or trade on school grounds. Students may sell approved fund raising items.

1. Warning. Teacher contacts parent
2. Referral to administration – loss of recess

Skipping

Not attending or leaving school without permission.

1. Teacher contacts parents, after school detention, referral to Administration.
2. Contact truant officer – possible suspension

Snowballs

Not at targets

1. Recess detention. Teacher contacts parent
2. After school detention

Spitballs

1. Recess detention. Teacher contacts parent
2. After school detention

Spitting on Another Student or Staff Member

1. After school detention
2. 1 day suspension

Tardy

1. Loss of Recess
2. After school detention after (5)

Theft

Petty theft; candy, pencil, pen items of no monetary value

1. One week recess detention

Theft, Damage or Destruction of Private or School Property

A student shall not cause or attempt to cause damage to property of the school or other persons. A student shall not steal or attempt to steal property of other persons at school activities, functions or events. The student and/or his/her parents at the current cost of replacement will pay damage caused to school property.

1. Referral to administrator
2. All cases- return stolen goods/pay for damage; police involvement at the discretion of the Administration; 1-10 days of suspension
3. Additional days of suspension not less than previous offense

Throwing

Including throwing of any unacceptable items or throwing acceptable items in non-approved areas or throwing in an unacceptable fashion.

1. Warning. Teacher contacts parent
2. Referral to Administration – loss of recess

Tobacco

Possession of tobacco products (including look-alike products) is defined as having tobacco on one's person whether lighted or not, exhalation of smoke or obvious evidence of tobacco use or possession.

1. Parent contact by Administration; one day suspension
2. Subsequent suspension and possible law enforcement contact

Touching

Offensive touching

1. Referral to Administration – after school detention
2. Possible out of school suspension
3. Possible referral to law enforcement

Trading Cards/Toys

Toys are not to be bought or traded. They can only be brought to school for Show and Tell with teacher permission.

1. Warning
2. Confiscation & return to parents

Water Weapons

1. Teacher contacts parents
2. After school detention

Weapons and Dangerous Instruments including look-alike Weapons

A student shall not possess, handle or transport any object that can be considered a weapon while on school grounds or at a school activity.

1. 1-10 day suspension
2. Possible recommendation for expulsion
3. Referral to law enforcement

