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INTRODUCTION

On behalf of the entire staff of Tekonsha High School we would like to welcome all of the students and parents to another school year. We look forward to a school year, which will be very rewarding and enjoyable for all of us. We hope that at the end of the year we have made great progress in developing the students into their roles as adults.

Students, this is our school, and to receive the maximum yield from it you must give it your total focus. By taking responsibility for yourself and treating all people around you with respect you will have the proper attitude to accomplish your goals both in school and in life.

Parents, you are a vital part of the community that is essential to the well being of our schools. You provide encouragement, mentorship, and support for the children enabling them to learn to the best of their abilities.

Let us strive to work together so that we can make this a year of learning, enjoyment, and growth and let us not forget that the student's development is our main goal.

Sincerely,
Tekonsha Staff

DISTRICT VISION STATEMENT

The Tekonsha Community School District will be a community excelling in life-long learners, incorporating partnerships in education, and working collaboratively to develop caring, competent, responsible, well-educated citizens.

DISTRICT MISSION STATEMENT

The Tekonsha Community School District is committed to providing a safe secure environment that fosters the love of learning in which individuals can realize their full potential

HIGH SCHOOL MISSION STATEMENT

The administration, faculty, and support personnel of Tekonsha High School believe all students can learn to the limit of their academic potential. It is our responsibility to challenge each student to achieve high levels of growth in both academic and non-academic areas. Our purpose is to educate while promoting growth in social and emotional behavior and attitudes.

PHILOSOPHY OF THE SCHOOL

All students of Tekonsha High School must understand the general principles which guide the administration of their school. Decisions, which affect you, will be determined largely with these general principles as a guide.

One of the main purposes of the public school is to develop good mental, physical, social, and emotional values in its youth that will build moral and ethical character consistent with a democratic society.

All students have a right to an education. Students should have a part in determining the content and activities that constitute their school experience.

Each student should have the opportunity to become well trained in the academic fundamentals, have access to vocational training, and receive assistance to graduate as well-rounded citizens.

The high school should give every assistance possible to each student in analyzing his or her aptitudes, abilities, and adjustments to society.

The entire staff is committed to improving the school through the use of proper outcomes for its graduates. The entire staff of Tekonsha High School is here to prepare our youth for the 21st Century. We are constantly striving to give the students of the community the best educational opportunity available. We encourage students to get involved in all aspects of learning; this will allow them to develop good physical, mental, social and emotional traits. To fulfill these goals we need everyone to strive for excellence throughout their school years.

THE STUDENT AND THE COMMUNITY

All pupils at Tekonsha represent their school wherever and whenever they are in the community. Your citizenship and attitude, therefore, reflect not only upon you as an individual, but also upon your fellow students.

Your conduct, manners, personal habits, language, and dress are important examples of the types of things that reflect your attitude toward our school and community. You are expected, consequently, to contribute to the continued growth of the school and the community by exercising behavior, in all of these areas, that is appropriate in an educational situation.

SCHOOL PERSONNEL

Superintendent

Martin Chard

The superintendent is responsible for the following major areas of operation:

- (1) Exercising educational leadership within the school system.
- (2) Exercising educational leadership in relation to agencies and organizations of both an educational and non-educational nature outside the school system.
- (3) Administering School Board policy.
- (4) Developing and administering rules and regulations relative to the school system.

K-12 Principal-Interim

Tim Jenkins

- (1) Responsible for discipline.
- (2) Responsible for working with students, parents, and teachers on student issues.
- (3) Working with sport and special event activities.
- (4) Special Education Implementation person.

Special Education Implementation Representative

Tim Jenkins

- (1) Provides staff with instructional staff reviews
- (2) Provides administrative support for the superintendent.

Counselor

Wendy Livingston

- (1) The Counselor's overall job is one of helping the student adjust to the school-learning environment.
- (2) Coordinates necessary communications for staff with parents in relation to social and academic problems.
- (3) Maintains student school records.
- (4) Assists students in the college application process.
- (5) Assists in developing the master schedule and assists students and parents in the planning of their school schedules.

Athletic Director

Tim Jenkins

- (1) Directs the athletic program in coordination with the students, coaches, and the administration.
- (2) Answers questions relating to eligibility for inter-scholastic participation in the school sports.
- (3) Explains the various phases of the athletic program, which may be of interest to the students.

Information

Web Site – www.tekonsha.k12.mi.us

Superintendent	Martin Chard
mchard@tekonsha.k12.mi.us.....	767- 4123 Ext. 101/300
Interim K-12 Principal	Tim Jenkins
tjenkins@tekonsha.k12.mi.us.....	767- 4121 Ext. 200
Superintendent Secretary	Madilyn Upston
mupston@tekonsha.k12.mi.us.....	767- 4123 Ext. 300
HS/MS School Secretary	Bertha Phelps
bphelps@tekonsha.k12.mi.us.....	767-4121 Ext. 100
Athletic Director	Tim Jenkins
tjenkins@tekonsha.k12.mi.us.....	767.4121 Ext. 200
Attendance Reporting	767- 4121 Ext. 100
Guidance Office	Wendy Livingston
wlivings@tekonsha.k12.mi.us.....	767- 4121 Ext. 117
Transportation	April Cole (lead driver)
269-425-0529	

SCHOOL DAY

School opens to students at 7:45 AM

Bell Schedule:

8:00 AM	-	Good Morning Bell
8:03 AM	-	Warning Bell
8:05-8:56	-	First Class
9:00-9:51	-	Second Class
9:55-10:46	-	Third Class
10:46-11:11	-	Lunch
11:15-12:06	-	Fourth Class
12:10-1:01	-	Fifth Class
1:05-1:56	-	Sixth Class
2:00-2:50	-	Seventh Class
2:50 PM	-	School Dismissal

GRADUATION REQUIREMENTS
24 Credits

4 English
3 Social Studies
U.S. History – Required
Government – Semester Required
Economics – Semester Required
3 Science
3 Math
1 Physical Education
1 Technology
½ Conceptual Physics
½ Health
8 Electives

CALHOUN AREA TECHNOLOGY CENTER – JUNIORS AND SENIORS
½ Day Program

Business Information Technology	Electricity
Construction Technology	Electronics
Computer Aided Drafting	Power Equipment Technology
Culinary Arts/Hospitality	Auto. Service Technology
Health Occupations	Collision Repair Technology
21 st Century Health Careers	Computer Networking
Marketing Education	Graphic Comm. Technology
Early Childhood Education	Machining Technology
Education Academy	Welding Technology
Law Enforcement/Criminal Justice	Environmental Sciences Technology

CAREER AND TECHNICAL PREPARATION
POSTSECONDARY OPTIONS ACT

This law requires that students in grades 8-12 be notified of options available to them beginning in eleventh grade. The Career and Technical Preparation Act established career and technical education enrollment options for Michigan Students.

Eligible students will be allowed to enroll in courses or programs at eligible postsecondary institutions. Tuition and fees for such courses will be paid for by the student's local school district from the student's foundation allowance, with certain restrictions.

Eligible Postsecondary Institutions-Eligible postsecondary institutions include state universities, community colleges, or independent nonprofit degree-granting colleges or universities located in Michigan.

Eligible Students-an eligible student is a student enrolled in at least one high school class in at least grade 11 who has achieved endorsement in all subject areas of the high School MEAP

test. There are five tests-math, science, reading, writing, and social studies. However, if a student has not earned endorsement in all subject areas, a student may also be eligible if the student has achieved endorsement in mathematics along with a qualifying score on a job skills assessment test as determined by the Department of Career Development.

Eligible Course-An eligible student may enroll in a course offered by a career and technical preparation program that is not offered or available through their local school district, their intermediate district, or area vocational center.

Tuition and Fees-the student's local school district must pay to the college an amount equal to the eligible charges or a prorated percentage based on the foundation allowance, whichever is less. If a student drops the class before the end of the drop period, the college must refund the amount, if the student drops beyond that time, the student is responsible for repaying the local district. The district is not responsible for any transportation fees, parking, books, or activity fees.

Credit-Students are allowed to choose whether credit earned at the college will apply to high school or the postsecondary institution, or both. This must be decided before the course is begun. At Tekonsha High School students earn one high school credit for each class they take in college, if they choose the option to have the class count as a high school credit. All college courses that receive high school credit are counted as part of the student's high school grade point average.

PLANNING FOR YOUR PATHWAY

Making the right plans for your future during these changing times can be difficult.

Starting with a self-assessment can give you more choices and broaden your options.

A personal inventory can reveal your abilities, interests and attitudes. It will define your strengths and your weaknesses. Looking for a match between your strengths and the work you are considering is the most important step before you write a resume or search for a job. In fact, when the time comes to write your resume and prepare for a job interview, you will find the task much easier the more you know about yourself.

What if you are not sure what kind of job or career you want? "You" are the place to start. What do you do well and enjoy doing? Answers will help you identify your strengths and help you to decide on what contributions you can make in the marketplace.

Many people try to fit into jobs advertised in newspapers or other sources. The employer today has many qualified candidates from which to choose. You will be seriously considered for a position only by showing the employer that you know who you are, what you can offer and where you are going.

Personality and Attitudes

Two of the most important factors to determine your happiness and success in a job are your personality and attitudes. Assess your feelings and actions in different situations, as they may be different, e.g., in a large group vs. one-on-one, in a fast-paced versus slow-paced environment. You are unique, having different tolerance levels than others for chaos, detail and risk-taking.

Skills and Achievement

Skill is defined as the ability to do something well, especially as a result of experience. Most skills are transferable to other work settings and can be grouped in many ways. One way is to show functional skills of working with people, data or information, and things or objects.

Another way is to look at intellectual, aptitudinal, creative, leadership and problem-solving skills. Employers are interested in knowing which skills you can bring to their organization.

Examine your jobs, both paid and unpaid, as well as your academic, occupational, and personal activities to determine your skills. Do not underestimate the skills obtained in a “technical” education, Examples: oral/written communication through technical writing, presentations, and seminars; organization of time by having to meet deadlines and of ideas in order to present material logically; research by searching and locating information; problem-solving by analyzing and finding alternate solutions to a problem; and various performances with job related tasks.

Knowledge and Learning Style

In addition to finding out who you are (personality/attitudes) and what you can do (skills), you need to know what you know. You have learned information by attending classes, working on projects, independent reading, traveling and cooperative education to name just a few methods.

Learning Style

Learning style refers to characteristic ways of processing information, and performing in learning or working situations. Awareness of your personal style will help you identify your strengths and weaknesses. Enhancing your thinking and problem-solving skills is a requisite in today’s information age.

Career Pathway: Arts and Communications

Programs of study related to the humanities and to the performing, visual, literary and media arts.

Related Courses

Art	Science	Math
Creative Communications	English	Drafting
Foreign Language	Geography	Drama
Computer Technology	History	Woodshop Life Skills

Career Opportunities

Flight Attendant	Interpreter	Publisher
Musician/Composer	Author	Journalist
Radio/TV Announcer/Writer	Camera Operator	Dramatist
Landscape Architect	Radio/TV Writer	Editor
Sign Painter	Commercial Artist	Fine Arts
Mass Media Model	Compositor	Columnist
Speech/Language Translator	Displayer	Actor
TV Program Director	Drafter	Florist Graphic
Communications	Photographer	Critic
Copywriter	Designer	Dancer
Pathologist	Writer/Editor	Historian
Public Relations	Graphic Designer	Librarian
Importer/Exporter		

Career Pathway: Business and Management

Programs of study related to the business environment.

Related Course

Creative Communications	Math	English Foreign Language
Science	History	Computer Technology

Life Skills

Career Opportunities

Account Executive	Building Manager	Finance
Market Research Analyst	Accounting	Business Administration
Financial Analyst	Marketing	
Actuary	Buyer-Purchasing Agent	
Funeral Director	Mathematician	
Administrative Secretary	Chef	Hotel Office Manager
Statistician	Bank Officer	Advertising Manager
Clerical Assistant	Paralegals	
Information Processing	Cosmetologist	Barber
Insurance Agent	Public Relations	Credit Manager
Underwriter	Reporter/Journalist Lawyer	Bookkeeper
Employment Counselor	Secretary	Restaurant Manager
Legal Assistant	Word Processor	
Manufacturer's Representative		

Career Pathway: Health Services

Programs of study related to the promotion of health as well as the treatment of injuries, conditions and disease.

Related Courses

English	History	Health
Math	Life Skills	Science
Foreign Language	Computer Technology	
Physical Education		

Career Opportunities

Animal Health Care	Dieticians	Respiratory Therapist
Pharmacy Technician	Physician	Biochemist
Emergency Medical Technician	Optometrist	Dental Health Care
Bilingual Social Worker	Orderly	Pharmacist
Nuclear Medicine Technologist	Chiropractor	Nurse
Home Health Aide	Nurse Assistant	Veterinarian
Biomedical Engineer	Nursing Services	Dentist
Industrial Hygienist	Psychologist	Zoologist
Occupational Therapist	Physicist	
Physician's Assistant	Medical Technician	Social Worker
Medical Records	Administrator	

Career Pathway: Human Services and Public Administration

Related Courses

Creative Communications	English	Health
Foreign Language	Science	Math
Computer Technology	History	Life Skills

Career Opportunities

Bilingual Social Worker	Gerontologist	Police Officer
Child Development Service	Government Service Agent (FBI-CIA)	
Civil Service	Health Inspector	Postal Clerk
College Professor	Hospitality/Probation Officer	
Corrections Officer	Job Analyst	Psychiatrist
Counselor	Labor Relations Specialist	Psychologist
Court Reporter	Librarian	Social Service
Criminologist	Lobbyist	Social Worker
Daycare Worker	Personnel/Human Resources	
Teacher	Economist	Training Specialist
Urban Planner	Firefighter	Substance Abuse Counselor

Career Pathway: Industrial and Engineering

Programs of study related to technologies necessary to design, develop, install or maintain physical systems.

Related Courses

Computer Technology	History	Drafting
Math	Woodshop	Science
English		

Career Opportunities

Aerospace Engineer	Construction	Metallurgist
Automotive Engineer	Electrical Engineer	Millwork
Automotive Mechanic	Electronics	Mining Engineer
Cabinetmaker	Industrial Engineer	Nuclear Engineer
Chemical Engineer	Landscape Architect	Paper Goods
Chemist	Machine Setter	Petroleum Engineer
Civil Engineer	Manufacturing	Plastics
Computer Engineer	Mechanical Engineer	Printing Press Operators
Computer Repairer	Systems Analyst	Technical Writer
Transportation	Wood Machinist	

Career Pathway: Natural Resources

Programs of study related to the environment and natural resources.

Related Courses

Computer Technology	History	Life Health/Skills
Math	Art	Science
English		

Career Opportunities

Agricultural Science	Animal Breeder	Animal Caretaker
Archeologist	Botanist	Conservation Officer
Environmental Science	Farm Operator	Firefighter
Forestry Technician	Florist	Geographer
Gardener	Geologist	Hazardous Waste
Groundskeeper	Health Inspector	Landscape Architect
Meteorologist	Nursery Worker	Occupational Safety
Oceanographer	Park Ranger	Pest Controller

Physicist
Recreation Worker
Zoo Keeper

Scientist
Physiologist

Surveyor
Physicist

For more information, please refer to the Internet at <http://stats.bls.gov/ocohome.htm> the Occupational Outlook Handbook and/or your counselor.

Four-Year Plan Sheet

The purpose of the Educational Development Plan (EDP) is to allow students an opportunity to explore career choices, identify strengths, and select courses, which will assist them in reaching their career goals. The EDP focuses on self-exploration, personal assets, self-improvement, and work values, resume preparation and decision making-all designed to facilitate and increase student' work readiness. Utilizing staff support, each student is responsible for developing a meaningful and comprehensive Education Development Plan.

Grade Nine
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Grade Ten
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Grade Eleven
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Grade Twelve
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Academic Skills Communication

- Read and understand written materials.
- Write in the language in which business is conducted.
- Speak in the language in which business is conducted.

Mathematics

- Understand charts and graphs.
- Understand basic math.
- Use math to solve problems.

Science and Technology

- Use scientific method to solve problems.
- Understand basic science.
- Use tools and equipment.

Problem Solving

- Use research and library skills
- Use specialized knowledge to get the job done.
- Understand systems and complex relationships.

Personal Management Skills

Responsibility

- Attend school/work daily and on time.
- Meet school/work deadlines.
- Demonstrate self-control.

Organization

- Develop career plans.
- Pay attention to details.
- Follow written instructions and directions.
- Follow oral instructions and directions.

Flexibility

- Learn new skills
- Identify and suggest new ways to get the job done.
- Work without supervision.

Career Development

- Know personal strengths/weaknesses.
- Develop career plans.

Teamwork Skills

Communicating

- Listen to other group members.
- Express ideas to other group members.

Responsive

- Work in changing settings and with people of differing backgrounds.
- Be sensitive to the group members' ideas and views.
- Be willing to compromise if necessary to best accomplish the goal.

Contributing

- Actively participate in a group.
- Know the group's rules and values.

Leadership

- Be a leader or follower to best accomplish the goal.

GRADE POINT AVERAGE

Grade Value – 4 Point System

A+	4.33	C+	2.33
A	4.00	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	D-	.67
		E	.00

CITIZENSHIP

In order to be considered for the Honor Roll, a student must not only excel in the academics but also be able to show that he is able to handle proper behavior, attitude, and character expected of him/her in the total school environment.

The following point will be awarded for citizenship:

1. Excellent
2. Above Average
3. Average
4. Below Average
5. Poor

All students must have a 1, 2 or 3 citizenship grade in order to be considered for the Honor Roll. Before a 4 or 5 can be given as a citizenship mark for any nine-week or semester report, the parents need to be notified of a problem.

HONOR STUDENTS

Honor students are ranked after the seventh semester of their senior year. A student must have a 3.00 cumulative grade point average or better through seven semesters to be an honor student. All classes are used for ranking.

Co-op, Pre-Apprenticeship and Teacher Aides will receive credit but not a letter grade for every time they are a teacher's aides. These will not be included in the student's overall grade point average.

SCHOLASTIC MARKS

A-Excellent

B-Above Average

C-Average

D-Less Than Average

E-Failure-No Credit

G-Working to their capacity but not meeting requirements for a D grade credit is granted

H-No Credit-Excessive Absences

I-Incomplete-students have two weeks after report cards are distributed to complete work unless other arrangements have been made with the teacher or administrator. W-Withdrawn from class

Note: Co-op, Pre-Apprenticeship and Teacher Aide receive a credit but no grade letter.

HONOR ROLL

Students who meet all of the following will be placed on the Honor Roll.

1. Attain a B (3.00) average.
2. Have all grades of C- or better.

3. Have all citizenship marks or a 1, 2, or 3 marking. No 4 or 5.

ADDING/DROPPING A CLASS

All class changes must be completed the first week of school. Any changes made after that will result in loss of credit for the dropped class and a grade of "E"

COUNSELING SERVICE

School Counselor – Mrs. Wendy Livingston
Phone -- 517-767-4121 ext. 117

Counseling

Students are welcome to visit the counseling office whenever they need help. Each student will have some contact with the counseling office. This may be in the form of careers, education applications, test scores, scheduling purposes or for general information on how to find out how something is done.

The counseling center is a place where assistance can be received in many different areas. The counselor works with all teachers, specialists including speech and hearing therapists, vocational rehabilitation, social workers, counselors, school psychologist, and youth services.

Parents may wish to visit the counseling center regarding their child's:

- a. 4-year course of study.
- b. A student's aptitudes and abilities.
- c. Health problems
- d. Future plans.
- e. Ability to get along with others.

TESTING

Students will have the opportunity to find out how well they are performing from the several assessments that are given them through their school years. The following are such examples:

Michigan Merit Exam – Currently, all juniors will take the test in the spring of their junior year. The exam will consist of the ACT exam, works keys test, and Michigan components.

P.S.A.T. – Preliminary Scholastic Aptitude Test –

This is offered to junior students each October. This is a national test, which all schools must use. There is a fee charged by the scoring service. This is a useful preparation test for students planning to attend college. There are also scholarships available from the National Merit Scholarship Corporation.

A.C.T. – American College Test

All students planning to continue their education past high school should take this test. It is part of the Michigan Merit Exam, but students can also take it on their own to improve their scores. These are administered 5 times each year at test sites in the area. There is a fee. Registration packets are available in the guidance office.

S.A.T. – Scholastic Aptitude Test

This is a very similar to the A.C.T. There are seven national test dates. Most colleges will accept this instead of the A.C.T. A few colleges and the Military Academies require it. There is a registration fee. Registration packets are available in the guidance office. There are testing sites in the area.

STUDENT READINESS

Be prepared for class with all your materials (books, pencils, folders).

REPORT CARDS

Report cards are issued every nine weeks during the year. Students will receive them twice each semester. Parents should read the reports carefully and retain them for checking the student's progress during the school year.

PARENT CONNECT- Tekonsha Schools has a web-based program available for parents to check on their child's progress. Fill out the application form at the end of this packet and return it to the school.

ATTENDANCE POLICY

It is extremely important that students understand that to receive the most from their education they must attend class everyday. If students are not in class they miss vital information and instruction, which will negatively affect the student's learning. They miss the opportunity to question the teacher and have any misunderstood material clarified. To stress the importance of attendance Tekonsha High School has set forth the following policy so students will comprehend the expectations governing attendance in our schools.

1. The student must attend 80 days of each class per semester (no more than 10 absences). Absences are to be used for the following:
 - a. Personal illness
 - b. Court appearances
 - c. Professional appointments that could not be scheduled outside of the regular school day
 - d. Serious personal or family problems.
2. Any student who misses more than ten times in one class will need to arrange for a meeting with the teacher, parent, counselor, and an administrator. This group will review the situation and make final judgement for receiving credit in a class. Students need to monitor their daily classroom attendance and class participation so they can receive the maximum academic success.
3. More than five (5) minutes missed in a class is considered an absence. Tardies are assessed after the tardy bell. Three tardies equal one absence and will be considered a warning. After two tardies, the following will occur:
 - 5 tardies – one detention
 - 7 tardies – one detention
4. The student will begin each semester with zero (0) absences.
 - A. Students will have one day for each day missed in order to make up the assigned work. It is the responsibility of the student to see his teachers in order to make up work.
 - B. After three absences from each class, the office will generate a letter indicating dates of absences. One copy will be mailed to the parents; the office will retain one copy.
5. School-sponsored or sanctioned activities are exempted from and will not count toward the total of ten absences.

6. Extenuating circumstances presented by parents may be given consideration by the administration to extend the limit.
7. A student who is suspended from school for a disciplinary problem for any number of days will have the number charged against the total of ten (10) permitted in the policy. If the student is suspended for any number of days, which causes him/her to reach ten (10) days, he/she may receive an extension and be permitted to attend classes on a day-to-day basis; meaning that should he/she skip or be truant from any class, he/she will not receive credit for that course.
8. Pre-arranged college visits – Students may have up to three pre-arranged college visits during their high school years. All visits must have verification from the college. Verified college visits will not count against attendance.
9. Students are not to leave the building without permission.
Students, who leave school during the school day, before dismissal time, must submit a written request from parents or an appointment notice from a doctor to get approval from the office. Students who are ill or injured must report to the office before leaving the school. This includes students attending the Tech Center. Students who leave the school without permission from the office will be considered “skipping”.
10. Teachers will make referrals to the office of students who are exhibiting poor attendance patterns. If personal or emotional problems appear to be the cause of poor attendance habits, a referral will be made to the counselor, student assistance program or to the juvenile court.
11. A full day of attendance is required for extra-curricular participation unless it is confirmed prior to that day.
12. All students will take final exams in all classes. Review and test taking are lifelong skills that need to be developed.

STUDENT CONDUCT AND DISCIPLINE

1. The Board of Education authorizes its representatives, the right and responsibility to maintain proper disciplinary measures to protect the rights of the individuals to learn in a safe and secure environment as well as control the operation of the school.
2. Students shall respect their education in the school - which includes all people and the school facilities. Conduct yourself so as to add praise for your attitude and behavior in the classroom, in the school setting whether supervised or unsupervised, and in the community. Do not draw unwanted attention to your behavior. Dress appropriately, meet standards of health and cleanliness, be honest, courteous, and moral; use only acceptable language and refrain entirely from any offending behavior. Respect all and in return receive respect.
3. Discipline is a joint responsibility of parent, staff member, and pupil. The school must use all possible means to direct students toward proper behavior and attitude. Students may be suspended for gross misbehavior or for persistent disobedience. In cases of severe discipline problems which would threaten the safety of staff or students, immediate suspension may be necessary.
4. It is the student’s responsibility to follow the instructions and rules of the classroom teacher. If a student feels that a rule of a teacher is unfair the student should not interrupt or disrupt the class at that time. Interrupting at this time makes the student guilty of a school rule violation. If the student has a concern with a rule the time to discuss it with the teacher is before or after school/class.

5. When a student is asked to leave a classroom because of inappropriate behavior the student will immediately report to the office where he/she will inform the secretary as to the reason he/she is in the office. The student and the Building Administrator will have a hearing to discuss the problem. At the end of the hearing the Building Administrator will explain what future violation could result in and inform the student of any punishment that he/she will receive for the immediate infraction of school rules.
6. Emergency application of force or restraint by a teacher may be necessary. The Board of Education discourages the use of force.

TYPES OF DISCIPLINARY ACTION

1. Detention:

The purpose of a detention is to send a message to students that certain behavior or actions are inappropriate in a school environment and will not be tolerated. Any action that disrupts the learning process could result in a detention. The purpose of the detention is not to punish the students, but to teach them to think of an acceptable way of behaving.

- a. Detentions will be served after school in a designated area.
- b. Detentions will run from 2:50 PM to 3:35 PM.
- c. The student will bring enough study materials to occupy the entire detention period (no magazines, radios, games, etc.).
- d. Students will not be allowed to talk, use the phone, go to the restroom, or leave for any reason.
- e. Any unacceptable behavior during detention will result in one more detention to be served per occurrence.
- f. Students who fail to report for detentions will be suspended for one day and required to serve their detention the following day.
- g. Students who accumulate five detentions per marking period will be required to have a parent conference with the Building Administrator to find a way to correct their behavior.

2. Suspension:

The primary objective of student discipline is to provide a school environment in which the teaching/learning process may take place. The school will assist all students in their efforts to remain in school. However, if one's behavior is such that it is disruptive to the normal learning environment then an established procedure must be instituted to separate that individual from the school setting. Suspension constitutes a temporary denial of the right to attend school. Any student who has been suspended from school is not to report back to school, visit the premises, or participate in any type of school program until the suspension is ended. Repeated suspension could result in a recommendation for expulsion from the school. Parents will be notified of all suspensions. Suspension includes all school related events, (after school and evening events) starting the day that the suspension is given and continuing until the student completes the suspension.

3. Closed Classes:

In some situations a class may be closed to a student, which means that the student is not allowed to attend that class until a meeting has taken place between the student, parent, teacher, and an administrator. During this meeting a plan will be designed to allow the student to return to class by modifying his/her behavior to allow the education process to

continue in the class. This meeting should be scheduled within 24 hours so the student does not miss any educational opportunity.

4. Probation:

In a case of serious or persistent infraction(s) of school rules, the Building Administrator will place a student on probation for a period of up to ten consecutive weeks. Parents will be notified either verbally or in writing of the probationary period and the reason for the discipline. During the period of probation the student will be denied the privilege of participation in or attendance at, extra-curricular activities. At the end of the probationary period each individual case shall be reviewed and the student may regain privileges. If at any time during probation a student becomes involved in a second serious violation, that student shall automatically be suspended in accordance with the school's disciplinary policy.

DISCIPLINARY REFERRALS

All disciplinary action will be recorded by teachers on the disciplinary referral forms. Information on these forms will provide documented evidence of the offense, action taken by the teacher prior to referral, and final action and recommendation of the Building Administrator.

The teacher retains one copy, a copy is filed in the office, and a copy is mailed to parents for their information. If necessary, additional information may be presented in writing supplementing the report.

All rules listed here are a guideline and subject to administrative discretion.

VIOLATIONS AND CONSEQUENCES

1. Aggressive misbehavior toward any school employee:

Physical contact or threat of physical contact toward school employees with the intention of doing bodily harm by a student or a group of students.

First Violation

- a. Conference with administrator, student, and any concerned parties.
- b. Possible notification of proper police authorities.
- c. Contact parent(s) or guardian(s) immediately either verbally or in writing to set up a meeting of all parties.
- d. Ten days of suspension.
- e. If appropriate, a recommendation for expulsion to the Superintendent for presentation to the Board of Education.

Further Violations

- a. Conference with administrator, student, and any concerned parties.
- b. Notification of proper police authorities
- c. Contact parent(s) or guardian(s) immediately either verbally or in writing to set up a meeting with all parties.
- d. Immediate suspension from school and if appropriate, a recommendation to the Board of Education that the student be expelled a minimum of 90 school days with the loss of credit for any class that the student is currently enrolled in.

2. Arson or Attempted Arson, Explosive Materials, Bomb Threat:

Students using or having in their possession any explosive device, legal or illegal, which is dangerous to themselves or to others.

First Violation

- a. Conference with administrator, student(s), and any other concerned parties.
- b. Possible notification of proper police authorities.
- c. Contact parent(s) or guardian(s) immediately either verbally or in writing.

- d. Up to ten days of suspension.
- e. If appropriate, a recommendation for expulsion to Superintendent for presentation to the Board of Education.

Further Violations

- a. Conference with administrator, student(s) and any other concerned parties.
- b. Possible notification of proper police authorities.
- c. Contact parent(s) or guardian(s) immediately either verbally or in writing.

Immediate suspension from school and a recommendation for expulsion to Superintendent for presentation to the Board of Education.

3. Cafeteria Misconduct:

First Violation

- a. Conference with administrator, student, and any other concerned parties.
- b. Notify parent(s) or guardian(s) either verbally or in writing.
- c. Clean all tables for three days.

Second Violation

- a. Conference with administrator, student, and any other concerned parties.
- b. Notify parent(s) or guardian(s) either verbally or in writing.
- c. Clean all tables and the floor for five days.

Third violation

- a. Conference with administrator, student, and any other concerned parties.
- b. Notify parent(s) or guardian(s) either verbally or in writing.
- c. Suspension from the cafeteria for the remainder of the year.

4. Cafeteria Rules:

- 1. No cutting in line.
- 2. Students are to remain seated while eating or drinking.
- 3. No throwing of paper or food is permitted.
- 4. Students are to take care of all dishes, silverware, food, and waste paper from their lunch.
- 5. If something is dropped, the person or persons involved are responsible for picking it up.
- 6. No food or beverages are to be consumed outside the cafeteria.

5. Car and Vehicle

It is a privilege to drive to and from school. Students who violate any driving rule on the school grounds or have violated major school rules such as classroom behavior, attendance or vandalism problems may have their driving privileges denied. This also applies to Tech students.

Tech students are not permitted to drive to or from the Tech Center without permission from an administrator.

School employees under appropriate conditions that will be determined by the school may search cars parked at school.

Violations

- a. Detention(s)
- b. Possible suspension of driving privilege.

6. Cheating/Plagiarism:

The use of unauthorized material or another person's answers for the purpose of completing an assignment.

First Violation

- a. Conference with administrator, student, and any concerned parties.

- b. A zero grade on the assignment.
- c. Contact the student's parent(s) or guardian(s), either verbally or in writing.
- d. One detention.

Further Violations

- a. Conference with administrator, student, and any concerned parties.
- b. A zero grade on the assignment.
- c. Conference with administrator, student, and parent(s) or guardian(s).
- d. One to three days of suspension.

7. Criminal Sexual Conduct:

- a. Conference with administrator, student, and other concerned parties.
- b. Contact the student's parent(s) or guardian(s) either verbally or in writing.
- c. Ten-day suspension.
- d. Possible notification of proper police authorities.
- e. If appropriate, a recommendation for expulsion to the superintendent for presentation to the Board of Education.

8. Death Threats:

- a. Conference with administrator, student, and other concerned parties.
- b. Contact the student's parent(s) or guardian(s) either verbally or in writing.
- c. One to ten days suspension.
- d. Possible notification of proper police authorities.
- e. If appropriate, a recommendation for expulsion to the superintendent for presentation to the Board of Education.
- f. Referral to Student Assistance Program.

9. Defiance of School Personnel's Authority (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.

First Violation

- a. Conference with administrator, student, and any other concerned parties.
- b. One to three detentions and/or one to ten days of suspension.
- c. Contact parent(s) or guardian(s) either verbally or in writing.
- d. In extreme cases, a recommendation for expulsion to the Superintendent for presentation to the Board of Education.

Further Violation

- a. Conference with administrator, student, and any other concerned parties.
- b. Two to four detentions and/or three to ten days of suspension.
- c. Contact of parent(s) or guardian(s) and a scheduled conference including the parent(s) or guardian(s), the student, the teacher, and an administrator.
- d. In extreme cases, a recommendation for expulsion to the superintendent for presentation to the Board of Education.

10. Disruption of School:

Disorderly conduct to include profanity, pornography, and obscene behavior, conduct, and/or behavior, which is disruptive to the orderly education procedure of the school.

First Violation

- a. Conference with administrator, student, and any other concerned parties.
- b. Contact the student's parent(s) or guardian(s) either verbally or in writing.

- c. One to three after school detentions and/or one to ten days of suspension.
- d. In an extreme case, a recommendation for expulsion to the Superintendent for presentation to the Board of Education.

Second Violation

- a. Conference with administrator, student, and any other concerned parties.
- b. One to ten days suspension.
- c. In an extreme case, a recommendation for expulsion to the Superintendent for presentation to the Board of Education.

Further Violation

- a. Conference with administrator, student, teacher, and parent(s) or guardian(s).
- b. Contact the student's parents(s) or guardian(s) either verbally or in writing.
- c. Three to ten days of suspension.
- d. In an extreme case, a recommendation for expulsion to the Superintendent for presentation to the Board of Education.

11. Dress Code

Research shows a definite relationship between good dress habits, good work habits, and proper school behavior. Any type of attire, which attracts undue attention to the wearer, and thus causes a disturbance in the school, is in bad taste and not acceptable school attire. Shoes or other appropriate footwear are required at all times as per state law and health regulations. Hats or caps or other headgear are not to be worn in the school buildings between 7:30 AM and 5:00 PM and shall be removed when you enter the building. Jackets and coats will not be worn to class. Tank tops (boys or girls), shorts, 420 shirts, and clothing advertising alcohol and/or drugs, violence, profanity, ethnic slurs, and cults are not considered appropriate dress (Co-Ed Naked, Marlboro, Jack Daniels, etc.). Shorts that are above fingertip length with your arms relaxed and hanging at your sides are not allowed. Skirts or dresses must be hemmed and finger tip length. Spandex cannot be worn by itself. Students wearing inappropriate dress or clothes in bad repair will be sent to the office. Parent contact will be made and appropriate attire will be brought to school for them.

Violation(s)

- a. Parent contacted and appropriate attire will be brought to school.
- b. Possible detention.

12. Electronic Devices

Radios, I-Pods, they and other valuable electronic items such as recorders should not be brought to school. They become a noise nuisance and are also vulnerable to theft in the building. Cell phones must be off and should not be used during school hours or they will be confiscated. The school assumes no liability for any of these items on school grounds.

*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.

Violations

- a. Confiscation – return to parent

13. Fighting:

Students who mutually engage in physical contact for the purpose of inflicting harm.

First Violation

- a. Conference with administrator, student(s), and any other concerned parties.

- b. Contact the student's parent(s) or guardian(s) either verbally or in writing.
- c. One to three days of suspension.

Second Violation

- a. Conference with administrator, student(s) and any other concerned parties.
- b. Suspended immediately for three to ten days.
- c. The student will not be readmitted to school until after a parent/guardian conference with the administration.

Further Violation

- a. Conference with administrator, student(s) and any other concerned parties.
- b. Suspended immediately for ten days.
- c. A parent/guardian conference.
- d. In an extreme case, a recommendation for expulsion to the Superintendent for presentation to the Board of Education.

1. Habitual Offender:

Students who have been the recipient of disciplinary action four or more times in a single school year.

- a. Conference with administrator, student(s), and any other concerned parties.
- b. Notify parent(s) or guardian(s), and set up an immediate meeting between student, parents, and an administrator.
- c. Up to ten days of suspension.
- d. If appropriate, a recommendation for expulsion to the Superintendent for presentation to the Board of Education.

2. 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.

First Violation

- a. Conference with administrator, student(s) and any other concerned parties.
- b. Notification of parents either verbally or in writing.
- c. Possible notification of proper police authorities
- d. One to three detentions or up to 10 days of suspension.

Further Violation(s)

- a. Conference with administrator, student, and other concerned parties.
- b. Notification of parents either verbally or in writing.
- c. Possible notification of proper police authorities.
- d. Two to five detentions or up to 10 days of suspension.
- e. Possible recommendation for expulsion.

3. Indecent Exposure:

Includes mooning.

- a. Conference with administrator, student, and other concerned parties.
- b. Contact the student's parent(s) or guardian(s) either verbally or in writing.
- c. Three to ten days suspension
- d. Possible notification of proper police authorities.
- e. In an extreme case, a recommendation for expulsion to the superintendent for presentation to the Board of Education.

4. Overt Physical Familiarity:

Anything other than holding hands.

First Violation

- a. Warning
- b. Possible contact of parents

Second Violation

- a. A conference involving the student(s), parent(s) or guardian(s), and an administrator.
- b. Possible conference of both students with the counselor.
- c. Possible detention.

Further Violations

- a. Conference with administrator, student(s), and any concerned parties.
- b. Contact the parent(s) or guardian(s) either verbally or in writing.
- c. One to five days of suspension.

4. Physical Assault:

A physical attack of one person or a group of persons upon another who does not wish to engage in the conflict and who has not provoked an attack.

First Violation

- a. Conference with administrator, student, and any concerned parties.
- b. One to ten days of suspension.
- c. Contact parents verbally or in writing.
- d. Possible notification of proper police authority.
- e. If appropriate, a recommendation for expulsion to the Superintendent for presentation to the Board of Education.

Further Violation(s)

- a. Conference with administrator, student, and any concerned parties.
- b. Three to ten days of suspension.
- c. Contact parents verbally or in writing.
- d. Possible notification of proper policy authority.
- e. If appropriate, a recommendation for expulsion to the Superintendent for presentation to the Board of Education.

5. Possession of Pornography

First Violation

- a. Conference with administrator, student, and other concerned parties.
- b. Contact the student's parent either verbally or in writing.
- c. Possible notification of proper police authorities.
- d. One to three days suspension.

6. School Bus Regulations

- 1. All school rules will be in affect on the bus for students the same as at school.

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

Consequences:

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, administrator, and driver making student more aware of consequences. Send slip home and assign a seat on the bus and administrator assigns a detention.

Third Offense

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

Further Offenses

Suspension from riding all regular bus routes for five (5) 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.

8. Sexual Harassment:

The Board of Education believes that sexually offensive speech and conduct are totally inappropriate and will not be tolerated in Tekonsha Community Schools. Sexual Harassment includes, but is not exclusive to: unwelcome sexual advances, requests for sexual favors, and

verbal or physical contacts of a sexual nature (whenever submission to such conduct is a condition to a peaceful existence in the school environment).

Types of Sexual Harassment

A. Verbal – Sexual innuendoes, suggestive commands, rumors, or jokes of a sexual nature, sexual propositions, threats, or promises of preferential treatment in return for sexual favors. Suggestions or demands for sexual involvement that are accompanied by implicit or explicit threats.

B. Non-Verbal – Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, whistling, or obscene gestures.

C. Physical – Unwanted and/or unwelcome physical contact of a sexual nature, including, but not limited to touching, patting, pinching, brushing against, coerced sexual intercourse, assault or other unwelcome sexual acts.

Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed student has indicated, by his or her conduct or verbal statement that it is unwelcome.

Non-verbal sexual harassing materials are not to be brought on school property and anyone caught with such materials will automatically be considered guilty of sexual harassment.

Any student protected by this policy who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

Any Violation

- a. Conference with administrator, student(s), and any other concerned parties.
- b. Immediate notification of parents.
- c. Up to 10 days of suspension.
- d. Possible notification of proper police authorities.

If appropriate, a recommendation for expulsion to the superintendent for presentation to the Board of Education.

7. Skipping:

Leaving the school without permission from the office.

First Violation

- a. Conference with administrator, student(s), and any other concerning parties.
- b. One day of suspension.
- c. Contact the students parent(s) or guardian) s either verbally or in writing.

Second Violation

- a. Conference with administrator, student(s), and any other concerned parties.
- b. One to two days of suspension.
- c. Conference between parent(s) or guardian(s) and school administrator.

Further Violation(s)

- a. Conference with administrator, student(s) and any concerned parties.
- b. Three to ten days of suspension.
- c. Conference between parent(s) or guardian(s) and school administrator.
- d. If appropriate, a recommendation for expulsion to the Superintendent for presentation to the Board of Education.

22. Substance Abuse/Drugs/Alcohol:

Use, possession, sale, or delivery, of controlled substances or look-alikes.

First Violation

- a. Conference with administrator, student, and any concerned parties.
- b. Notify parent(s) or guardian(s) immediately, either verbally or in writing.
- c. Possible notification of proper police authorities.
- d. Mandatory ten days of suspension.
- e. If appropriate, a recommendation for expulsion to the Superintendent for presentation to the Board of Education.

*If the student enrolls and completes the Student Assistance Program, certain portions of the above procedures may be reduced.

Further Violations

- a. Conference with administrator, student, and any concerned parties.
- b. Notify parent(s) or guardian(s) immediately either verbally or in writing.
- c. Possible notification of proper police authorities.
- d. Immediate suspension from school and a recommendation to the Board of Education that a student be expelled a minimum of 90 school days with loss of credit for any class that the student is currently enrolled in.

*If the student enrolls and completes the Student Assistance Program, certain portions of the above procedures may be reduced.

23. Theft

The taking of property not belonging to you. The student or the student's parent(s) or guardian(s) will be responsible to return or make restitution for the object(s).

First Violation

- a. Conference with an administrator, student(s) and any other concerned parties.
- b. Possible notification of proper police authorities.
- c. Notify parent either verbally or in writing.
- d. One to five detentions and/or up to ten days of suspension.
- e. If appropriate, a recommendation for expulsion to the Superintendent for presentation to the Board of Education.

Further Violations

- a. Conference with an administrator, student(s) and any other concerned parties.
- b. Possible notification of proper police authorities.
- c. A conference involving the student(s), parents(s), or guardian(s), and an administrator.
- d. If appropriate, a recommendation for expulsion to the Superintendent for presentation to the Board of Education.

24. Tobacco:

Use or possession of tobacco on school grounds or at school functions.

First Violation

- a. Conference with administrator, student, and any other concerned parties.
- b. Two days of suspension.
- c. Contact parents verbally or in writing.

Further Violation(s)

- a. Conference with administrator, student, and any other concerned parties.
- b. Three to ten days of suspension.
- c. Contact parents verbally or in writing.

In extreme cases, a recommendation for expulsion to the Superintendent for presentation to the Board of Education

25. Vandalism:

Destruction or defacement of school property, or properties on school grounds or used in a school activity (home or away). The destroying or mutilating of objects or materials of the school or others including, but not limited to, planners, keys, books, and computers. Restitution and/or repair will be made by the offending student or student's parent(s)/guardian(s).

First Violation

- a. Conference with administrator, student, and any concerned parties.
- b. Possible notification of proper police authorities.
- c. At least two detentions and/or up to five days of suspension.
- d. Contact parent(s) or guardian(s) either verbally or in writing.
- e. In extreme cases, a recommendation for expulsion to the Superintendent for presentation to the Board of Education.

Further Violations

- a. Conference with administrator, student, and any concerned parties.
- b. Possible notification of proper police authorities.
- c. Mandatory suspension of up to ten days.
- d. Mandatory conference involving the parent(s) or guardian(s), the student, and an administrator.

If appropriate, a recommendation for expulsion to the Superintendent for presentation to the Board of Education.

26. Weapons: Use or Possession

Use or possession of any instrument (gun, knife, lighter, clubs, chains, etc.) that can be used to inflict bodily harm to another person.

First Violation

- a. Conference with administrator, student, and any other concerned parties.
- b. Possible notification of proper police authorities.
- c. Notify parent(s) or guardian(s) either verbally or in writing.
- d. Suspension from school for up to ten days.
- e. If appropriate, a recommendation for expulsion to Superintendent for presentation to the Board of Education.

Further Violations

- a. Conference with administrator, students, and any other concerned parties.
- b. Possible notification of proper police authorities.
- c. Notify parent(s) or guardian(s) either verbally or in writing.
- d. Suspension from school for up to ten days.
- e. If appropriate, a recommendation for expulsion to Superintendent for presentation to the Board of Education.

TECHNOLOGY CODE OF CONDUCT

General Hardware/Software Guidelines

Responsibilities:

The student exercising his/her right to use any hardware or software as an educational resource shall also accept the responsibility for the preservation and care of that hardware and/or software. Only those students with instruction or prior experience shall be authorized to use any hardware or software. No student shall install any software on any computer hardware on school premises. It is his/her responsibility to confirm that only data files relating to existing software are installed.

Unless directed by a teacher or staff, it is a student's responsibility to obtain permission to use data that is stored on removable media on any school equipment. Upon receiving consent, it is agreed that the data must be removed from the hardware it was installed on upon completion of use or stored in the student's own folder.

It is a student's responsibility to keep programs of a viral nature off any school equipment. The student will be held accountable for any deliberate attempts at knowingly installing and/or running a computer virus.

It is a student's responsibility to keep hardware and software from being removed from school premises without prior consent from school personnel.

It is a student's responsibility to obtain permission prior to removing, relocation, or modifying any hardware or software. The technology facilitator will coordinate all repairs to equipment done on school grounds.

It is a student's responsibility to make sure no hardware or software is destroyed, modified, or abused in any way.

It is a student's responsibility to make sure that all food, drinks, and especially gum are kept out of the computer room and away from all computers.

Students need to sign the computer usage agreement before being allowed to work independently on a computer that has access to the Internet.

Any student using a computer will be required to obtain an ID and password. These will be used each time the student logs-on/uses a computer. It will be the student's responsibility to guard his/her password by not writing it down, uttering it, or allowing others to use it. It will also be the responsibility of any student that gains knowledge of someone else's password, to not convey that password to anyone and if others are also witness, to inform either the owner of that password or the Technology Coordinator of the discovery.

While a student is logged onto a computer, he/she is responsible for any activity until he/she has successfully logged off.

Conduct in the computer lab will be the same as that required in a library. Users will keep talk and computer speaker volume to a minimum so as not to disturb others who may be doing research. There will be absolutely no horseplay tolerated in the computer lab.

INTERNET USAGE

Responsibilities:

The student exercising his/her right to use the Internet, as an educational resource shall also accept the responsibility for all material received.

Only those students with prior experience or instruction and have signed the agreement shall be authorized to use the Internet.

All students will follow the signed agreement policies as adopted by the Tekonsha Board of Education.

Disciplinary Action:

First Offense: Warning restitution.

Second Offense: Terminate use of computer system. Failure of any class that requires computer usage may also result from this offense.

INJURY REPORT

Any student who has an injury in school must report it to the teacher if it happened in the classroom. If the injury occurs at any other time of the school day, it should be reported to the main office. A report will be taken and proper help administered.

ATHLETICS

Students who participate on any athletic team at Tekonsha High School represent themselves, their family, the team, school, and the community. For these reasons conduct both on and off the field should reflect the highest values and standards, which the school exemplifies. Students and parents will be asked to sign an Athletic Responsibility Acknowledgement, Student Code of Conduct, Athletic Rules, and follow team and M.H.S.A.A. rules.

The following sports are offered: football, boys' basketball, baseball, boys and girls track, girls' basketball, girls' softball, girls' volleyball and cross-country.

Eligibility will be determined weekly. M.H.S.A.A. states that a student athlete must be enrolled in and successfully passing a minimum of 4 full-time classes. If the student athlete is carrying 5 or more classes the athlete must not fail more than one.

Ineligibility will begin on the following Monday from the day of grade check and last a minimum of one (1) week or until grades are brought back to or above standards.

Students must attend full day of school if they plan on participating in any co-curricular or school sponsored recreation or sports activity during the day or evening.

Certain situations may occur when a student cannot attend school and is eligible for an excused absence, if the school office confirms such an absence ahead of time.

A Student Code of Conduct for athletes has been developed to provide for a common set of rules for all students participating in athletics.

MEDIA CENTER

With the new computers, printers, volumes of books, furniture, and carpeting, all media visitors are expected to respect these new additions by not, (a) tipping back in chairs, (b) sitting on the tables, (c) eating, drinking or chewing gum. All users of the library are asked to be respectful of others and work in a quiet manner.

FUNDRAISERS

All fundraisers will be done outside of school hours. There will be no selling at school. Each class or organization will be limited to one fundraiser per year.

FOOD AND DRINKS

No food or candy in the building or locker.

All food and drink are to be consumed in the cafeteria.

HEALTH – MEDICINE

Administering Medicines to Students: Medications are rarely necessary for pupils during the school day. They are justified only in chronic health conditions or short-term acute health conditions.

If under exceptional circumstances a student is required to take oral medication during school hours and the parent cannot be at school to administer medications, only the school nurse or the nurse's designee will administer the medication in compliance with the following regulations.

1. The medication must be brought to school by the parent in a container appropriately labeled by the pharmacy or physician, or bearing the original over-the-counter label.
2. Medication will be stored in the office.
3. A parental note authorizing the school to administer any medication (prescription or over-the-counter) to the student.

Unless these requirements can be met, medications will not be administered at school.

CARE OF TEXTBOOKS

Students are reminded that the textbooks assigned in each class are expensive items provided by local taxpayers. While there is no longer a purchase fee, each student is responsible for the care of the text. The books will be checked carefully at the end of the course, and students will be financially responsible for any damages.

FIRE DRILLS AND TORNADO ALERTS

Practice fire drills and tornado alerts are held from time to time. Instructions as to what to do are posted in each classroom and will be discussed by your teacher early in the school year.

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.

REGULATIONS FOR DANCES

Conduct by some students attending dances makes it necessary to restate and clarify further the regulations to be followed at these school events.

1. Only present and past students of Tekonsha High School may attend.
2. Students who want to have guests must have prearranged written approval from the office. Visitors must be of high school age.
3. Students who leave the dance will not be readmitted. Requests that involve a necessity to leave temporarily for some emergency will be handled by one of the Advisors in charge of the dance.
4. Middle School students will not attend high school dances or vice versa.
5. Any students or guests whose conduct at the dance is in any way detrimental will be asked to leave. Teachers will not hesitate to call the police for assistance in any situation that appears difficult to handle personally.
6. Alumni will not need a pass for the homecoming dance.

PARENT-TEACHER CONFERENCE

Parent-teacher conferences are held each semester. It is the hope of the administration and faculty that parents will take advantage of the opportunity to review the progress of their children.

LOCKERS

Only magnetic shelves are allowed in lockers. Glass bottles are not to be in school and definitely not in lockers because of safety. Keep your locker area neat and clean—take pride in your area. With some freedom comes responsibility, so do your part. Students in grades 7-12 must provide a \$5 locker key deposit before they are given a key. Students are not to share or trade lockers.

School employees under the appropriate conditions that will be determined by the school may search lockers.

DAMAGE DEPOSIT

Tekonsha Community Schools now has a deposit of \$15.00 to cover damage to books and lockers.

DRIVING AND PARKING LOT

Students are to park their vehicles in the student parking along Elm Street no other areas are approved for student parking.

Careless operation of vehicles on school property will not be tolerated. Speed limit in the parking lot and driveway is 15 M.P.H. Private vehicles are to yield to school buses.

Tekonsha Community Schools assumes no responsibility for damage to student vehicles. All parking areas are used at the vehicle owner's risk.

Students (driver and passengers) may not occupy automobiles in the school lot except to enter or exit the grounds. Therefore, immediately upon arrival, students are to proceed into the school. There is to be no loitering in the cars or parking lot. Radios or tape decks are to be turned down upon entering the parking lot. Loud blaring speakers are not permitted.

A student who operates a vehicle upon school property is considered to have given consent to a search of the vehicle with or without cause by school officials or security. Search may include the passenger compartment, trunk, and all containers, locked or unlocked in or on the vehicle. **A parent or guardian who grants permission for his/her student to operate a vehicle on school property is also considered to have given such consent to search of the vehicle. Dogs may be used in the search.**

A student not following the rules faces temporary or permanent loss of driving privileges as well as possible further disciplinary action.

LUNCH PERIOD

To prevent misunderstanding and to facilitate the cooperation of students the following guidelines are being set forth to make the lunchtime more enjoyable for everyone.

1. No students are allowed in the high school hallway during lunch.
2. No student is to leave the designated areas of school grounds during lunch. Doing so will be considered
3. Skipping and will be dealt with according to the discipline policy.

Designated Areas:

1. Cafeteria
2. Gym – unless special activities require it to be closed.

3. Outside – north of the sidewalk that leads to the southwest corner of the gym to the playground and tennis court area, but not on the east side of the school.
4. Under no circumstances are students to cross Catherine, Church, Clinton or Elm streets.
5. No students may enter the parking area or go to their cars without permission from a staff member under any circumstance.
6. If students are in doubt about what areas they may go to they are advised to ask a teacher or an administrator so they are not punished for being confused.

VISITORS

All daily visitors must report in at the high school office. Students visiting from other schools need to make arrangements with the administration. No visitors will be approved for purely social reasons.

SCHOOL CLOSING AND DELAYS

In case of inclement weather please listen to the following radio/TV stations for school announcements:

WWMT-TV	Channel 3	Kalamazoo
WOOD-TV	Channel 8	Grand Rapids
WILX-TV	Channel 10	Lansing
WKFR 103	WNWN-FM	98.5

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) Title IX of the Education Amendment Act of 1972, and (3) Section 504 of the 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:

Superintendent of Schools
 245 South Elm Street
 Tekonsha, Michigan 49092
 Phone (517) 767-4121

DUE PROCESS

Due process shall be accorded all students who may be denied course credit due to excessive absences. Such action may be appealed to the Superintendent of Schools, and then to the Board of Education.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The *Family Educational Rights and Privacy Act (FERPA)*, 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 football, 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 education 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 listings – 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 14th. Tekonsha Community Schools has designated the following information as directory information:

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

SCHOOL SONG

(This is sung to the tune of "On Wisconsin")

On Tekonsha! On Tekonsha!

Fight, fight for her fame.

Take the ball right down the field,

A touchdown sure this time.

Rah! Rah! Rah!

On Tekonsha! On Tekonsha!

Fight, fight for her fame.

Fight fellows, fight and we will win this game. Fight!

(Words exchanged for basketball would be

"Take the ball right down the floor,

A basket sure this time"

Rah! Rah! Rah!

PARENT/STUDENT ACKNOWLEDGEMENT OF STUDENT HANDBOOK

We, _____, and _____
(Parent/Guardian) (Student)

Have received the Tekonsha High School Student-Parent handbook for 2011-2012. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the School District. We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects.

(Parent/Guardian Signature)

(Student Signature)

(Date)

IMPORTANT NOTICE TO PARENTS

This form must be completed and returned to the High School Office no later than Friday, September 30, 2011