

August 2011

Dear Parents and Students,

Welcome to Tecumseh Elementary School for the school year 2011-2012. The staff has worked very hard to prepare for an exciting and successful school year. We have many new staff members and many new students. Staff members are excited to begin a new school year and to meet the students and their parents. We all look forward to a great school year working together as the "Tecumseh TEAM".

It is our goal as a staff to provide a quality education for all Tecumseh students. Tecumseh students are expected to become students in charge of their own learning, know what is expected of them, set personal academic and behavior goals, and continually strive to improve. Tecumseh students should always demonstrate good citizenship by always choosing to do and be their personal best.

The Tecumseh staff and I encourage parents and community members to stay actively involved in the educational process at Tecumseh. Make sure your child is at school and on time each and every day. Read daily to and with your child. Stress the importance of homework by providing the necessary space and time free from interruptions and distractions. Stress the importance of education and school by expecting your child to learn. Encourage your child to do the best he/she can do. Help your child set goals and encourage them to reach them. Participate in the Tecumseh PTO. Volunteer in classrooms and take an interest in school by participating, supporting and encouraging all school activities and programs.

I truly do enjoy being a principal and working with students. I take being a principal very seriously and assume the responsibility with sincere dedication and commitment. Please read "Star Polisher" on the next page.

Be on the Tecumseh TEAM - Together Everyone Achieves More.
Together we will build a school of quality and excellence!

Sincerely,
Mrs. Carla Long, Principal

I Am A Star Polisher

I have a great job in the universe of occupations.
What do I do? I'm a "star polisher." It's a very important job.

If you want to know how important,
just go out at night and look at the stars twinkling and sparkling.
You see, I'm a principal. The stars are the children in my school.

My job is to take them -in whatever shape they come—
and shine and buff them and then send them out
to take their place as bright, twinkling beacons in the sky.

They come into my school in all shapes and sizes,
sometimes they're bent, tarnished, dirty, crinkly, or broken.
Some stars are cuddly and soft, some are prickly and thorny.

As I buff and polish, I train and teach my little stars.

I tell them that the world cannot do without them.

I tell them they can do anything they set their minds to.
I tell them they can be the brightest, shiniest stars in the sky
and the world will be a better place because of them.

Each night as I look at the sky, I'm reminded of my
very important job and awesome responsibility as a principal.

Then I get my soft buffing cloth and my bottle of polish
in preparation for tomorrow—for my school of little stars.

Written by Leah Becks

(Wording changed from teacher to principal and class to school)

Tecumseh Mission Statement

The mission of Tecumseh Elementary School is to work together as a TEAM to help all children learn.

Tecumseh School Pledge

I pledge today to do my best
in reading, math, and all the rest.

I promise to obey the rules
in my class and in the school.

I'll respect myself and others, too.

I'll expect the best in all I do.

I am here to learn all I can,
to try my best and be all I am.

Peace Rule

Use kind words and kind actions.
Respect self, others, and property

Tecumseh Calendar 2011-2012

August 17	New Student and Family Meeting 7-8 PM
August 18	Kindergarten Family Picnic/Meeting 6-7:30 PM
August 22	Teacher Work Day; Open House Grades 1-5 6-7 PM
August 23	All Day Staff Meetings
August 24	First Day of School
August 26	Fundraiser Assembly 2:15 PM Fundraiser ends 9/14
September 5	Labor Day No School
September 7	Market Day pick-up 3:30-5 PM
September 9	Grandparent Breakfast 8-10 M
September 20	PTO meeting at 7 PM
September 23	Fall pictures by Better Images
September 30	Interims go home
October 4	Fall Third Grade Ohio Reading Achievement Test
October 5	Market Day pick up 3:30-5 PM
October 14	No School - WOE A Day
October 18	PTO Meeting 7 PM
October 21	Retakes/Makeups Fall Pictures
October 27, Nov 1, and Nov.3	After school Parent Teacher Conferences
October 28	End of First Grading Period
November 2	Market Day pick up 3:30-5 PM
November 2	Late Start Day - School begins at 11:15 am
November 3	TSAL Assembly 2 PM
November 15	PTO Meeting 7 PM
November 23-27	Thanksgiving Vacation - No School
November 30	Market Day pick up
December 2	Interim Reports Go Home
December 15	Holiday Concert 7 PM at XHS
December 22 through January 2	Holiday Break - No School
January 3	Return from Winter Break
January 10	PTO meeting 7 PM

January 11	Market Day pickup 3:30-5 PM
January 13	End of Second Grading Period/First Semester
January 16	Dr. M.L. King Day No School
January 17	No School - All day staff meeting
January 20	Progress Reports go home
January 26	TSAL Honor Roll Assembly 2 PM
February 8	Late Start Day; Market Day pick up
February 9	Parent Teacher Conferences after school
February 10	Interim Reports Go Home
February 17	No School (XHS in session)
February 20	Presidents' Day - No School
February 21	PTO meeting 7 PM
March 7	Market Day pick up 3:30-5 PM
March 15	Spring pictures by betterImages AM
March 16	End of Third Grading Period
March 20	PTO Meeting at 7 PM
March 23	Progress Reports go home
March 28	Late Start Day - School begins at 11:1
March 29	TSAL Honor Roll Assembly at 2 PM
April 6	No School
April 9	No School
April 11	Market Day pick up 3:30-5 PM
April 17	PTO Meeting at 7 PM
	Camp Kern rep will meet with 4 th and 5 th grade parents
April 20	Interims go home
April 23-May 11 STATEWIDE TESTING GRADES 3-5 STUDENTS MUST BE IN SCHOOL FOR TESTING!!!	
May 5	Spring Festival, Community Open House
May 9	Market Day pickup 3:30-5 PM
May 10	Kindergarten pictures AM; Science Festival 7-8 PM
May 11	Buddy class picnics 11:30-12:30; Kids for Character concert 1 PM
May 15	PTO meeting 7 PM Election of officers
May 17	Intermediate (3-5) Field Day 9:45-2:45

May 22 Primary Field Day AM
May 23 Primary Awards Assembly 2 PM; Kg Graduation 7 PM
May 24 End of Fourth Grading Period
TSAL Assembly 10:00-11:45 AM
Last day of school for students
May 25 Staff Workday

Make-up days IF excess calamity days taken: May 25-June 1

Tecumseh Staff

2011-2012

Kindergarten Teachers

Mrs. Doench
Mrs. Mueller
Mrs. Zoller - Transition Kg
Mrs. Ankeney – TK Teacher Assistant

Grade One Teachers

Mrs. Howard
Mrs. Miles
Miss Wilson

Grade Two Teachers

Mrs. Baumer
Mrs. Miller

Grade Three Homeroom Teachers

Mrs. Duellley
Mrs. Lyons
Mrs. Quist

Grade Four Homeroom Teachers

Mrs. Blackburn
Mrs. Meeks

Grade Five Homeroom Teachers

Mrs. Anger
Mrs. Germano
Mrs. Scheerschmidt

Intervention Specialist Teachers

Mrs. Bolka - Literacy Teacher
Miss Graham - Intervention Specialist

Support Personnel

Ms. Bonner – Music Teacher
Mrs. Erbacher– Speech Therapist
Mrs. Christian – Counselor
Mrs. Chapman - Counselor
Mr. Ryan – Adaptive Physical Education
Mr. Salter – Physical Education
Mrs. Lovingshimer – Library Assistant
Mrs. Payton – Clinic Assistant

Cafeteria

Mrs. Matheny – Head Cook
Mrs. Phillips

Custodians

Mr. Baker – Unit Supervisor
Mr. Barr – Custodian

Office

Mrs. Long – Principal
Mrs. Posey - Secretary

Daily Schedule

Office Hours	7:30 a.m. to 4:00 p.m.
Teacher Hours	8:00 a.m. to 3:30 p.m.
Buses Unload	9:00 a.m.
School Begins	Students enter 9:00 a.m. Official time 9:15 a.m.
Lunch/Recess	K-2 11:20-11:50 lunch 11:50-12:20 recess 3-5 12:00-12:20 lunch 12:20-12:45 recess
Dismissal for Kindergarten	3:05 p.m.
Dismissal for 1-5 walkers and car riders	3:10 p.m.
Bus students	3:15 as buses arrive

Arrivals and Dismissals

1. Students are permitted in the building at 9:00 a.m. In cases of inclement weather, students that walk are permitted in the building at 8:50 a.m.
2. Parents will drop off and pick up their children in back of the building. For dismissal kindergarten parents should go to their child's classroom, pick up their child, and then exit the building to their car. Parents picking up children in grades 1-5 should stand at their car and wait for their child/children to walk to car. Staff members will be assisting. All cars will be lined up in horse shoe fashion behind the building due to new construction. Parents will not be permitted to pick up or drop off at any area except in back of building in that horse shoe pattern. When all children are in cars, Mrs. Long or other staff member will indicate when parents may start cars and begin to exit the area. All cars will leave at the same time. This routine may be modified by Mrs. Long, if necessary. If the routine changes, parents will be notified. This is a new procedure. It is important for the safety of our students that cars not move until given the signal to move. We cannot have children moving and cars moving at the same time. If parents do not comply with this procedure, their child will need to ride the bus.
3. Parents are urged to send a note when a student will be leaving the building during school hours. Notes are given to the homeroom teacher who forwards them to the office with the attendance card. When the parent reports to the office, the office will call for the student. All students leaving the building must be signed out through the office.
4. Students who wish to ride home with a friend on a different bus must have prior approval from the transportation department. When approval has been granted a note from the parent is required in order to get on the bus. The office will issue a bus pass. When a student is riding the same bus, but needs to get off at a different stop, a note from the parent is required.
5. Students who walk or ride a bike to school must have a Walking/Bike Permit signed by the parent and renewed each year. The Walking/Bike Permit forms are available in the office. Only students in fifth grade may ride their bikes to school. Students should wear a bike helmet. Students will lose the privilege of riding a bike to school if they do not follow bike safety rules.
6. Bus students who will not be riding their bus home MUST have a note from the parent stating who will be picking the student up. All students must be picked up no later than 3:20 p.m. Please AVOID changes in dismissal procedures. Changes in dismissal routine confuse children and may cause them anxiety throughout the day. Dismissal procedures are in place to protect our students. We will not release students to any person who is not their parent/guardian without permission from the parent/guardian via note or phone call. Students must be picked up in the office and proper verification of the adult will be required. The office closes

at 4:00 p.m. All students not picked up by that time may be transported home by the Sheriff. Staff are not permitted to take students home.

7. Bus students will be dismissed from classrooms as buses arrive. **Students are to remain seated unless given permission by teacher to do otherwise. Students must listen carefully to intercom announcements as buses are called. Buses will drop off and pick up in front of the building.**
8. Parents should pay close attention to “No Parking” signs. No parking means no cars in that area!

Attendance Procedures Parents Should Know

1. Parents must call the school at 372-3321 whenever their child is absent and send a written note upon return to school to excuse the absence! If the parent is aware that this will be an extended illness (at least three consecutive days), requests for homework can be made at this time.
2. Students with excused absences can expect to complete make-up assignments within the period of time specified by the teacher.
3. Students are assigned one After School Detention (3:15-3:45) for every three times they have an unexcused tardy. After School Detentions are only held on Tuesdays, Wednesdays, and Thursdays 3:15-3:45 PM.

Attendance Standards for Xenia Community Schools

(Board of Education Policy 8-5.1)

Xenia Community Schools places a high priority on attendance at school each and every day; therefore, any absence from class or school for **18 or more days during the year, and or 9 or more days per semester**, may result in the student being retained and/or not receiving course credit.

- A. A letter shall be mailed to the parent or guardian when a student has accumulated five (5) days of absence.
- B. Any unexcused absence from school or class for five (5) or more days in any nine-week period may result in failure for the grading period.
- C. A warning letter will be mailed to the parent or guardian when the child has missed nine days of school. In accordance with Xenia Community Schools Board of Education Policy, the child may fail due to excessive absences unless extenuating circumstances exist. Ohio Law R.C. 3321.04 requires that every child of school age (6 to 18 years) be in school every day that school is in session unless excused by the school for a legal reason. As a parent, you are responsible for having your child attend school or legal action could be taken. There is a new provision under Ohio Law R.C. 3313.663 which permits school districts to require parents of truant or habitually absence children to attend Parental Education Classes. Parents who fail to

attend the classes could be charged with a fourth degree misdemeanor, punishable by a maximum fine of \$250.00 and/or up to 30 days in jail.

If a student does miss five (5) or more days during the nine-week period, the principal or representative will review the case and take action as follows:

- (a) If all absences are excused and the work is satisfactorily made up within a reasonable amount of time, the student can receive passing grades for the grading period.
- (b) If all absences are excused but the missing work is not or cannot be made up within a reasonable period for time, the student will receive failing grades for the period of time he or she was absent.
- (c) **Students must have a note from the parent or guardian stating an excused absence to receive make-up work.**

- D. Students are counted tardy if they arrive at school after 9:15. Students must serve an after school detention for 3 tardies.
- E. A student must be present more than one half a school day to be considered present for the day.

Examples of excused absence/tardies include: Personal illness, illness or death in immediate family, medical or dental appointment, and religious holidays.

Examples of unexcused absences/tardies include: Failure to provide a written note for an absence/tardy when no explanation has been offered, missed bus, oversleeping, and repeated vehicle/transportation problems.

Attendance/Vacation Policy

Student Vacation Policy states that a student may be granted 5 vacation days, in addition to those set forth in the officially adopted school calendar, as outlined below:

1. The student's parent or guardian must complete a Vacation Application at least one week prior to leaving school. Vacation forms are available in the school office and online.
2. The written request shows approval by the building principal by a dated signature and is filed in the student's cumulative folder.
3. The student must make arrangements with the teacher regarding make-up work prior to leaving school. Make-up work must be completed by the time specified by each teacher.
4. Students who do not follow these established procedures shall not be permitted to make up schoolwork and absences shall be considered unexcused.

Assemblies

Students are expected to be courteous at assemblies. Students should give full attention to the performance or the speaker and show appreciation by clapping hands. Whistling, shouting and foot stomping are not permitted. The PTO funds two special assemblies during the school year. Holiday assemblies are also held.

Breakfast/Lunch Program

A breakfast program is available in the cafeteria each morning from 8:50-9:15. The cost for breakfast is \$1.50; reduced breakfast for those that qualify is \$.30.

A well-balanced lunch is available daily in the cafeteria. A monthly lunch menu is sent home with each student. Menus also appear in the local newspaper and on the Xenia Community Schools television channel (cable channel 24). The cost for a school lunch is \$2.30; reduced lunch is \$.40. **Neither canned pop nor glass containers** are allowed during lunch time. Milk can be purchased for \$.50. Students have the option of prepaying for lunches for up to two weeks. Checks should be made payable to the Tecumseh Cafeteria.

Mrs. Long provides each teacher with a small amount of money to lend students on an emergency basis. Please remember to provide your child with lunch or money each day. If your child does not have money, he/she should tell the teacher first thing in the morning. The parent will be called to bring money or lunch for their child. If the parent cannot be reached, the teacher will provide one lunch charge. Only one charge is permitted for each student. After three lunch charges in the cafeteria, a substitute lunch will be provided by the cafeteria: Peanut butter, crackers, and milk.

Cancellation of School

When the school is closed due to weather, or other emergencies, please listen to a local radio station listed below, check local television stations, or the Xenia Community Schools television station (cable channel 24).

WING (1410 AM)
WONE (980 AM)

WHIO (1290 AM)
WDJK/WBZI (953 FM)

WWFM (107.7 FM)

Care of School Property

Students are expected to take good care of the building, equipment, and grounds. Any student who defaces, damages, or destroys school property will be required to repair or replace the damaged item and will face disciplinary action.

Character Education

Bucket Fillers

Bucket Filler Friends is a school-wide Service Learning opportunity designed to provide support to new students and to Tecumseh visitors. It is a program to teach students how to enhance the quality of our school climate by improving the interpersonal skills of adults and children. Tecumseh Elementary staff and students want to be bucket fillers, not dippers. Making an effort to touch others in a positive way and filling their buckets - also fills our own bucket!

Monthly Buddy Class Meetings

Students will discuss positive character traits in "Buddy Classrooms Meeting." A primary and intermediate class partner together for the year. They discuss how to show respect to self, others,

and property. Classes and Buddy Classes will participate in community service projects at school and in the community. Service projects are the “hands-on” application of the Character Education Program. Service projects give students an authentic learning opportunity in the academic areas of reading, writing, math, and social studies.

TSAL (Tecumseh Student Action League)

TSAL students are student representatives (similar to a student council) in grades 3-5. These students organize various school-wide service projects and also lead the TSAL Recognition Honor Roll Assemblies.

Kids for Character Choir

Students in grades 2-5 sing about good character. This choir travels to other schools and community events to share that Character Counts! Mrs. Kaye Kelly is the director. Mrs. Blackburn and Mrs. Miller assist.

Clinic and Health Services

School Board policy prohibits school personnel from administering medication (either prescription or over-the-counter) without receiving proper authorization from the doctor and parent. It is the policy of the Xenia Community Schools that all medications be administered by a parent at home whenever possible. **School personnel will administer prescribed drugs after receiving the medication form that has been completed and signed by both the prescribing physician and the parent. The medical form is available in the clinic, school office, and online. All medication must be brought to school in the original bottle by the parent and stored in the school clinic only.**

Students who have blood on their clothing must be picked up or have clean clothes dropped off to them.

Students in grades K-5 must have the following immunizations unless exempted:

- 4 DPT – Diphtheria, Whooping Cough, Tetanus (if all four were given before the fourth birthday, a fifth dose is required).
- 3 OPV – Oral Polio Vaccine (if the third dose was given before the fourth birthday, a fourth dose is required).
- 2 MMR – Measles, Rubella (Mumps), and Rubella (one shot at 15 months or older and one shot before entry into seventh grade).
- 3 HIB-d – Three to four doses between 0 and 14 months, and 1 dose between 15 & 60 months.

******STUDENTS SHOULD BE FREE OF FEVER FOR 24 HOURS BEFORE RETURNING TO SCHOOL**

Communication Folder

Grades K-5

A Teachers...Parents COMMUNICATOR Folder is given to each child to take home to parents. The heavy duty folder has two inside pockets that are stamped: “Return to School” and “Keep at Home.” The intent of the folder is to improve the educational system at Tecumseh by increasing

the communication between school and home. Teachers will communicate with parents regarding the schedule for sending the folder home and returning the folder to school. The schedule may be different for each grade level. Parents should look for the folder and do as the label states.

Dress Code

(Board of Education Policy 4.23, 4.30)

Clothing styles and grooming may be regulated when:

1. The health or safety of students is endangered.
2. Potential and/or proven disruption is in evidence or anything that disrupts the education process (i.e., gang related apparel, racial and/or ethnic reference.)
3. The school or community is degraded or embarrassed.
4. Promotes sex, drugs, alcohol, tobacco, violence, or gang activity.
5. Clothing, jewelry, or other items of expression which “advertise or promote a drug substance, drug paraphernalia, alcohol, make sexual reference or display profane words,” or carry a wide variety of connotations or interpretations.
6. The body or undergarments should not show through clothing. Tank tops should not be worn because most often when students bend over, too much can be seen.
7. Shoes must be worn at all times. Flip flops are prohibited on the playground. Health and safety of the students must be maintained.
8. No chains may be worn as any part of the clothing. This does not include jewelry.
9. No pajamas or house slippers may be worn during school hours unless a special activity is taking place.

Fees

Kindergarten: \$18.00 Grade 1-5: \$45.00

Homework

Homework is work that is to be done at home. Most of the time homework is work that was assigned in class and not completed. The work is then taken home to complete. If your child seems to have lots of homework, please check with the classroom teacher to see if your child is having difficulty with the work or if your child is not using his or her time well in class. Noon Homework Help Room for grades 2-5 is available at noon during the student’s recess to complete homework not done at home the night before or to take tests that were missed due to an absence. Noon Homework Help Room is not counted against the child as an infraction unless it becomes a habit. Noon Homework Help Room should be considered an opportunity for a child to complete work and not get zeroes. Yes, the student is missing recess, but also the student is being given the time to complete work with the assistance of a teacher. Noon Homework Help Room may also become a way to motivate the student to get work done in class or at home the night before and not miss a social time with his or her classmates.

STUDENT INTERVENTION

Coaching Meetings

When you, your child, or the teacher feels that your child is not at grade level in an academic area or your child is not being successful in the classroom for various reasons, a coaching meeting will be scheduled.

A trained teacher (coach) and your child's teacher will meet with you to discuss ways to help your child be successful in school in all academic areas. The parent is a very important member of this meeting. The coaching meetings are the initial meetings to design interventions that teacher, parent, and student can implement at school and at home. Interventions will be implemented and data kept to determine if your child is being more successful in school. These interventions will take place for a period of 6-9 weeks. If the data indicated that the interventions are not helping, then the next step will be taken – IAT Meeting

IAT Meetings

Intervention Assistance Team (IAT) meetings are scheduled after coaching meetings have been held with student and parent and the interventions being implemented in the classroom do not seem to be helping enough and more needs to be done. The IAT meeting will involve the principal, school psychologist, counselor, teacher, parent, and student. It is our belief at Tecumseh that every child should have an opportunity to develop academically, socially, and behaviorally. The role of the Intervention Assistance Team is to help every student be successful at Tecumseh.

One Call Now

One Call Now is a phone message service that delivers automated phone calls within minutes to Tecumseh parents informing them of school delays, early dismissals, cancellations, special activities, etc. It is very important that parents inform the office of a change in phone numbers. Only one phone number per student is listed in the data base of One Call Now. If you wish for an additional phone number to added, the parent must notify the office. Please keep the office informed of new numbers.

Parent/Teacher Conferences

October 27 – Grades K-5 After School Conferences 3:30-7:30 P.M.

November 1 – Grades K-5 After School Conferences 3:30-7:30 P.M.

November 3 – Grades K-5 After School Conferences 3:30-7:30 P.M.

February 9 – Grades K-5 After School Conferences for students not meeting academic and/or behavioral grade level expectations 3:30-7:30 P.M.

Parent Teacher Conferences are scheduled two times during the school year. Additional conferences will be scheduled if the need exists. In addition to those conferences scheduled by the teacher, parents are urged to call to arrange conferences whenever they are concerned about their child's progress. Parent requests for conferences with teachers should be made by calling the school office at 372-3321. If possible conferences should be scheduled between 8:00-9:00 A.M.

Planners

The Student Planner is provided for free by the PTO and is designed to provide students with a simple method for recording daily assignments, long-term projects or papers, and scheduled exams and quizzes. It will help manage time more efficiently and will aid overall organization. Replacement Student Planners must be purchased from the office for \$3.00. It is important for students to keep these books up to date. Parents are encouraged to check student planners on a daily basis.

Progress Reports

Interim Reports are given to all students in the middle of the first and third grading periods (September 30 and February 10). Only students who are not making satisfactory progress will be given Interim Reports in the middle of the second and fourth grading periods (December 2 and April 20).

Every student will be issued a progress report at the end of each nine weeks - October 27, November 1, November 3 at scheduled Parent/Teacher Conferences and January 30 (if at least one half of fees paid) and March 23, and May 24 (if all school fees and other debts are paid, including library books being returned).

PTO

The work of our Tecumseh PTO has assisted our students tremendously over the years. Our school is extremely proud of this organization. We urge all parents to join and participate in the PTO's many projects and activities.

PTO Officers for 2010-2011 are: President: Stacy Newell, Leah Pham
Vice President: Frankie Graham, Sandra Hutchison
Secretary: Lisa Reutener
Treasurer: Connie Siefert

The Tecumseh PTO (Parent Teacher Organization) will meet on Tuesday evenings at 7 PM on the following dates: September 20, October 18, November 15, January 10, February 21, March 20, April 17, and May 15. Officers meet each month at 6:15 and the General Meeting begins at 7. Childcare is provided by a paid adult and assistance from Key Club and National Honor Society of XHS.

Fund-raising events will be held throughout the year. The PTO needs you – please take an active part? Volunteers play a very important role at Tecumseh. If you can work one hour or one day or whatever, you are appreciated!

Safety Drills

Safety drills (Fire drills, Tornado drills, and Lockdown drills) are required by law and very necessary to prepare students in case of fire, tornado, or emergency situation of having an unknown and suspicious person in or around the school building. Staff meets regularly to discuss safety procedures. Staff members have a crisis handbook with written procedures. Drills are taken seriously and everyone in the building must participate.

Tornado Warnings Students will not be released to parents during a tornado drill. Parents coming to pick up their child will take shelter with their child in the basement. During a tornado drill it is of utmost importance for staff to be focused on the safety of students and themselves, not incoming parents. Our basement provides as much safety or more than many areas in Xenia.

SCHOOL RULES

School Rules

1. Be at school on time and prepared to learn
2. Listen carefully and follow directions
3. Work quietly without disturbing others
4. Respect others by using kind words and kind actions
5. Respect school and personal property
6. Work and play safely

A Zero Tolerance Policy exists regarding weapons. Students may not bring real weapons, toy weapons, talk about weapons, write about weapons, draw weapons, or gesture with fingers/hands to form weapon. This policy is for students in kindergarten through fifth grade.

Classroom Rules

Individual Classroom Rules will be posted in each classroom by the teacher.

Cafeteria Rules

1. Talk quietly while waiting in lunch line
2. Have money ready for cashier
3. Use good table manners
4. Stay seated in assigned seat unless given permission to move
5. Use the right voice: **GREEN** light – quiet voice talking, **YELLOW** light – whisper voice talking, **RED** light – **NO TALKING**

NEGATIVE CONSEQUENCES:

1. Behavior Chart card turned
2. Removal from class table
3. Severe clause – see Principal

Hallway Rules

1. Must have a hall pass if not with class
2. Use whisper voices only and no playing
3. Keep hands and other objects to yourself
4. Follow staff directions immediately

Library Rules

1. Use quiet voices
2. Handle books with care
3. No running
4. Follow directions the first time given
5. The recommended number of books borrowed per library visit by students in grades K-5 is two books or teacher recommendation
6. A book must be returned to be renewed
7. Borrowed books must be returned before borrowing other books
8. Students are financially responsible for loss or damage to library books
9. Returned books are placed in the book return box
10. Reference books are only to be used in the library, unless approved by the teacher and librarian

NEGATIVE CONSEQUENCES:

1. Removal from group
2. Behavior Chart card turned
3. Severe clause – See principal

Playground Rules

1. Use kind words and kind actions
2. Tackling, scuffling for a ball, throwing snowballs, kicking, fighting, etc. will not be permitted

3. No football
4. Follow directions immediately
5. Stay within established boundaries

POSITIVE CONSEQUENCES FOR OBEYING PLAYGROUND RULES:

1. Continuous use of the playground will be permitted
2. Students will enjoy free time with classmates
3. Students will benefit physically from fresh air and exercise

NEGATIVE CONSEQUENCES:

1. Playground privileges taken away
2. Card turned on Behavior Chart
3. Severe clause – see Principal

Restroom Rules

1. Must have a restroom or hall pass if not with class
2. Wash hands with soap
3. Dry hands with paper towel and place in trash can
4. Keep hands, feet, objects to yourself
5. Quiet talking – No playing
6. Flush toilets/urinals
7. Turn water off
8. Use the correct amount of soap and paper towel

POSITIVE CONSEQUENCES FOR OBEYING OUT OF CLASS RULES:

1. Our school building will have a pleasant atmosphere for learning.
2. Students will develop positive character traits to enable them to be successful citizens.

NEGATIVE CONSEQUENCE FOR NOT FOLLOWING OUT OF CLASS RULES:

1. Student will be escorted by an adult or another student when going to the restroom.

Bus Rules

Tecumseh buses students in and out on a daily basis. The bus rules listed are in compliance with Board Policy 8-24. These rules are to be followed and must be enforced for the safety of the students.

1. Students are not to arrive at the bus stop more than five minutes prior to their scheduled pick-up time
2. Students will be permitted to carry aboard the bus all lap material required for their academic studies, as well as carry-on parcels that will not require seating space used by another student
3. Students shall conduct themselves on the school bus as they would in the classroom, except that reasonable conversation is permitted
4. Absolute quiet must be maintained at railroad crossings and other danger areas
5. If it is necessary to cross the road, the student will walk in FRONT of the bus, after receiving a clear signal from the driver that it is safe to cross
6. Students are not permitted to board or get off the bus at any stop other than their regularly assigned stop, without a bus pass signed by the principal. The bus pass is given to the student by the office when a signed permission note from the parent is received
7. Misconduct on the part of the student will not be tolerated. Examples of misconduct are:

- a. Failure to obey the school bus driver
 - b. Disorderly conduct on the bus or at the bus stop
 - c. Throwing objects on or off the bus
 - d. Hanging any object, or part of the body, outside the window
 - e. Using profane or vulgar language
 - f. Eating, drinking, smoking or lighting flames
 - g. Marking on or destroying property on the bus or at the bus stop
 - h. Opening the emergency door without permission
 - i. Pushing or shoving while loading or unloading the bus
 - j. Failure to sit in an assigned seat
 - k. Standing while the bus is in motion
8. The bus driver is required to report all infractions or misconduct
- **Refusal to submit to the authority of the bus driver shall be sufficient reason for refusing school bus transportation service to any student (including transportation for field trips).**

Behavior Discipline Plan at Tecumseh

The Tecumseh staff has developed a discipline plan that is consistent throughout the grades. Each classroom will have a pocket chart to display student behavior color cards as shown. Students will begin each day with a green card. By starting each day with a green card, all students will receive a fair and equal opportunity to choose appropriate behavior daily.

Green	Great!
Yellow	Warning
Blue	Recess privileges lost (afternoon infractions are served the next day)
Red	After School Detention (Tuesdays, Wednesdays, and Thursdays 3:15-3:45) assigned for the next school day (form to parent and principal)
White	Referral to the Principal's Office

Severe Infractions result in student being sent to the Principal immediately. Principal referrals will be handled in the following manner:

Phone call home and one of the following:

- * In School Suspension (ISS) – Principal's office or designated classroom
- * Emergency Removal from School (ERS) and required parent conference before returning to school
- * Saturday Morning School (SMS)
- * Out of School Suspension (OSS) for one or more days

When students are sent to Saturday Morning School or are suspended from school or bus, special school activities are sometimes are denied.

Parents of students who are suspended may be required to attend a six session (6:30-8:30 pm.) Greene County Schools Family Focus Parent Education Workshop (House Bill 601, ORC Section

3313.663). Parents of students who are habitually absent will also be required to attend this workshop.

After School Detention

A staff member will issue detention slips when a student does not follow school rules. Copies of the slip stating the offense will be given to the homeroom teacher, the principal, and a copy sent home with the student for the parent. The slip must be signed by a parent/guardian and returned to school the next day or additional detentions may be issued. Failure to serve two detentions will result in a Saturday Morning School. After three After School Detentions have been served, the next infraction may result in a Saturday Morning School.

After School Detention will be held on Tuesday, Wednesday, and Thursdays from 3:15-3:45. It is the responsibility of the parent/guardian to make sure the student is picked up on time. If the student does not appear to serve his/her detention time, a more severe consequence will be issued, such as additional detentions or Saturday Morning School. The office closes at 4:00 when staff leaves the building. School employees are not permitted to transport students.

Student Conduct and Discipline (District)

Severe Behavior offenses will be reported immediately to Mrs. Long. Examples of **Severe Behavior Incidents** include:

1. Student abuse – fighting or abusing another student. Fighting will result in a Saturday Morning School or suspension, *even for the first offense*. Remember, THERE IS NO SUCH THING AS “PLAY FIGHTING.” “Play fighting may be treated as a “fight”
2. Damage or destruction
3. Extortion
4. Forging or using forged notes
5. Narcotics, alcoholic beverages, illegal drugs, mood altering chemicals, drug paraphernalia and counterfeit controlled substances
6. Possession of keys – unauthorized entry
7. Possession or use of weapons (toy weapons can induce panic and will not be tolerated)
8. Profanity or physical gestures
9. Repeated or flagrant violations
10. Smoking
11. Tardiness, habitual tardiness
12. Theft of school or private property
13. Truancy
14. Grounds for expulsion
15. Gross misconduct and/or repeated violations
16. Vandalism

Xenia Community Schools Parent/Student Instructions Elementary Saturday Morning School Program

In accordance with Ohio School Attendance Law (R.C. 3321.04), student attendance to school, class and assigned detention is the responsibility of the student's parent or guardian. The Xenia Community Schools administration feels it is the responsibility of the parents to instruct their son/daughter to adhere to school rules and regulations.

The purpose of Saturday Morning School is to: 1) provide a buffer between suspension and staying in school, 2) give the student another chance before suspension or to provide an alternative to suspension, 3) get parents involved in the disciplining of their child.

Parents should contact the school principal, teacher, or counselor in working jointly to resolve issues that are affecting their child's attendance, behavior and/or performance in school.

Saturday Morning School Procedures

1. Requirement for Admission: To be admitted to Elementary Saturday Morning School, students **MUST BE SIGNED IN AND OUT** by a parent or guardian acknowledging their awareness of Saturday Morning School assignment.
2. Times: Students are to be at Central Middle School at 8:40 AM. Doors are locked at 9:00 AM. Late students will not be admitted and will be referred for suspension. Students are dismissed at 10:45 AM.
3. Prepared to Study: Students must come to Saturday Morning School **prepared to study**, having academic work provided by their classroom teacher. (Artwork and magazines not permitted.) Students not prepared with academic work will be removed and referred back to their school principal with **NO** credit given.
4. **STUDENTS MUST REPORT DIRECTLY TO THE CAFETERIA. THERE WILL BE NO LOITERING UPON ARRIVAL OR DISMISSAL. LOITERING WILL BE REFERRED TO THE BUILDING ADMINISTRATOR.**
5. Misconduct: No talking, eating or sleeping is permitted during Saturday Morning School. Students who do will be asked to leave and a parent will be called. No credit will be given and the individual will be disciplined. **The student may be denied the opportunity to participate in Saturday Morning School as an alternative to Suspension.**
6. Removal: Students being removed from Saturday Morning School will not receive credit and will be referred for possible Out of School Suspension.
7. Excused Absences: It is the responsibility of the parent and student to make arrangements for rescheduling Saturday Morning School with the student's school principal. **Requests must be made in writing.** It will be at the discretion of the school principal to excuse these absences.
8. Absence: A student who fails to attend Saturday Morning School shall be referred to his/her principal. He/She will be suspended from school.
9. Transportation: Transportation is the responsibility of the parent/guardian.
10. Dismissal: Students assigned to Saturday Morning School **WILL NOT** be dismissed early for any reason, except in case of an emergency. Dismissal time is 11:00 a.m.

11. Saturday Morning School Closure Due to Bad Weather: Saturday Morning School will be closed if poor weather conditions exist. Student should listen to WING (1410 AM), WHIO (1290 AM), WWFM (107.7 FM), WONE (980 AM) or WDJK/WBZI (95.3 FM).
12. Failure to comply with these procedures will result in non-admission of the student, removal or referral of the student back to the building principal for further action.

Expulsion

In severe cases, students are recommended for expulsion. Grounds for expulsion include, but are not limited to:

1. Assault
2. Arson
3. Damage or destruction
4. Disruption of school by use of violence, force, coercion, threat or disorderly conduct
5. Narcotics, alcoholic beverages, illegal drugs, mood altering chemicals, drug paraphernalia and counterfeit controlled substances
6. Activation of alarm systems for unlawful purposes
7. Excessive truancy
8. Vandalism
9. Any student, regardless of age, who is determined to have brought a weapon and/or knife onto school property (minimum of one year)

Telephone Use

The office and classroom telephones are for conducting school business. Social or after school concerns should be taken care of before arrival at school. Calls home regarding illness **MUST** go through the clinic. Students will not be called to the office to take phone calls. Messages from parents to students will be placed in the teacher's mailbox.

Textbooks

All basic textbooks are loaned to students for their use during the school year. Workbooks and other supplies are paid for by the student. Students should keep hardback textbooks covered, clean, and handle carefully. Please be sure that your name is written on the book label in the event the book is misplaced. You are required to pay for any lost or damaged textbooks and lost workbooks.

Visitor Rules

Ohio Law requires that ALL visitors (parents, community members, coaches, etc.) report to the school office to sign in and receive a name tag upon entering the building. Volunteers must also report to the office to pick up a volunteer badge and to sign in.

Pupils are not permitted to bring visitors to school for the purpose of remaining in a classroom and participating in the school's planned activities. Neither space, materials, nor teacher-pupil ratio permits arrangements for guests.

I have read and discussed the contents of the Tecumseh Elementary School Student Handbook 2011-2012 with my child.

Parent Signature: _____

Student Signature: _____

Thank you very much for your support and encouragement.

Tecumseh Staff

****This page must be signed and returned to your child's teacher****