

TECUMSEH MIDDLE SCHOOL

ADDRESS – 5300 West Highway 68, Lynnville IN 47619

PHONE – (812) 922-0122

FAX – (812) 922-0125

Web Site – www.warrick.k12.in.us/TecumsehMiddle

MISSION STATEMENT – The mission of Tecumseh Middle School is to provide an educational environment which promotes responsibility, fulfillment of potential and desire for lifelong learning. In order to achieve this sense of responsibility, students must develop self-discipline. We believe regular and prompt school attendance is necessary both in the development of this responsibility and in the achievement of academic success. We further believe that this responsibility and self-discipline can be fostered in the students through a shared effort among the students, the school, the family and the community.

ABSENCES – If a student needs to be absent from school, parents/guardians should follow the following procedure:

- I. Call the school as soon as possible *on the day of the absence* to report the absence.
- II. If a student comes in late or leaves early, he/she *must* sign in or out in the office.
- III. Please acquire medical excuse statements the day of the appointment
- IV. TO REPORT AN ABSENCE, PLEASE CALL (812) 922-0122

ATTENDANCE – At Tecumseh Middle School, we expect school attendance to be a priority for all students. Classes are structured to provide students with instruction that will help them master course objectives, pass tests, complete class assignments and achieve at a higher level. Research continues to indicate that students who attend school on a regular basis achieve at a high level when compared to similar students who have frequent absenteeism.

The Warrick County School Corporation and Tecumseh Middle School Student Handbook recognize this fact by having a clear and definite policy that addresses student absenteeism. Every effort is made to encourage all students to be present in every class every day. Parents are encouraged to schedule trips/vacations and doctor appointments at a time that will not interfere with the regular school day. Loss of credit may occur in high school after 10 absences. Please consult the Tecumseh Handbook (agenda book) for further details.

BOOK RENTAL – Book rental is collected through the main office each semester. The fees are determined by the classes taken and a prorated cost of the book over six years.

DAILY SCHEDULE – The school day begins at 7:45 a.m. and ends at 2:55 p.m.

FACILITIES – The building is a grade seven through twelve public school constructed in 1982. The facility consists of twenty-six classrooms, three gymnasiums, a pool, cafeteria, media center, auditorium and a computer lab. Administrative, nursing and counseling offices are also on the site. Outdoor facilities consist of a softball field, five lighted tennis courts and two barns used for storage and practice facilities. A football stadium, all-weather running track and baseball field are located adjacent to Lynnville Elementary School in Lynnville, IN.

HOMEROOM – Students are assigned to homeroom alphabetically by grade. Through homeroom, students receive school information, class schedules and report cards

OFFICE HOURS – The office is open from 7:00 a.m. to 4:00 p.m.

READING AND WRITING ACROSS THE CURRICULUM – In an attempt to increase reading comprehension, vocabulary development and a joy of reading, Tecumseh Middle School has implemented a silent sustained reading program. Students and faculty participate in a 20-minute reading program the first part of homeroom each day. Students can bring their own reading materials or reading materials will be provided in the classroom.

All students must be able to express themselves clearly in complete sentences with accurate spelling and punctuation to succeed in an increasingly competitive environment. Students will be expected to express what they know through writing assignments in *all* curricular areas. These writing assignments will occur in each homeroom during each nine weeks grading period and are scored by using an ISTEP Writing Application Rubric.

SCHOOL NURSE – The school nurse’s office is open from 7:30 a.m. to 3:00 p.m. All sick or injured students must report to the nurse or nurse’s aide. If a student needs to be dismissed, the parent will be contacted and arrangements will be made for the student to leave or be picked up. **All medications should be given at home if possible.** If medication must be given at school it **must** be sent in the prescription bottle of original package. **Do not send plastic bags.** We must have a signed note from the parent indicating the name of the medication, the time it is to be administered and the dosage given. There is a medication form in the student’s agenda book that can be filled out and kept in the nurse’s office.

We do not keep a supply of any medication here at school to give to students. All medications must be sent from home. We are no longer permitted to send any medication home with students. Senate Act 376 of Indiana statute prohibits us from doing this any longer. Parents/guardians may pick up their child's medication at the school from the nurse or nurse's aide. Parents/guardians may also specify the names of an adult individual to whom the medication may be released.

Students with acute or chronic disease or medical conditions (such as severe asthma requiring inhalers, allergies requiring epinephrine or diabetes requiring insulin) are permitted to possess and self-administer medication. Special permission forms are available in the nurse's office and require a doctor's signature. This form must be on file in the nurse's office before the student can be permitted to carry this medication.

Please be sure that all phone number (home, work, cell phone and emergency contact) are on file and are correct. This information is very important in the event of an emergency at school.

All students, grades 6 through 12, must have a second measles immunization. Please be sure that your child's immunizations are up to date

Please call the school nurse at (812) 922-0122 anytime if you have questions or concerns about your child.

SCHOOL RULES – The rules and regulations that govern the student day are in the front of the agenda book. Taking the time to read these would be very helpful.

SPECIAL SERVICES – Tecumseh Middle School is served by the Gibson-Pike-Warrick Special Education Cooperative. A variety of programs are available for those students who meet the eligibility under IDEA and Indiana 511 Article 7 law.

STUDENT SERVICES

AGENDA BOOK – All students receive an agenda book on the first day of school to help them organize assignments. This book also serves as the student's hall pass during regular class time.

ANNOUNCEMENTS – Every morning the administration of Tecumseh Middle School gives the announcements over the intercom system to students and teachers. Written announcements are also distributed to each class via our Instant Messaging system and e-mails.

A.P. CLASSES – Advanced placement classes are offered in calculus and chemistry. Upon the completion of the course, the student may earn college credit.

BLOOD DRIVE – Twice a year students who are 17 years old may participate in a Red Cross blood drive.

BOOKSTORE – The bookstore is open before school from 7:30 until first period begins. The bookstore has all the supplies, workbooks, and gym clothes that are needed

at Tecumseh. It is located between the main office and the Media Center.

CAFETERIA – The cafeteria serves breakfast every morning from 7:30 to 7:40. The cost is \$1.10 for students. Tecumseh is a closed campus for lunch. There are two 40 minute periods between 11:05 and 12:25. A Type “A” plate lunch is available every day for \$1.65 for students and \$2.25 for adults.

Milk, juices, tea and water are the available beverages.

Applications for free or reduced lunch programs are available in the office.

After eating, the students may go outside, go the Junior High gym or remain in the cafeteria.

COMPUTER LABS – Tecumseh Middle School has one classroom computer lab located in room 108. There are 2 mobile computer labs housing 16 laptop computers in each lab with wireless internet access. The Media Center also has 6 computers with internet access as well.

FOREIGN TRAVEL – Though Warrick County School Corporation does not sponsor travel and study abroad; staff members periodically organize travel to other countries. Students should check with their respective teachers if they are interested in such programs.

GUIDANCE – The guidance department and its services are available to all students. There is a counselor for the high school and the junior high school. Students are encouraged to seek assistance when needed. When schedules conflict with time availability, students should make an appointment to meet with the counselor. The guidance offices are available to assist students in college and vocational planning, testing, scheduling and academic problems. Counselors are also available to discuss matters of a personal nature. Parents are encouraged to contact the guidance departments any time they have a question or concern.

- **FRESHMAN ORIENTATION** – An evening meeting for parents is conducted by the High School guidance counselor during the second semester of the student’s eighth-grade year. Detailed information is given concerning the different programs available at Tecumseh High School.
- **GUIDANCE NEWSLETTER** – A newsletter which appries seniors of scholarship opportunities, deadlines, test deadlines, college days, etc is published at the mid-term of each grading period.
- **COLLEGE REPRESENTATIVES** – Visitation by college admission personnel is arranged by the guidance department. Juniors and seniors can receive information on these colleges and universities by attending meetings during their homeroom.
- **FINANCIAL AID MEETING** – In January or February, the High School guidance counselor plans a meeting with a financial aid expert to assist parents in filing the financial aid form required by most colleges which must be filed before March 1st.
- **TRANSCRIPTS** – Transcripts are provided upon request. There is a \$1 charge per copy after the first one.

HEALTH INSURANCE – Applications for student health insurance are available

in the office.

HOME-SCHOOL COMMUNICATION – The faculty and staff of Tecumseh Middle School recognize the importance of good communication. This is accomplished through various means such as personal e-mails, report cards, mid-term mailings phone calls and school publications.

LOST AND FOUND – There is a lost and found area in the main office and in the nurse's office.

MAPS – Maps of the school are available in the main office.

MEDIA CENTER – The Media Center is staffed by one media specialist and student volunteers. The center features a computerized card catalogue, CD-ROM's, video tapes, computers with Internet access and numerous periodicals. The book collection contains over 15,000 volumes.

PORTFOLIOS – Selections of student's work and writing assignments are placed in his/her classroom portfolio. This portfolio is kept in the student's homeroom each year.

SCHOOL RESOURCE OFFICER – There are three police officers working with the Warrick County schools. One is assigned to the Tecumseh school district. The school resource officers promote a better understanding of our laws, why they were enacted and their benefits. They provide a visible and positive image for the law enforcement. They also serve as a source for members of the school community to help connect them with the proper resources to resolve any issues they face concerning young adults.

SPORTS PHYSICALS – In the spring, Tecumseh Middle School, in cooperation with local physicians and the school nurse, plans a morning when students in grades 6-11 can get the physicals needed to participate in the school activities at a greatly reduced fee.

STUDENT REWARDS

- **A/B HONOR ROLL** – Students are recognized at school and in local papers.
- **SCHOLASTIC ALL STARS** – 4.0 and Merit Scholars are recognized at a football game in the fall and a basketball game in the winter. These students receive certificates and a free pass to these games or free food at the game.
- **CELEBRATION ASSEMBLY PROGRAMS** – This is an assembly program for the entire student body that is held every six weeks that recognizes student achievement both in and out of the school building.
- **CHARACTER STUDENT OF THE MONTH** – Each grading period teachers and students are given the opportunity to recognize other students. Students receive a certificate and t-shirt and are recognized at our CELEBRATION assemblies during ECA periods.
- **DEMERIT FREE RECOGNITION** – Students with no demerits are rewarded periodically with a variety of prizes.
- **HONOR ORGANIZATIONS** – Junior High and High School National Honor

Societies the High School Beta Club are available to honor students who excel academically.

- **BOYS' AND GIRLS' STATE** – In cooperation with the American Legion, students are nominated as a delegate to Hoosier Girls' State and Hoosier Boys' State.
- **NATIONAL MERIT SCHOLARS** – Finalists and runners-up are recognized at CELEBRATION assemblies and in the local newspapers.
- **REPORT CARD COMMENTS** – 30 comments are available for teachers to use on report cards to communicate with parents.
- **SENIOR AWARDS PROGRAM** – This program is held the Thursday prior to graduation. At the program, scholarships and other senior awards are presented from post-secondary institutions, community leaders and THS faculty
- **ACADEMIC AWARDS NIGHT** – Students that made the A/B HONOR ROLL at any time of the school year are recognized at a banquet in their honor in May.
- **RECOGNITION AT GRADUATION**
 - Valedictorian and Salutatorian
 - Academic Honors , Core 40 and Technical Honors Medallions – These are presented to students earning an Academic Honors, Technical Honors and Core 40 Diplomas
 - Honor Cords – These are presented to students earning honor status in the following organizations: National Honor Society and military service.

WEB SITE – Tecumseh Middle School web site provides online services of up- to-date information on many resources available to the Tecumseh community at www.warrick.k12.in.us

WORK PERMITS – Forms are available in the office for students under 18 years of age. School office personnel can process these after the student and employer completes the application and it is signed by a parent/guardian.

STUDENT ACTIVITIES

ATHLETICS – To participate in sports at Tecumseh Middle School, students need to have a physical, a signed code of conduct on file and have academic eligibility.

GIRLS' SPORTS

FALL

Cross Country
Golf
Volleyball

WINTER

Swimming
Basketball

SPRING

Softball
Track
Tennis

BOYS' SPORTS

FALL

Cross Country
Football
Tennis

WINTER

Basketball
Wrestling
Swimming

SPRING

Baseball
Track
Golf

VOLUNTEERS FOR THESE SPORTS INCLUDE MANAGERS, STATICIANS AND VIDEO TECHNICIANS

DANCE TEAM

CHEERLEADERS

CLUBS

- **ACADEMIC TEAM**
- **ART**
- **BETA**
- **FCCLA**
- **FFA**
- **GERMAN**
- **NATIONAL HONOR SOCIETY**
- **SCIENCE**
- **STUDENT COUNCIL**
- **STUDENT WHO CARE**
- **TRIBE**

DANCES

HOMECOMING ACTIVITIES

JOURNALISM

- The ARROW Newspaper
- The BRAVE Yearbook

PERFORMING ARTS

- Winter dramatic production
- Spring Musical
- Summer Musical
- Concert Choir
- Women's Choir
- Marching Band
- Color Guard
- Concert Band
- Pep Band

STUDENT VOLUNTEERS

- Tutors
- Library Aides
- Office Helpers
- Athletic Department

PARENTS AND PATRONS

Tecumseh Middle School encourages parents and patrons to be involved in school activities. Their efforts and enthusiasm are appreciated.

CLUBS and ORGANIZATIONS

- **ATHLETIC BOOSTER**
- **BAND BOOSTER**
- **CHOIR BOOSTER**

THE IMPORTANCE OF PARENT-SCHOOL COOPERATION

Students will spend a large part of their adolescent years in junior and senior high school. The school deals with them during these crucial years when they are rapidly becoming adults, when new stresses and strains are operating, when their social interests are at their highest point, and when they are feeling the need to break away from adult control and stand on their own feet. We are dealing with an emerging adult who must achieve independence, but who in the process must be intelligently and sympathetically helped and guided. This is not always an easy task, and it takes full understanding and cooperation among the three parties concerned – the student, the parents, and the school.

The school can cooperate with the parent and the student but cannot supply the initiative that must come from the parent. The school cannot change the innate ability of students; although by working with parents, it can help students to use their abilities more effectively. The school cannot control students during out-of-school hours or get them up in the morning and to school on time. The school cannot arrange study conditions at home or regulate the use of the radio, TV, telephone, and the automobile; any of which may contribute to blocking wholesome development.

The desired cooperation between the school and the home can perhaps be understood if we outline briefly what the school can expect from the parent and what parents can expect from school.

What the school can expect from parents

1. Attendance must be regular and punctual. If a student is to succeed in junior/senior high school, regular attendance should be as much an obligation as it would be in employment
2. If the parents expect their children to earn university entrance grades, they should demand a regular routine of home study. The total amount of study ought to be from one to two hours daily, though distribution among the different subjects will have to be an individual matter. The importance of the time-place study habit from one to two hours daily cannot be overemphasized; it is essential to quality achievement.
3. After initial contact with the teacher, parents may share concerns with a counselor, assistant principal, or the principal so that the issue can be resolved. In regard to conduct, both parents and school want students to learn to get along with each other, carry their responsibilities, and develop the necessary self-discipline to ensure their success after leaving the building.
4. If students become significantly unhappy in school, they should seek help from a guidance counselor, principal, or teacher. Rarely are there circumstances when nothing can be done to improve a situation. Communication is the key.

What parents can expect from the school

1. The school will be operated in a businesslike and responsible manner with reasonable and understandable requirements and regulations.
2. Parental inquiries, visits and complaints will receive prompt and courteous attention, and the school's response to these inquiries or complaints will reflect a constructive and helpful attitude.
3. Teachers' grading will be as fair and impartial as possible, and the basis for such grading will be clear to students and parents.
4. Assignments will be definite, and a reasonable amount of assistance will be given in class. On the initiative of the student, as much individual help as resources allow will be given.