

# **Section I: Daily Operations**

## **Administration of Lafayette School Corporation**

The school system is governed by the Board of School Trustees consisting of seven members, all of whom are elected. The Board of School Trustees, working with the Superintendent, sets forth rules, regulations, and policies for the efficient operation of the schools. The Superintendent is the Chief Executive Officer of the Board and the Administrative Head of the schools. He, in turn, with the aid of the business manager and various directors, delegates responsibility for the operation of various departments but is responsible for the results produced.

The principal is responsible for the overall operation of the school. Subject to the rules and regulations of the Board and to the instructions issued by the Superintendent of Schools, Business Manager, and various directors and/or Associate Superintendents, the principal has full control and complete responsibility for the building and grounds; all supplies and equipment; all activities; and all students, teachers, custodians, and others occupied in or about the buildings or grounds. He supervises the school curriculum, works with the staff and students to establish school policies, schedules classes, assigns special duties, coordinates the calendar of school events, and works with the staff and special supervisors in curriculum improvements.

## **Lafayette Tecumseh Junior High School Administrative Staff**

**Mr. Brandon Hawkins - Principal**  
**Mrs. Denise DesEnfants - Assistant Principal**  
**Mr. Andy Kennedy - Assistant Principal**  
**Mr. David Barrett - Assistant Principal**  
**Mrs. Taryn Walden - Assistant Principal**

## **Student Services Department**

**Mr. Silas Brown - Counselor 7-4, 8-4, EL Coordinator**  
**Mrs. Jenna Turnipseed - Counselor 8-1, 8-2, 8-3**  
**Ms. Alyssa Mitchem - Counselor 7-1, 7-2, 7-3**  
**Ms. Julie Demko - Nurse**  
**Ms. Crystal Mendez-Toledo - Receptionist**  
**Mrs. Jamie Mills - Administrative Asst. to Principal**  
**Mrs. Kara Fenton - Guidance Secretary**  
**Mrs. Kelly Roudebush - Student Services Secretary**  
**Ms. Alea Barnett - Student Discipline Secretary**  
**Mr. Matthew Sewell - Student Success Coordinator**  
**Ms. Kimberly Ensinger - Youth Liaison**  
**Mrs. Melissa Weast-Williamson - Special Education Coordinator**

## **School Phone Numbers**

**Receptionist.....772-4750**  
**Attendance Line.....588-2222**

## DAILY BELL SCHEDULE

Period 1	8:00-9:00
Period 2	9:03-9:55
Period 3	9:58-10:50
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<b>1<sup>st</sup> Lunch</b>	
Lunch	10:50-11:30
Period 4	11:33-12:25
Period 5	12:28-1:20
<b>2<sup>nd</sup> Lunch</b>	
Period 4	10:53-11:45
Lunch	11:45-12:25
Period 5	12:28-1:20
<b>3<sup>rd</sup> Lunch</b>	
Period 4	10:53-11:45
Period 5	11:48-12:40
Lunch	12:40-1:20
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Period 6	1:23-2:15
Period 7	2:18-3:10
Staggered Dismissal	3:10-3:15

## STUDENT AND PARENT INFORMATION

Within this chapter of the handbook students and parents will find information about the daily operations at Tecumseh. In the event that something is unclear, please contact the main office.

### Absences

A parent or guardian should call the school before 9:00 am each day their child is absent. If a parent or guardian is unable to call, their child must bring a note (with a reason for the absence) to the Student Services Office before school starts on the day the student returns. Alarm did not go off, missed the bus, overslept, running late, had to baby-sit are examples of unexcused absences or tardies. On a normal school day, school starts at 8:00 am. If a student arrives to school after 8:20 am, the student will be marked as tardy truant for every class period that he/she has missed. Students will be marked as tardy if they arrive from 8:00-8:20 am. Anytime students go to the doctor/dentist/therapist/court/probation, etc., a note for the appointment must be brought to the school within six (6) school days in order for the absence to be classified as "exempt". NOTE: For absences related to COVID-19, please refer to Appendix N

### Accidents and Insurance

Any accident occurring on school premises must be reported to the nurse. A record of each reported accident is filed in the nurse's office.

If a student is injured at school or at a school extracurricular function, the parent or guardian is responsible for any resulting medical cost. If there is a question of school liability, the Lafayette School Corporation's insurance carrier will be responsible for determining any such liability.

Indiana statutes do not allow school corporations to purchase medical or accident coverage for students. However, parents or guardians can be provided an opportunity to purchase accident insurance. The Board of School Trustees has approved making such insurance available. Each school has applications available for parents to purchase accident insurance if they so desire. These applications will be available at the school office.

### Appointments

Whenever possible, passes for appointments should be obtained before school starts in the morning.

#### **Appointments before school**

Students arriving from an appointment after 8:00 am report to Main Office for a pass.

## **Appointments During the School Day**

Students needing to leave the building during the day for any reason must get a pass from the secretary in the office. Passes will not be issued without parental contact (note or phone call). When students leave for the appointment, the pass should be shown to the teacher and then taken to the secretary in the office.

## **Arriving by Car**

Parents can access the Tecumseh parking lot from 18<sup>th</sup> street before, during, and after school hours. The main office is open from 7:30 am - 4:00 pm daily.

## **Bicycles, Skateboards, Mopeds**

Bicycles may be ridden to school and should be locked securely to the bicycle racks. SKATEBOARDS, IN-LINE SKATES, MOPEDS, AND MOTORCYCLES ARE NOT PERMITTED as a means of getting to and from school.

## **Change of Address or Phone**

Any changes in address, phone number, custody, or emergency contact information should be reported to the Guidance Office as soon as possible.

Communication is essential to success at Tecumseh. Current parental contact and emergency information is key to this communication. Students and parents can report changes to contact information through one or more of the following steps:

- Update information in PowerSchool
- Contact the school office
- Contact the Student Services Dept.

## **Email Addresses**

[The Tecumseh website has a full list of the staff email addresses.](#)

## **Entering the Building**

The front lobby doors open at 7:45 am each day. As a result, students should not be dropped off prior to 7:30 am. At 7:45 am, students should proceed to their classrooms.

## **Homework Requests**

For extended absences of two or more days, homework may be requested by calling the guidance secretary at (765) 772-4750 ext. 2138 by 9:00 am. Homework will be made available by 3:30 pm the day of the call. Students are encouraged to make electronic requests via email or to check their classroom OneNote notebook and Canvas.

## **Illness or Injury**

Tecumseh has a full-time nurse on staff. The nurse is located in Room 204. In the event the nurse's office is closed, students should report to the Main Office. Other than emergency situations, students that become ill or are injured should report to class and ask permission to see the nurse. (Refer to the Health Service Policy in the [Appendix M](#)).

## **Leaving School**

School dismisses at 3:15 pm, students should be out of the building by 3:30 pm. Busses will promptly leave at 3:24 pm. Students waiting for parents to pick-up should wait on the benches outside of the main entrance.

## **Moving to Another School**

The parent or guardian of a student moving to another school should notify the Guidance Office as soon as possible. Prior to withdrawal, students should return their device and all associated accessories to the Guidance Office. Student should also return all library and textbooks prior to withdrawal.

## **Releasing Student Records and Information**

The Student Records Policy of the Lafayette School Corporation complies with the provisions of the Family Educational Rights and Privacy Act of 1974, Public Law 93-380. (**Appendix A – Family Educational Rights and Privacy Act of 1984, Public Law 93-380**)

## **Searches**

Searches or inspection of personal belongings or an area assigned to a student shall be made in the presence of a witness and, when reasonably possible, in the presence of the student. Tools to aid searches may include technology and/or sniff canines. Backpacks are subject to examination by technology and/or trained dogs. ([J 360 Personal Searches](#))

## **Telephone**

A telephone is available in the Guidance Office for student use. Students using the phone in the Guidance Office must have a pass from their current teacher and permission from the Guidance Secretary. The Guidance Secretary has the authority to deny students access to the phone if the request is not one that merits an interruption to the instructional day.

## **Vacations**

School vacations will be observed on the following dates:

September 6	Labor Day
October 18, 19, 20, 21, 22	Fall Break
November 24, 25, 26	Thanksgiving Break
December 22-January 4	Winter Break
January 17	Martin Luther King Jr. Day
February 21	President's Day
March 21-25	Spring Break
May 24	Last Day of School

## **Visitors**

Tecumseh Jr. High serves many stakeholders and has a high volume of students, staff, and visitors. For this reason, parents and adults who have an educational need to visit the school are required to register in the main office. Given the commitment to learning, school age children are not permitted to visit unless pre-approved by the principal.

1. All visitors must receive prior permission from the principal before entering classrooms.
2. Visitors report to the Main Office and sign in as a guest visitor.
3. Visitors will be provided with a visitor badge.
4. Visitors should visit only classes they have been given permission to attend.
5. Visitors should enter the classroom prior to the beginning of class in order to greet the teacher and find the location where they will sit.
6. Visitors need to be respectful of the class instruction taking place by shutting off any electronic devices that may disrupt the class.
7. Visitors should not participate in the discussions or activities in the class unless asked to do so by the instructor.
8. Only the person approved for the visit may attend the class. Additional visitors and/or children are not permitted to accompany the visitor.
9. Visitors should not attempt to discuss grades or individual concerns with the teacher during the visitation. Instead the visitor needs to make an appointment to meet at another time.
10. If visitors wish to eat lunch at Tecumseh during the visit, they must notify the general office prior to the classroom visit.
11. If visitors are approached by school personnel in the hallways, visitors need to show their visitor's permission slip.
12. Once the visit is completed, visitors need to return to the general office to drop off their visitor's badge and to sign out.
13. The Administration and security have the option to remove a guest at any time if the guidelines are not followed or a disturbance occurs which interferes with the educational process.
14. The Administration may direct that a visitor be permitted to observe a teacher's classroom.

## **Volunteers**

Parents and interested community members are encouraged to volunteer in LSC schools and many do volunteer to supervise children on field trips, in classrooms, etc. Safety of our students is the number one priority of parents and of the school district. Potential LSC volunteers must submit to an expanded criminal history check prior to being approved to volunteer. An expanded criminal history check as defined in Indiana Code 20-26-5-10 means a criminal history background check of an individual that includes but is not limited to: a search of the records maintained by all counties in Indiana in which the individual who is the subject of the background check resided;

a search of the records maintained by all counties or similar governmental units in another state, if the individual who is the subject of the background check resided in another state; and a check of the sex offender registries in all fifty (50) states or the national sex offender registry maintained by the United States Department of Justice. To make things as easy as possible for potential volunteers the LSC has a link available on its website to a company that does the necessary searches. [Please go to the LSC website at www.lsc.k12.in.us](http://www.lsc.k12.in.us) and click on [Community Volunteers Secure Volunteer](#). There is a cost involved with this background check. Approved volunteers will receive an approval card that is good for two (2) years from the date of approval. Potential volunteers are advised to apply for a volunteer background check at least two weeks prior to wanting to volunteer.