

First Day of School!!

Thursday, August 20th is the first day of school for students. This will be a full day of school from 8:00 a.m. to 3:15 p.m. As students arrive, they should check lists that will be posted throughout the hallways. The alphabetical lists will tell students which room to report to receive their new schedules. In most cases, the “new” schedule is that same one as the old one. The “new” schedules will also reflect any last-minute schedule changes. **The “new” schedules will be printed on yellow sheets of paper. Discard all other schedules.**

Student Arrival and Dismissal

Students may enter Tecumseh beginning at 7:45 a.m. through the front doors and proceed to the Main Gym. The athletic doors at Tecumseh are opened at 7:45 a.m. each morning and students arriving between 7:45 a.m. and 8:00 a.m. may utilize that entrance. Students eating breakfast may proceed to the athletic or main lobby to grab a breakfast to eat in their 1st period class. Students not eating breakfast should proceed directly to class.

Bus Riders

There is a dedicated bus lane into the Tecumseh/Jeff campus. The bus lane allows for a true separation between car/foot traffic and bus traffic. The bus lane begins at 22nd and Hiatt Drive and empties onto Teal Road across from Regions Bank. The bus lane provides a safe and efficient transportation situation for our bus riders. Buses arrive on the bus lane between 7:40 and 7:50 am each morning and depart between 3:00 p.m. and 3:22 p.m. in the afternoon. Buses depart from the bus lane at 3:22 pm each afternoon. The bus lane is open for event evening event parking throughout the school year as well.

Parent Pick Drop Off and Pick-Up

Parents may drop students off at the Main entrance off of 18th street starting at **7:45 a.m.** Parents may also drop students off at the bus lane once the last bus leaves at 7:50 a.m. Please note that the tardy bell rings at 8:00 a.m. School dismisses at 3:15 p.m. In order to create additional social distance at dismissal, students will be dismissed in a staggered fashion between 3:10 pm and 3:15 p.m. The buses are released at 3:22 p.m. Students may exit the building through the door that is closest to their transportation or walking path. Students participating in after school activities can be picked up at the Main entrance or at the bus lane. A good tip is to establish a common meeting place to pick up your child each day. Please note that the front lot will back up starting at 2:45 p.m. up until dismissal 3:15 p.m. If you don't want to get caught up in the traffic, you can wait just a few minutes and drive through closer to 3:25 p.m. The lot is typically much clearer at this time.

The arrival and dismissal times of Tecumseh are extremely busy. If you are dropping off or picking up your child at Tecumseh we ask for you to be patient and considerate of others.

Lunch & Breakfast@ Tecumseh

The school lunch program offers a hot plate lunch and an ala carte lunch for students. The school lunch program is automated and every student has a lunch account. When a student buys a lunch, money is automatically deducted from their account. Students will periodically need to add money to their school lunch account. Parents are strongly encouraged to add money to their child's account online via the [myschoolbucks app](#). Parents can also send money with their child to school to add to the student's account. Any amount of money can be placed in the student account. **Each student's lunch account keypad number will be on the new schedule (yellow paper) that each student will receive on the first day of school. Students that received lunch assistance during the 2019-2020 school year will be carried over for the beginning of the 2020-2021 school year until the new application can be processed.**

Breakfast is offered from 7:45-8:00 a.m. each morning at no cost. Both the Athletic Entrance and Front entrance will have breakfast carts stationed near them. Students will simply grab breakfast, check out with the cashier, and then proceed to class to eat their breakfast.

Students will be provided IDs during the summer orientations. Students are encouraged to keep their ID on them at all times and to take a picture of it on their phone as a back-up. Student IDs will be scanned as they check out with the cashier. The cost of the lunch is then subtracted from their account. For many students this frees them from the burden of carrying lunch money to school each day.

Report Card & Progress Report Schedule

Grading periods will be every nine weeks. The schedule for progress reports and report card distribution is listed below.

Progress Reports

1st Quarter Progress Report
2nd Quarter Progress Report
3rd Quarter Progress Report
4th Quarter Progress Report

Progress Report Distribution

September 17 (Email Distribution)
November 19 (Email Distribution)
February 18 (At Student-Led Conference)
April 22 (Email Distribution)

Quarter/Report Cards

Quarter 1 (Aug. 20—Oct. 16)
Quarter 2 (Oct. 26—Jan. 15)
Quarter 3 (Jan. 19—March 19)
Quarter 4 (March 29—Jun 2)

Report Card Distribution

October 29 (At Student-Led Conference)
January 22 (Email Distribution)
April 1 (Email Distribution)
June 7 (Email Distribution)

School Supply List For All Students

- 3 Ring Binder (*1.5" deep*)
- 3 Ring Notebook Paper (*200 sheets wide or college ruled*)
- Earbuds (*no over-the-ear large headphones*)
- Pencil pouch for binder
- 7 subject dividers or folders
- #2 Pencils (*30 count*)
- 1 pack of blue or black ink ballpoint pens (*10 pack*)
- 1 pack of colored pencils (*8 pack*)
- 4 pack Dry Erase Markers (*Expo Black or Blue*)
- 2 Composition Books
- Comfortable backpack with a water bottle holder (*no wheeled suitcase style backpacks*)
- Clear or transparent refillable water bottle (*labeled*)
- Cloth Mask (*no bandanas*)
- Individual use hand sanitizer

Student Lockers

In order to encourage social distancing in the hallways, students will not be issued a locker this year. Please note that in some cases, a student's medical or developmental needs may require the assignment of a locker. Students will be allowed to carry a backpack and light jacket from class to

class.

P.E. Uniforms

Students will not need to purchase PE uniforms this year. The intensity of PE has been scaled back and students will only need to wear athletic shoes for PE class.

Dress Code Guidance for Tecumseh Students

Tecumseh Junior High School officials recognize that the right to be an individual is an important right to each person. School officials are also aware that it is extremely important for students to be able to express their individuality, so long as it doesn't interfere with anyone else's right to an education, for which we are here.

The clothes students wear can be a form of self-expression and are viewed as a symbol of their character. The school recognizes and appreciates the students' right to express their individuality through school attire.

Student dress should reflect the prevailing expectations of the Lafayette School Corporation where health and safety, common decency, and proper maintenance of the school facility are major considerations.

Health and Safety: Students should not wear clothing or hairstyles that can be hazardous to them in school activities such as lab work, shop, physical education, and art. Grooming and dress which prevents students from doing their best work because of blocked vision or restricted movement will not be allowed. Furthermore, dress styles that create a disruption of teaching and classroom order will not be permitted.

Common Decency: Clothing with wording or pictures that, in the opinion of school personnel, tend to undermine the educational atmosphere and purpose is in violation of this guideline. Clothing with wording that is in bad taste; clothing with wording that lists negative ethnic, political, or sexual comments, or clothing with wording that promotes alcoholic establishments or tobacco products will not be worn. It is expected that students will wear clothing that is neat and clean while attending classes and school functions. Appearance, including dress, make-up, and hairstyles, may be regulated by the school when the health or safety of a student is endangered; the appearance is disruptive, and thus, distracting to the educational process; or there is an existing ordinance or law. The administrator will make the final determination regarding appropriateness of clothing. Teachers, administrators, coaches, and activities sponsors may take disciplinary action against students whose appearance is not consistent with expectations of school officials.

Below is clarification of clothing, jewelry, or hairstyles, but is not limited to the following:

- a. Shoes must be worn at all times.
- b. Jackets, coats, hats, hoods, and other headgear are not to be worn in school by students without prior administrative approval. These items, if worn to school, are to be placed in your locker until school is dismissed.
- c. Body piercing jewelry or ornamentation that causes a disruption, interferes with the learning environment, or in the judgment of the principal constitutes a health or safety hazard will not be allowed.
- d. Appearance, including dress, make-up, and hairstyles, deemed disruptive to the educational process will not be permitted.

- e. It is expected that while at school or at school functions or activities, students will not wear, possess, use, distribute, display, or sell any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other items deemed to be evidence of membership or affiliation with a gang. Bandanas are not allowed.
- f. Clothing must be appropriately sized. Clothes (both tops and pants) cannot be skin tight. No jeggings, skinny leg, spandex, or skin-tight pants.
- g. All shirts must cover cleavage and be at or below the waistline. All pants must remain at or above the waistline. Undergarments should not be visible.
- h. Rips or tears in clothing must not expose shoulders, cleavage, stomach, or skin above the mid-thigh.

Shirts	Hoodies/Vests/Fleece Jackets/Sweatshirts/Sweaters	Pants/Shorts/Skirts	Dresses
<p>Accepted:</p> <ul style="list-style-type: none"> Shoulders, stomach, and cleavage must be covered Any color/design <p>Restrictions (not allowed):</p> <ul style="list-style-type: none"> Does not cover shoulders, stomach, or cleavage 	<p>Accepted:</p> <ul style="list-style-type: none"> Shoulders, stomach, and cleavage must be covered Any color/design <p>Restrictions (not allowed):</p> <ul style="list-style-type: none"> Hoods must be down while in the building Does not cover shoulders, stomach, or cleavage 	<p>Accepted:</p> <ul style="list-style-type: none"> Khaki or jean material Joggers of jean or khaki material Sweat pants Athletic shorts Must be at least mid-thigh Any color/design Longer than mid-thigh <p>Restrictions (not allowed):</p> <ul style="list-style-type: none"> Pajama bottoms Unfastened snaps, buttons, etc. Pants/shorts worn below the waist Yoga, spandex, leggings Shorter than mid-thigh Skin tight bottoms 	<p>Accepted:</p> <ul style="list-style-type: none"> Any color/design Shoulders, stomach, and cleavage must be covered Must be at least mid-thigh in length <p>Restrictions (not allowed):</p> <ul style="list-style-type: none"> Unfastened snaps, buttons, etc. Does not cover shoulders, stomach, or cleavage Shorter than mid-thigh Skin tight
<p style="text-align: center;">Shoes</p> <p>Accepted:</p> <ul style="list-style-type: none"> Any color Must have a heel strap or back <p>Restriction (not allowed):</p> <ul style="list-style-type: none"> Flip-flops/sliders Slippers Wheels inside the sole or heel No heel strap or back 	<p style="text-align: center;">Headgear</p> <p>Accepted:</p> <ul style="list-style-type: none"> Single piece elastic type headbands that do not tie Single piece elastic or plastic type hairbands that do not tie <p>Restriction (not allowed):</p> <ul style="list-style-type: none"> Headbands that tie Bandanas that tie Headgear that covers the entire head 		

Student Absence and Illness Reporting

It is the responsibility of the parent(s) and/or legal guardian(s) to notify the school regarding their student's absences. The attendance line (765-588-2222) is available 24 hours a day, seven days a week. The attendance line is available in English and Spanish. If a parent/guardian tells the district/school that a student is ill, the district/school may ask the parent/guardian whether the student is exhibiting any symptoms of COVID-19.

Parent(s) and/or guardian(s) should contact Student Services at any time between the hours of 7:45

AM and 3:45 PM with questions or concerns regarding their student's attendance.

LSC Response to Coronavirus Disease (COVID-19)

The Lafayette School Corporation, working together with the Tippecanoe County Health Department, has an important role in protecting vulnerable students and staff to help ensure they have safe and healthy environments in which to learn and work. All decisions regarding school-based strategies (i.e.: dismissals, closures, social distancing measures, etc.) are made locally in collaboration with the local health department.

Although evidence shows most children who are infected with COVID-19 display mild symptoms, some children may develop serious illness, especially those children at risk because of underlying health issues. Parents/Guardians should have discussion with their child's primary healthcare provider to determine if remote learning is appropriate until an adequate immunization can take place. The same recommendation is made to staff who are 65 years or older or who have underlying health issues.

The Lafayette School Corporation is prepared to respond to COVID-19 cases when they occur in its facilities. This includes reporting systems, decision-making process regarding closures, disinfecting, etc.

A student, teacher, administrator, or other staff is encouraged to self-screen before coming to school. Anyone who has one or more of the symptoms for COVID-19 infection should stay home and consult their primary healthcare provider. The symptoms include the following:

- **A fever of 100.4°F or greater**
- **Cough**
- **Loss of appetite, nausea, vomiting, or diarrhea**
- **Shortness of breath or difficulty breathing**
- **Chills**
- **Repeated shaking with chills**
- **Muscle pain**
- **Headache**
- **Sore throat**
- **New loss of taste or smell**

Students and staff will be excluded from school if they test positive for COVID-19 or display one or more of the above symptoms based on Centers for Disease Control (CDC) guidance that is not otherwise explained.

Return to School After Exclusion

Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of the CDC. Currently those guidelines are:

Untested

Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following three conditions are met:

- They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- At least 10 calendar days have passed since your symptoms first appeared.

Tested Positive- Symptomatic

Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following conditions are met:

- The individual no longer has a fever (without the use medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- At least 10 calendar days have passed since symptoms first appeared; or
- The individual has received two negative tests at least 24 hours apart.

Tested Positive- Asymptomatic

Persons who have not had symptoms but test positive for COVID-19 may return when they have gone 10 calendar days without symptoms and have been released by the student’s healthcare provider.

Tested Positive- Impact on School Operations

The Lafayette School Corporation will work closely with the local health department to determine if school closure is appropriate.

Even without symptoms, if a student or employee has recently had contact with a person with a suspected or confirmed case of COVID-19, has someone in their home being tested for COVID-19, or has recently traveled from somewhere the CDC considered to be a “hot spot”, the district/school may exclude the student or employee from the school building and recommend they self-quarantine for 14 calendar days.

Clinical Spaces at School

COVID-19 Symptomatic:

Each LSC school will have a room or space separate from the nurse’s clinic where students or employees who are feeling ill are evaluated or wait for pick up. All waiting staff and students should wear a cloth face covering. Only essential staff assigned to the room may enter. A record will be kept of all persons who entered the room and the room will be disinfected several times throughout the day. Strict social distancing is required and staff must wear appropriate PPE. Students who are ill will be walked out of the building to their parents. If

a student or staff member has a fever, for any reason, the district may adjust their policy to require staff and students to be fever-free, without the use of fever-reducing medications, for 72 hours before returning to school. Additionally, all staff and students with fevers or symptoms associated with COVID-19 may be encouraged to seek medical attention for further evaluation and instructions. Students and staff may return before the 72-hour window has elapsed if they are approved to do so in writing by their healthcare provider.

Clinic Space Non-COVID-19 Related:

Students who do not display symptoms of COVID-19 can be seen and treated in the nurse’s clinic. These include students who are injured during the school day or students with special health care needs such as those with chronic health conditions (i.e. - diabetes or seizures), those requiring medical treatments (i.e. - suctioning, tube feeding, or nebulizers), and those with individual health plans.

Confirmed Case of COVID-19 on School Property

When there is confirmation that a person infected with COVID-19 was on school property, the district will contact the local health department and the Indiana Department of Education immediately.

Unless extenuating circumstances exist, the district will work with the local health department to assess factors such as the likelihood of exposure to employees and students in the building, the number of cases in the community, and other factors that will determine building closure. It is the responsibility of the local health department to contact the person confirmed with COVID-19, inform direct contacts of their possible exposure, and give instructions to those involved with the confirmed case, including siblings and other household members regarding self-quarantine and exclusions. The individual who tested positive will not be identified in communications to the school community at large but may need to be selectively identified for contact tracing by the local health department. If a closure is determined necessary, the district may consult with the local health department to determine the status of school activities including extracurricular activities, co-curricular activities, and before and after-school programs. As soon as the district becomes aware of a student or employee who has been exposed to or has been diagnosed with COVID-19, the custodial staff will be informed, so that impacted building or bus areas, furnishings, and equipment are thoroughly disinfected. If possible, based upon student and staff presence, the custodial staff will wait 24 hours or as long as possible prior to disinfecting. However, if that is not possible or school is in session, the cleaning will occur immediately.

Preventative Measures

Social distancing can be accomplished in many different ways and Lafayette School Corporation is dedicated to safely implementing social distancing practices so that face-to-face instruction can occur. The Lafayette School Corporation will implement various strategies to ensure students are socially distanced while at school and school sponsored events. It is the expectation that all students follow measures put in place by the school district. Failure to do so may result in disciplinary action. Some of those strategies include, but are not limited to the following:

- Close communal use spaces such as cafeterias and playgrounds if possible. Otherwise, stagger use and disinfect in between use.
- Reorganize P.E., choir, band, orchestra, and other large classes to allow for social distancing and other precautions.
- Alternate recess to minimize the number of students on the playground, encourage social distancing, and allow time to disinfect equipment between uses.
- Increase space between students during in-person instruction.
- Rearrange desks to increase space between students.
- Face desks in the same direction.
- Require students to be in assigned seats.
- Minimize students traveling to different buildings to receive services.
- Teachers may rotate, as opposed to the students changing classrooms, when applicable.
- Limit or eliminate classroom visitors.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment, etc. assigned to a single child) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between uses.
- Minimize the sharing of electronic devices or learning aids when possible.
- Study (field) trips may be done “in-house” using virtual platforms.
- All students riding a school bus will wear a cloth mask.
- School bus drivers will monitor where students sit every day in case of the need for contact tracing.

Personal Protective Equipment (PPE) may also help prevent the spread of COVID-19. The LSC administration requests that parents provide their children a cloth mask, water bottle, hand and sanitizer. These are only recommendations. In some cases, the wearing of cloth masks will be required as directed by the CDC, the IDOE, and Tippecanoe County Board of Health. For instance, some specials like Choir/Music will require a cloth mask for participation. An acceptable mask must cover the mouth and nose and must be similar in nature to those provided by the state for student use. Since communal items like water fountains may not be used, parents are encouraged to provide their children with a water bottle. The building administration will provide more guidance about this and the procedures they will be using. The LSC administration will have age-appropriate face masks, hand sanitizer, and a limited number of bottles of water for emergency situations. However, parents should provide to their children the items they need to help them feel safe. If any family needs assistance with PPE, they should contact their child's school administration. While supplies are limited, LSC administration will do everything possible to assist those families in need.

Visitors

Priority number one is the health of TJHS students and staff. If students and staff are healthy, TJHS will be able to stay open and deliver in-person instruction. To assist with keeping students and staff healthy, visitors to the building will be limited to parents that have a need to meet in-person with a staff member. Parents that are picking students up will be asked state their request and to present a photo id through the video buzzer system at the front door. Once the identity of the parent is confirmed, the student will be released to leave the building. An internal record keeping system will be kept to document the date, time, and person picking up a student. In the event that someone other than the parent is picking up a student, the parent will need to call the office and inform the office of who is picking up the student. The person picking up the student will also need a photo id verifying that they are the individual identified by the parent to pick up their child.

Meet the Teacher Open House

Tecumseh typically holds an in-person meet the teacher Open House the second week of school. Due to Covid, the Open House will take a Virtual form this year. We are still working through the actual format so stay tuned.

What is Tecumseh doing to keep students and staff safe?

- Students, Staff, and Visitors will wear masks while in the building.
 - Exceptions are PE classes in which students and adequately socially distance
 - Students in outdoor spaces where they can adequately socially distance
 - Students with a documented medical reason that prevents them from wearing a mask
- Student desks have been arranged to all face the same direction and are spread out as much as possible
- Student desks will be sanitized between each class
- Teachers have been provided extra materials and sanitizer to make sure materials are clean or sanitized between users
- Student lockers have been eliminated in order to prevent congregations
- Most stairwells have been adjusted to be one way in order to prevent cross traffic
- Additional "bottle filler" drinking fountains have been installed to allow students to refill their water bottles
- Additional sanitizers have been placed in the hallways, high traffic areas, and classrooms
- Students are encouraged to sanitize during every passing period

- A designated handwashing time will be held in the middle of Lang. Arts class. Students will also be encouraged to wash hand at lunch and as much as possible
- Additional Covid related signage will be posted throughout the school
- Additional spaces have been added to the cafeteria in order to allow for social distancing
- Breakfast will be eaten in the classrooms instead of the cafeteria to reduce the volume of students in one place
- Performing Arts and Athletics have created specific plans to reduce the potential for germ transmission in their areas
- Custodians have increased the frequency and scope of cleanings
- Students arriving on the bus will be slowly released into the building to prevent large congregations
- Students dismissal will be staggered between 3:10 and 3:15
- Passing periods have been reduced to three minutes to discourage congregations
- Family and Consumer Science has ordered paper products and food safe sanitizers
- An isolation room has been created, separate from the regular Health Office, to hold students and staff that exhibit Covid related symptoms