



Student/Parent Handbook for New Carlisle Elementary

Welcome to New Carlisle Elementary. The staff and I are pleased to have you as a student and will do our best to help make your experience here enjoyable and successful throughout the year. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of Education publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities and consequences for misbehavior.

Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their school-age children. Administrators and staff may also review portions of this Handbook with students at the beginning of the school year.

Thank you for taking the time to become familiar with the important information in this Handbook. If you have any questions, please do not hesitate to contact the principal.

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FOREWORD

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of Aug. 16, 2017. If any of the policies or administrative guidelines referenced herein is revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the District's web site.

BOARD POLICY

The complete board policy is available on the district website at www.tecumseh.k12.oh.us. If you have any questions regarding the Parent/Student Handbook or Board Policy, please contact the school office or the Central Office at (937) 845-3576.

MISSION STATEMENT

The mission of the Tecumseh Local School District is to provide a variety of educational programs for students of all ages and abilities. Our school system strives to prepare learners to be responsible, contributing members of an ever-changing society, and to have a feeling of success, and a pride in community.

BELIEFS / PHILOSOPHY

"Commitment to Excellence"

The philosophy of Tecumseh Local Schools reflects a feeling of partnership whereby staff, students, and parents commit themselves to do their best. In order for this partnership to succeed, each of the three partners must fulfill his/her responsibility.

We believe that...

- Students must have a strong core of basic skills.
- Today's citizens are challenged by a global community characterized by cultural diversity, rapid change, and economic and environmental interdependence.
- A school environment should be safe and conducive to learning.
All individuals will be treated with fairness, dignity, and respect.
- Students must be equipped with thinking skills to make wise life choices.
- Parents are the first and most important teachers of their children.
- Schools shall prepare students with the help of communities to make wise, value-based life decisions.
- Individuals have responsibility in the learning process. Support and encouragement of teachers is necessary.
- All people have an equal right and responsibility to education.
- Differing student needs require a variety of educational opportunities.
- Discipline is a prerequisite to learning.

STUDENT'S RIGHTS

Students attending Tecumseh Local Schools shall have the right to:

- freedom of inquiry, speech, expression, and assembly subject to reasonable limitations upon the time, place, and manner of exercising such rights.
- be secure in their persons, papers, and effects against unreasonable searches and seizures.
- present petitions, complaints, and grievances to school authorities and have the right to prompt replies subject to reasonable limitations upon the time, place, and manner of exercising such rights.
- use established channels to voice their opinions in the development of the curriculum.
- be instructed on rules and regulations as related to their rights and responsibilities.
- equal educational opportunity and freedom from discrimination because of race, religion, sex, national origin, economic status, marital status, pregnancy, previous arrest or incarceration, or a physical, mental, or sensory handicap.
- consult with teachers, counselors, administrators and other school personnel at reasonable and appropriate times.
- freedom of dress and personal appearance as long as appearance and dress are consistent with health, safety, and school regulations and the maintenance of an orderly educational process.
- fair and equitable treatment from school authorities.
- view the contents of their cumulative academic record and be appraised, with parental permission, of the contents of their supplemental record at a reasonable time during school hours upon request.
- know the requirements of a course of study and to know on what their grade will be determined.
- be involved in school activities provided they meet the reasonable qualifications of the sponsoring organization.
- procedural due process whenever they are subject to disciplinary action, to include Administrative Detention, placement in the Alternative Learning Center, or suspension or expulsion by school authorities.
- act in their own behalf in matters which affect their role as students at the time they become eighteen years of age, except that parents or guardians of a dependent student shall receive notification of matters affecting such student.

STUDENT'S RESPONSIBILITIES

Students attending Tecumseh Local Schools shall have the responsibility to:

- attend school daily and be on time to all classes and pursue their course of studies.
- be aware of all rules governing student behavior and to conduct themselves accordingly.
- submit to reasonable corrective action or punishment imposed by school authorities.
- express their opinions and ideas in a respectful manner so as not to libel or slander others.
- dress in a manner, which is not disruptive to the educational process and is not threatening to the health and safety of themselves or others.
- conduct themselves in a manner, which will not disrupt or deprive others of their education.
- follow established procedures in seeking changes in those policies, rules, or regulations which affect them and with which they disagree.
- comply with the lawful instructions of school personnel in the performance of their duties.
- identify themselves, upon request, to any school district personnel or authority in the school building, on school grounds, at school-sponsored events, or on school buses.

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

All handicapped children of compulsory school age shall be provided with an appropriate public education based on an Individualized Education Plan (I.E.P.) developed in consultation with the parents and/or guardians.

All courses and activities shall be made available to all students, regardless of sex, color, race, religion, or national origin, etc. No student shall be excluded from the educational program or activities on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom, unless the student requests voluntarily to participate in a separate portion of the program or activity.

A student may be required to obtain the certification of a physician regarding physical and/or emotional stability.

The complete district policy concerning Nondiscrimination and Access to Equal Educational Opportunity can be found in Policy 2260 of the Tecumseh Local Schools Bylaws and Policies.

Discrimination of students on the basis of sex can be individually grieved in writing upon a form provided by the Title IX coordinator.

ENROLLMENT INFORMATION

Section 3313.672 of the Ohio Revised Code requires that a pupil, at the time of his/her initial entry to a public or non-public school, shall present to the person in charge of admission the following items:

- A birth certificate or similar document
- Court papers allocating parental rights or responsibilities, or custody (if applicable)
- Proof of immunizations
- Parent/Guardian Photo Identification
- Proof of Residency or Open Enrollment Application

If the parent does not comply with this representative, the school principal is required by law to notify the law enforcement agency having jurisdiction in that area that the child could possibly be a missing child. The complete district policy concerning Eligibility of Resident/Nonresident Students and Entrance Requirements can be found in Policy 5111 and 5112 of the Tecumseh Local Schools Bylaws and Policies.

OPEN ENROLLMENT

Applications for open enrollment are accepted between May 1 and May 31 of the proceeding school year. Applicants must meet certain criteria. Notification of the placement decision will be mailed to the parents.

Applications for open enrollment and a listing of criteria are available at the Central Office.

The complete district policy concerning Inter-District Open Enrollment can be found in Policy 5113 of the Tecumseh Local Schools Bylaws and Policies.

WITHDRAWAL

A student who is withdrawing from school must report to the secretary in the appropriate office on the morning of his/her last day of attendance. The student will be given a form that must be signed by their teachers and principal. The form is to be returned to the office at the close of the school day. All bills, fines, etc. must be cleared before a student withdraws. Any student who leaves school and does not follow the above procedure or who owes the school money will not receive an "official" transcript of grades or credits from Tecumseh Local Schools.

The complete district policy concerning Withdrawal from School can be found in Policy 5130 of the Tecumseh Local Schools Bylaws and Policies.

NOTE: The Withdrawal Process will not be complete until ALL obligations are taken care of and enrollment is confirmed from another educational system.

PROTECTION AND PRIVACY OF STUDENT RECORDS

When you enrolled your child, the school district created a cumulative school record, which you have a right to review, but which we will not share with others without your written consent.

We do have the right under federal law to release certain information, known as "Directory Information," to certain people or institutions unless you request in writing that such information not be released. In most cases, requests for this type of information come from the news media or armed forces. We will not release any "Directory Information" for commercial or other purposes not related to school business. Directory Information includes:

- Student's name
- Name of student's parents/legal guardians
- Student's address
- Student's date of birth
- Student's class designation
- Student's extracurricular participation
- Student's achievement awards or honors
- Student's weight and height if a member of an athletic team
- Student's photograph
- The school or school district the student attended before enrolled in this school district

If you do not want us to release "Directory Information" on your child, please let us know in writing. The complete district policy concerning Student Records can be found in Policy 8330 of the Tecumseh Local Schools Bylaws and Policies.

ACCESS TO SCHOOL RECORDS

The Tecumseh Local Board of Education wishes to inform all parents and/or guardians of students enrolled in any Tecumseh Local Schools that parents or guardians may call and request an appointment with a principal of the school to review their child's official school record. Students who are 18 years of age may make the same request. The records will be reviewed in the presence of the building principal or his designated representative. In regards to any psychological report on the student, request for an appointment with the psychologist should be made.

STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

The Board of Education respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- political affiliations or beliefs of the student or his/her parents;
- mental or psychological problems of the student or his/her family;
- sex behavior or attitudes;
- illegal, antisocial, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships
- legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;

- religious practices, affiliations, or beliefs of the student or his/her parents; or
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The Superintendent shall require that procedures be established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the building principal receives the request.

No survey or evaluation containing one (1) or more of the items listed in A-H above will require student signatures. The principal will inform parents of such a survey/evaluation or of a survey/evaluation created by a third party prior to disbursement by sending notification of such surveys/evaluations home with the students. The parent may contact the principal if s/he wants to preview the survey/evaluation before hand, or deny participation by his/her child.

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the building principal receives the request. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

For purposes of this policy, the term “parent” includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

The complete district policy concerning Student Privacy and Parental Access to Information and Student Records can be found in Policies 2416 and 8330 of the Tecumseh Local Schools Bylaws and Policies.

PROCEDURES FOR INSPECTION OF INSTRUCTIONAL MATERIALS

Parents have a right to inspect instructional materials used with their child. In order to make a request for inspection, parents must contact the building principal and will be asked to fill out Form 9130 F3. The form should be completed and submitted to the principal. Upon receipt of the completed form, the principal will contact the person making the request within five (5) school days to schedule an appointment for the person to come to the District to review and inspect the material indicated. If, upon inspection and review, the person would like to file a complaint about the instructional materials, the person shall follow the complaint procedures outlined in Policy 9130 and AG 9130.

The complete district policy concerning Inspection of Instructional Materials can be found in Policies 9130, 2416, 5780, and Form 9130 F4 of the Tecumseh Local Schools Bylaws and Policies.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Any parent or student who believes that the School District has failed to comply with the Family Education Rights and Privacy Act (“FERPA”) or the Protection of Pupil Rights Amendment (“PPRA”), may file a complaint directly with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-8520.

Form 8330 F addresses the Annual Notification to Parents Regarding Student Records and Specific Events/Activities. This form can be found in the Tecumseh Local Schools Bylaws and Policies.

The Suspected Disability Referral Form can be found in Form 2260.01A in the Tecumseh Local Schools Bylaws and Policies.

PUBLIC RECORD REQUEST POLICY

The Board of Education is responsible for maintaining the public records of this District and to make such records available to residents of Ohio for inspection and reproduction in strict adherence to the State’s Public Records Act.

“Public records” are defined as any document, device, or item, regardless of physical form or characteristic, including an electronic record created or received by or coming under the jurisdiction of the Board or its employees, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the District. “Electronic record” is defined as a record created, generated, sent, communicated, received, or stored by electronic means. “Public records” do not include medical records, documents containing genetic information, trial preparation records, confidential law enforcement investigatory records, records the release of which is prohibited by State or Federal law, and any other exceptions set forth in R.C. 149.43

Each request for public records shall be evaluated for a response at the time it is made. Although no specific language is required to make a request, the requester must minimally identify the record(s) requested with sufficient clarity to allow the District to identify, retrieve, and review the record(s). If a requestor makes an ambiguous or overly broad request or has difficulty in making a request for inspection or copies of public records such that the District’s Record Officer cannot reasonably identify what public records are being requested, the District Record Officer or designee may deny the request but shall provide the requestor with an opportunity to revise the request by informing the requestor of the manner in which records are maintained by the District and accessed in the ordinary course of business. The request for records does not need to be made in writing.

The complete district policy concerning Public Records can be found in Policy 8310 of the Tecumseh Local Schools Bylaws and Policies.

TITLE 1 - PARENTS' RIGHT TO KNOW

Parents may request, and the Board will provide the following information on their student's classroom teachers:

- whether the teacher(s) have met the State qualification and licensing criteria for the grade levels and subject areas they are teaching.
- whether the teacher(s) is teaching under any emergency or provisional status in which the State requirements have been waived.
- the undergraduate major of the teacher(s) and the area of study and any certificates for any graduate degrees earned.
- the qualifications of any paraprofessionals providing services to their child(ren).
- in addition, the parents shall be provided:
 - information on the level of achievement of their child(ren) on the required State academic assessments;
 - timely notice if the student is assigned to a teacher who is not "highly qualified" as required, or if the student is taught for more than four (4) weeks by a teacher who is not highly qualified.
- information concerning the specific educational programs and strategies.

The complete district policy concerning the Title I Program can be found in Policy 2261, 2261.01 and 2261.02 of the Tecumseh Local Schools Bylaws and Policies.

ACADEMIC HONESTY STATEMENT

It is the obligation of every student of Tecumseh Local Schools to maintain an atmosphere of academic honesty. Students are only able to receive a quality education when they assume full responsibility for their own academic work. Students are not to borrow, copy, plagiarize, or otherwise use the academic works of others under any circumstances.

ACADEMIC INTEGRITY/CHEATING

Presenting someone else's work as one's own in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to, copying others assignments, quiz or test answers, and plagiarism. Students who violate this policy will receive zero credit for assignments or work involved. Repeated offences will result in loss of credit and/or additional discipline.

HOMEWORK

The assignment of homework can be expected. Student's grades will reflect the completion of all work including outside assignments. Homework is also part of the student's preparation for the summative evaluations and state-mandated tests. Homework will not be used for disciplinary reasons but only to enhance the student's learning. Homework, other than nightly reading, should not generally exceed ten minutes per grade level, per night.

The complete district policy concerning Homework can be found in Policy 2330 of the Tecumseh Local Schools Bylaws and Policies.

MAKE-UP WORK

When a student is absent from school, the student will have the same length of time as the absence to complete makeup work. For example, a pupil who is absent three days will have three days after the student returns to school to complete missed assignments. However, this guideline may need to be altered by the building principal due to length of absence, cause of absence, and/or time of the school year. Students who miss school for vacations will be given an appropriate amount of time to make up work missed. Providing work or assignments prior to vacation will be at the discretion of the principal and teacher, based upon completion of the Vacation Request Form.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS AND LIMITED USE OF RESTRAINT AND SECLUSION

The Board is committed to the District-wide use of Positive Behavior Intervention and Supports ("PBIS") with students. Student Personnel shall work to prevent the need for the use of restraint and/or seclusion. PBIS emphasizes prevention of student behavior problems through the use of non-aversive techniques, which should greatly reduce, if not eliminate, the need to use restraint and/or seclusion. Professional staff members and support staff determined appropriate by the Superintendent are permitted to physically restrain and/or seclude a student, but only when there is immediate risk of physical harm to the student and/or others, there is no other safe and effective intervention possible, and the physical restraint or seclusion is used in a manner that is age and developmentally appropriate and protects the safety of all children and adults at school.

All restraint and seclusion shall only be done in accordance with this Policy, which is based on the standards adopted by the State Board of Education regarding the use of student restraint and seclusion.

The complete district policy concerning Positive Behavior Interventions and Supports and Limited Use of Restraint and Seclusion can be found in Policy 5630.01 of the Tecumseh Local Schools Bylaws and Policies.

LATCHKEY PROGRAM AND BEFORE/AFTER SCHOOL SUPERVISION

Latchkey programs will be offered to all elementary and middle school children. The latchkey programs will continue as long as they are self-supporting. Fees must be paid on a weekly basis, and any delinquent fees that exceed two (2) weeks will result in removal from the program. Students in the latchkey program are under the Student Code of Conduct. Elementary Latchkey is available before school beginning at 6:30 a.m. and again after school until 6:00 p.m. If school is delayed for inclement weather, latchkey will open at 8:30 a.m. If school is closed early, latchkey will not be available after school. Information regarding latchkey guidelines and fees are available in the elementary and middle school offices. Latchkey is currently available at Park

Layne Elementary and Donnelsville Elementary. New Carlisle and Tecumseh Middle School students may attend latchkey at either location. Students at all Tecumseh Local School buildings, including Tecumseh Middle and Tecumseh High Schools who are dropped off prior to 15 minutes before the school day or who remain at school without adult staff supervision beyond 15 minutes after dismissal will be monitored by school personnel and the student will be assessed a fee based upon the current "Latchkey" Fee, which may include a \$10.00 registration fee. This includes students waiting unsupervised after school for an extra curricular activity, practice, or competition to begin.

The complete district policy concerning Child Care Programs can be found in Policy 2262 of the Tecumseh Local Schools Bylaws and Policies.

PROFESSIONAL DEVELOPMENT DAYS

The district will have scheduled in-service days and 2-hour delayed start days in order for teachers to attend important instructional/training meetings. There will be no school for students at these times. Specific information will be sent home prior to each in-service day. Please plan ahead for child care arrangements. The in-service days and monthly 2-hour delayed starts are noted on the district calendar.

CALAMITY DAYS/EMERGENCY CLOSINGS AND DELAYS

There are days when it is necessary for the superintendent to delay the opening of schools or close schools due to unsafe weather conditions or other emergencies. Local radio and television stations will release this information. You may also call the Tecumseh Local Education Connection at 845-4483 or check the homepage of the Tecumseh website for information on school closings. The announcements will be aired as soon as they are received, usually between 5:30 to 7:00 a.m. Please do not call the school office or Board of Education office. If there is a delayed opening, morning latchkey will open at 8:30 a.m. If there is an emergency closing, latchkey will be canceled. Parents may also sign up for text messages through Ohio Alerts at www.ohioalerts.org.

The complete district policy concerning School Calendar can be found in Policy 8210 of the Tecumseh Local Schools Bylaws and Policies.

"TAKE YOUR DAUGHTER TO WORK DAY"

Tecumseh Local School District does not wish to discourage parents from familiarizing their children with their work environments; however, we would like to encourage parents to provide this experience at varying times during the year, preferably during summer vacation. With only 180 days of instruction each year, we consider each day very valuable.

Tecumseh High School offers a career education program, including opportunities for mentoring and visits to various places of business, to encourage students to investigate and prepare for the world of work.

Should students attend "Take Your Daughter to Work Day," prior written notice should be given to their Main Office. Upon the student's return, a note must be submitted on company letterhead as proof for the student to receive a "Yellow Slip" absence.

FIELD TRIP

Field trips are academic activities that are held off school grounds. No student may participate in any school-sponsored trip without parental or guardian consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips. Attendance rules apply to all field trips. While Tecumseh Local Schools encourage the students' participation in field trips, alternative assignments will be provided for any student who's parent does not give permission for the student to attend. Students may lose the privilege to go on field trips based upon excessive unexcused absences, low academic grades or missing assignments, and frequent violations of school rules or misbehavior. Field trip restrictions will be determined by the building principal.

The complete district policy concerning District Sponsored Trips and Field Trip Guidelines can be found in Policy 2340 and 2340A of the Tecumseh Local Schools Bylaws and Policies.

VISITORS

Parents are encouraged to visit the school. Please call the school office to arrange a time for your visit. Upon your arrival, state law requires that you report to the office and a visitor's pass will be issued at that time. Any visitor found in the building without a pass shall be reported to the principal. The principal or his/her designee will be glad to take you to your child's room or an area where you may observe your child. If you wish to confer with a member of the staff, you should call for an appointment prior to coming to the school in order to schedule a mutually convenient meeting time.

Parents wishing to visit their child's classroom must make prior arrangements through the principal's office. Parents, agents, law enforcement officers, etc. must make appointments through the principal's office and must be in the presence of the principal, an assigned designee, or local superintendent before they may confer with a pupil during school. School policy does not permit visits from students from other schools during the school day. Please do not ask.

The complete district policy concerning School Visitors can be found in Policy 9150 of the Tecumseh Local Schools Bylaws and Policies.

SUBSTITUTE TEACHERS

Substitute teachers are important visitors in our building. Please help them in every way possible, so their visit is a pleasant one. Your cooperation, behavior and consideration reflect on our school and the image people have of us. We wish to have a good image we all can share. Expectations of student behavior and disciplinary consequences due to a violation of the student code of conduct are stringently held in support of the substitute teacher/monitor.

PARENT-TEACHER COMMUNICATIONS

Parent-school communication is vital to your child's success. Scheduled conferences occur in the fall and winter. You will receive information from your child's teacher concerning the date and time of conferences. If you are unable to meet with us at your scheduled time, please notify the school office. Parents or school personnel may request a conference at any time. Once children arrive at school in the morning and instruction has begun, teachers are not available to talk to parents. We welcome you to write a note, leave a message on voice mail or with the secretary, or email your child's teacher directly. Email addresses for all staff members can be found on the Tecumseh Local website - www.tecumseh.12.oh.us. Parent communication is important to us.

THE EDUCATION CONNECTION

The Education Connection is a telephone number that you can call 24-hours a day to listen to your child's homework assignments, report your child's absence, get school closing information, and leave a private message for a staff member. From time to time you might receive an automated telephone call from The Education Connection. If you wish to add additional phone numbers to our automated call lists, please call the school office. These calls are directed specifically to your household to inform you of important information or remind you of appointments. The district has installed The Education Connection to increase the availability, frequency, and accuracy of information you need to know about your child's education. We encourage you to call The Education Connection at 845-4483 on a regular basis to stay informed.

CAFETERIA / CLOSED LUNCH

Tecumseh Local Schools in accordance with Section 10(a) of the Child Nutrition Act of 1996 (42 U.S.C. 1799(a)) provides an appropriate nutritious breakfast and lunch program. Students are not permitted to bring in food from outside vendors unless preapproval is obtained through the building administrator. Food and Drink should not be taken or consumed outside the cafeteria area. Refer any questions concerning school breakfast/lunch to the Child Nutrition Office at (937) 845-4519.

The lunch period is meant to be an enjoyable experience. Students are expected to display good manners and appropriate behavior at all times. Failure to do so may result in denial of the privilege to use the cafeteria or a disciplinary action.

Parents may prepay meals by placing money on a child's account. Applications for the Free and Reduced-Price Meal program are available to all students. If your child did not receive one and you believe s/he may be eligible, please contact the school office.

The daily breakfast and lunch menus are available on the district web page at www.tecumseh.k12.oh.us.

- Breakfast - Breakfast will be available **free of charge** in all schools. The programs will operate during the halfhour prior to the start of school.
- Lunch - The following items are not permitted in the school cafeteria: soft drinks, metal pudding cans, metal fruit cans and glass containers.

Students who do not have money on their account to cover the cost of the meal will be allowed to purchase a lunch but the money must be repaid. Students who do not have money on their accounts the last 10 days of the school year may not be allowed to "charge" their lunch.

The complete district policy concerning Free and Reduced-Price Meals and Competitive Food Sales can be found in Policy 8531 and 8550 of the Tecumseh Local Schools Bylaws and Policies.

STUDENT WELL-BEING

State law requires that all students must have an Emergency Medical Form completed, signed by a parent or guardian, and filed in the school office. Students who do not return their emergency medical forms in a timely manner **MAY BE EXCLUDED FROM SCHOOL ACTIVITIES**. Students with specific health needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

The complete district policy concerning Emergency Medical Authorization can be found in Policy 5341 of the Tecumseh Local Schools Bylaws and Policies with the corresponding Form 5341F1.

CLINIC

Under normal situations, students should request permission from the teacher when going to the clinic. Students, who are ill, may not go home without clearance from the clinic. In order to meet legal requirements, school personnel must make contact with a parent or designee before the student can be released. Leaving the school through the clinic is generally considered a "Yellow Slip" absence for attendance documentation.

When contacting a parent/guardian to report an illness, **students must only use the phone in the Clinic or Main Office Area with permission from the nurse or administrator. Students should refrain from using a cell phone for this purpose or they may be subject to disciplinary actions.**

ILLNESS AND INJURY

All illnesses and injuries must be reported to a teacher or the office. If appropriate, the student will be treated and returned to class. If the illness or injury is serious, attempts will be made to notify the parent and, if necessary, seek emergency medical attention. All parents are asked to supply address, telephone and health information on the Emergency Medical Form. This information helps the school decide what to do when children become ill or have an accident. The Emergency Medical Form is sent home at the beginning of each school year; however, parents are asked to keep this information updated as necessary.

School nurses are shared between buildings across the district. A nurse is not available at all times. Office personnel will make home contact based on their best judgment. In situations that are considered severe, the parents and/or the emergency squad will be

called. The school nurses schedule periodic checkups, such as: vision and hearing. The complete district policy concerning Student Accident/Illness can be found in Policy 5340 and 5340A of the Tecumseh Local Schools Bylaws and Policies.

ADMINISTERING MEDICINES TO STUDENTS

Students that require medication during school hours must have a Dispensing Medication at School Form completed by the physician and parent before any medication can be administered at school. This includes all prescriptions and over-the-counter medication (i.e. Acetaminophen, Ibuprofen, cough drops, etc.). The medication must be brought to the school office upon arrival to school and will be administered by school personnel, unless otherwise directed. The medication must be in the original container/bottle with complete directions. Contact the school nurse with any questions.

Forms can be found on the district web site:

<http://www.tecumseh.k12.oh.us/>

Click on - Home

Click on - Forms & Other Information

Click on - Dispensing of Medications

The complete district policy concerning Use of Medications can be found in Policy 5330 of the Tecumseh Local Schools Bylaws and Policies.

ELEVATOR USAGE GUIDELINES

Students will not be permitted to use the elevator unless they have permission from the Clinic or Main Office. In order to receive permission, the following must all be in place:

- A. A written doctor's note stating the reason the elevator is necessary
- B. Completion of the "Elevator Usage Agreement"
- C. A physical impairment that necessitates the use of the elevator, preventing the student from using the stairs safely

Other reasons a student might use the elevator include:

- A. He/She is assisting a staff person with another student who has permission
- B. He/She is with an adult staff member

All students having permission to use the elevator will be assigned a staff member(s) for assistance. The student using the elevator is subject to the student code of conduct with consequences for the misuse/abuse of the elevator. In case of a fire drill or an actual fire, the elevator is NOT to be used. The student will report to the elevator and wait for assistance from a staff member.

The complete district policy concerning Elevator/Wheelchair Usage can be found in Policy 7535 of the Tecumseh Local Schools Bylaws and Policies.

MEMORANDUM TO PARENTS REGARDING DRUG FREE SCHOOLS POLICY

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will help facilitate the process by which they receive help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

The complete district policy concerning Drug Prevention can be found in Policy 5530 of the Tecumseh Local Schools Bylaws and Policies.

CONTROL OF CASUAL CONTACT - COMMUNICABLE DISEASE AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or pests such as lice.

The complete district policy concerning Control of Casual Contact - Communicable Disease can be found in Policy 8450 of the Tecumseh Local Schools Bylaws and Policies.

HEAD LICE GUIDELINES

Tecumseh Local Schools have a no-nit policy and all children must be checked before they return to the classroom after treatment. Students returning to school after treatment must report to the Main Office to be rechecked by school personnel before admittance to the classroom. Students are not permitted to ride the school bus until school staff has cleared them. The Tecumseh Local Schools policy allows a maximum absence of three (3) days for treatment. Further action may be initiated for extended absence. Student's infested with head lice will be sent home for treatment and not readmitted until they are free of any nits. School personnel may require students to return sooner in certain situations (i.e. excessive absences, short hair).

- At the school nurse's discretion, the other students in the student's class room and the student's siblings may be examined for evidence of head lice.
- If head lice are found in your child's hair, you will be given information regarding the treatment and removal of lice from the individual and the house.

The complete district policy concerning Pediculosis (Head Lice) can be found in Policy 8451 of the Tecumseh Local Schools Bylaws and Policies.

BLOOD-BORNE PATHOGENS - NOTIFICATIONS TO PARENTS

The District is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the mandated procedures includes a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we want to notify parents of these requirements ahead of time. That way if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

The complete district policy concerning Control of Blood-Borne Pathogens can be found in Policy 8453.01 of the Tecumseh Local Schools Bylaws and Policies.

PERSONAL SELLING OR DISTRIBUTION OF ITEMS

Tecumseh Local Schools are not a place of business for individual student's personal profit or distribution of any item, Board Policy IGDF. The complete district policy concerning Student Fund-Raising can be found in Policy 5830 of the Tecumseh Local Schools Bylaws and Policies.

TEXTBOOKS AND LIBRARY BOOKS

Textbooks, Take Home Books and library books are the property of the Board of Education and are loaned to the students by the district. Since books must last a period of years, proper care is required. Students will be charged for books that are lost or damaged beyond normal wear at the depreciated value, but at no time less than one-fifth of the purchase price. The use of book covers is highly encouraged. At no time will covers be taped or pasted directly to the book itself.

The complete district policy concerning Care of Property and Student Fees, Fines, and Charges can be found in Policy 5513 and 6152, respectively, of the Tecumseh Local Schools Bylaws and Policies.

BAD CHECK POLICY

When the District receives a check from a student, parent, or other person that, when deposited is returned marked "insufficient funds" and/or "closed account", the Treasurer shall provide an opportunity for the payer to make proper payment or to arrange for a satisfactory payment schedule, including a five-dollar (\$5.00) fee for the returned check.

The complete district policy concerning Bad Checks can be found in Policy 6151 of the Tecumseh Local Schools Bylaws and Policies.

WAIVER OF SCHOOL FEES AND INSTRUCTIONAL MATERIALS

The Tecumseh Local School District shall waive fees assessed by the District for instructional materials only for students whose parent(s) or guardian are unable to afford them. The Superintendent may, as deemed necessary, establish additional procedures to supplement the procedures established in this policy regarding the requests for the waiver of fees. This waiver does not include District fees associated with extra-curricular activities or student enrichment programs not part of a course of instruction.

Additionally, the District may charge fees for tools, equipment, and materials, as specified, that are necessary for workforce-readiness training that may be retained by the students after completion of the course.

Eligibility Standards

Students eligible for a waiver of school fees include, but are not limited to, the following:

- Students who qualify for aid under Ohio Works First (R.C. 5107) or Disability Assistance (R.C. 5115).
- Students who qualify for free lunch under the National School Lunch Act.

The complete district policy concerning Waiver of School Fees and Instructional Materials can be found in Policy 6152.01 of the Tecumseh Local Schools Bylaws and Policies.

ELECTRONIC SURVEILLANCE

Tecumseh High School is equipped with surveillance cameras in some areas of the building. These may be used to determine illegal actions or rule violations. Students are not permitted to use cell phones and/or electronic recording devices to record video or audio at school unless they have permission from the building principal.

The complete district policy concerning Video Surveillance and Electronic Monitoring can be found in Policy 7440.01 of the Tecumseh Local Schools Bylaws and Policies.

EMERGENCY DRILLS

Emergency Drills (Fire, Severe Weather, and Lock Down) will be held periodically in accordance with state laws. Emergency instructions for clearing the building in case of emergency will be posted in each room and/or communicated to the students. The Tecumseh Local School's staff has been instructed in using the A.L.I.C.E. protocols during an emergency situation.

The complete district policy concerning Emergency Situations at Schools and Emergency Procedures can be found in Policy 8420 of the Tecumseh Local Schools Bylaws and Policies.

BUILDING SECURITY PROTOCOLS

Tecumseh Local Schools have developed a series of building protocols to deter or minimize the threat level to our students, staff, and building. Students are not permitted to cause or attempt to cause any compromise in the security of the building. This would include preventing doors from closing and/or locking, inducing panic, not following instructions of teachers/staff during emergency drills, etc. The complete district policy concerning Emergency Situations at Schools and Emergency Procedures can be found in Policy 8420 of the Tecumseh Local Schools Bylaws and Policies.

LOCKERS

Each student at Tecumseh High and Tecumseh Middle School will be assigned to a hall locker. The lockers remain, at all times, the property of the school. Their use is subject to the school's right to enter and inspect at any time. Students are reminded to: Not leave any valuables in your locker, **Lockers must remain locked at all times**, If your lock is missing or lost, it is your responsibility to notify the office and may be required to pay for the replacement lock, and Students may not hang/display magnets, pictures, tape, or etc. outside or in their lockers.

STUDENT SEARCHES

A student shall not refuse a search or impede a search of his/her person, including without limitation, his/her briefcase, pocketbook, book bag, gym bag, locker, desk, cell phone, and automobile if that automobile is parked on school grounds or at a school sponsored activity. Refusal to be searched or impeding a search may result in disciplinary action and/or calling the parent and/or police to assist in the search. When the administration believes a student is concealing evidence of a crime upon his/her person, vehicle, or property, the police may be asked to conduct the search.

As per Board Policy 5771, "the Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or with organizations certified in canine detection and is not to be used to search individual students unless a warrant has been obtained prior to the search." This may include random canine searches throughout the year.

The complete district policy concerning Students Searches can be found in Policy 5771 of the Tecumseh Local Schools Bylaws and Policies.

Searches of Student Property by School Personnel

The following rules apply to the search of school property assigned to a specific student (locker, desk, etc.), and the seizure of items in his/her possession:

- Student lockers and desks, etc. are property of the district, and, since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the Board of Education to permit the building administrator to search any locker, desk, etc. as the administrator believes is necessary. These random searches may include the use of dogs trained to identify drugs or other dangerous materials. It may also include the use of such devices as metal detectors to identify dangerous weapons.
- There should be reasonable cause for school authorities to believe that articles are kept in the locker, desk, or other storage space whose possession constitutes a crime or rule violation.
- Search of an area assigned to a student should be for a specifically identified item, and should be conducted in his/her presence and with his/her knowledge.
- Illegal items (drugs, weapons, etc.) or other possessions reasonably determined to be a threat to the safety of security of others may be seized by school authorities at any time.

Searches of Student's Person or Personal Property by School Personnel

Principals and their designees are permitted to search the person and personal property (purse, knapsack, gym bag, computer disks/files, etc.) of a student when there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules. The following rules apply in such cases:

- There should be reasonable cause to believe that the search will result in obtaining evidence that indicates the student's violation of the law or school rules.
- Searches will be conducted by a member of the same sex as the student.
- Searches will be conducted in the presence of another administrator or staff member of the same sex as the student being searched.
- Parent(s)/guardian(s) of a minor student who is the subject of a search will be notified of the search, as well as the reason(s) for the search, as soon as possible after completion of the search.
- Where evidence indicating that a student has violated the law is uncovered, law enforcement officials shall be notified.
- Strip searches should be discouraged. A substantially higher degree of certainty (more than a reasonable belief) is required prior to conducting such a search. In cases where school officials believe a strip search is necessary, law enforcement officials will be called prior to conducting the search.

Searches of Student Property by Police

A proper search warrant is required for any search of a student's personal property kept on school premises. However, if the police have reason to believe any item that might pose an immediate threat to the safety or security of others is kept in a student locker, desk, or other storage space, searches may be conducted without a previously issued warrant.

Interrogations by Police

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to try to protect each student under its control.

Therefore:

- Whenever possible, police officers should contact and/or question students out of school. When it is absolutely necessary for an officer to make a school contact with a student, the school authorities will bring the student to a private room and the contact will be made out of the sight of others as much as possible.
- The school principal must be notified before a student may be questioned in school or taken from a classroom.
- If possible, the parents or legal guardian of the student to be interviewed should be notified by the police before the student is questioned so that the parents may be present if they so desire.
- To avoid possible criticism, a school official will request to be present when an interrogation takes place within the school.
- When it is necessary to remove a student from school, after notifying the school principal, the police authorities should notify the parents. If the circumstances make it impossible for the police to make this notification to the parents, the school should do so.
- The police department should always be notified by the school principal whenever a student is involved in any type of criminal activity. When the school learns of this involvement, it should notify the juvenile officer or detective bureau of the police department. The school should not attempt to handle situations that are properly in the realm of the police.

EMERGENCY REMOVAL OF STUDENT

If a student's presence poses a continuous danger to persons or property, or an ongoing threat of disrupting the academic process, then the superintendent, principal, or assistant principal may remove the student from the premises. A teacher may remove the student from curricular or extracurricular activities under his/her supervision, but not from the premises. In all cases of normal disciplinary procedures where a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to further suspension or expulsion, the due process requirements do not apply. In an emergency removal, a student can be kept from class until the matter of his/her misconduct is disposed of either by reinstatement, suspension, or expulsion.

The complete district policy concerning Emergency Removal of Students can be found in Policy 5610.03 of the Tecumseh Local Schools Bylaws and Policies.

STUDENT SUSPENSION

The Superintendent or the Principal may suspend a student from school for disciplinary reasons outlined in the Student Code of Conduct. No period of suspension will be for more than ten (10) school days. Suspensions may extend beyond both the current semester and the current school year. In the latter situation, the Superintendent may, if fewer than 10 days remain in the school year, apply any or all of the suspension to the following school year. The guidelines listed below will be followed for all suspensions, including those in-school suspensions.

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within twenty-four (24) hours, a letter will be sent to the parent or guardian stating the specific reasons for the suspension and including notice of their right to appeal such action.
5. Notice of this suspension will be sent to the:
 - A. Superintendent
 - B. Board Treasurer
 - C. Student's school record (not for inclusion in the permanent record)

Suspensions may be appealed to the Board of Education or its designee.

The complete district policy concerning Suspension and Expulsion can be found in Policy 5610 of the Tecumseh Local Schools Bylaws and Policies.

APPEAL PROCEDURE

Should a student who is eighteen or older or a student's parent(s) or guardian(s) choose to appeal the suspension, they must do so within ten (10) days of the notice of suspension. The procedure for such will be provided in regulations approved by the Board. A verbatim record will be kept of the hearing, which may be held in executive session at the request of the student, parent, or guardian. The procedure to pursue such appeal will be as provided in regulations approved by the Board. Notice of appeal must be filed with the Treasurer within three days of the Superintendent's decision.

Permanent Exclusion

If the offense is one for which a school district may seek permanent exclusion, then the notice will contain that information.

Appeal to the Court

Under Ohio law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

The complete district policy concerning Due Process Rights can be found in Policy 5611 of the Tecumseh Local Schools Bylaws and Policies.

INSURANCE

During the first few days of school, students will be given the opportunity to subscribe to a student insurance program. Literature will be given to you so that you may take it home and have your parents subscribe to the insurance if they so desire. The complete district policy concerning Student Accident Insurance can be found in Policy 8760 of the Tecumseh Local Schools Bylaws and Policies.

STUDENT JOURNALISM

Official student publications (newspaper, yearbook, etc.) are a part of the school curriculum and editorial control remains with school authorities. These publications are a school forum and not a public forum.

The complete district policy concerning School Sponsored Publications and Productions can be found in Policy 5722 of the Tecumseh Local Schools Bylaws and Policies.

TELEPHONE USE

The office telephone will be used for school business and emergency calls only. During the day, students must have the approval of the principal. Students will not be permitted to leave class or study hall to make calls.

Please inform your parents and friends that students will not be called to the phone during school hours except in cases of emergency. Callers may leave a message, which will be delivered to the student at the lunch period or prior to the end of the day.

Parents are requested to arrange their child's transportation to and from school prior to the beginning of the school day.

CELL PHONES, MP3 PLAYERS & OTHER ELECTRONIC DEVICES

Please refer to District Policy and Code 103 of the Student Code of Conduct for the complete Personal Technology Device Policy.

Unless permission is expressly granted by the teacher or staff member, students are not allowed to use cell phones or other electronic devices during the school day (graphing and dedicated calculators are the only exceptions). If discovered, these devices are subject to reasonable inspection by the administration, which may include review of history and any information contained on the device. A student refusing to handover an electronic device may be subject to additional school discipline as deemed appropriate. The device must be relinquished to the staff member in working order without having the memory card or battery removed and/or turned off or placed in a "locked" position. Confiscated devices may be required to be picked up in the Main Office by a parent/legal guardian.

If an extreme emergency arises, parents may contact the school administration and request their child be allowed to be in possession of their cell phone during the school day. However, **permission must be granted to the parent by the school administrator prior to the student being allowed to carry the cell phone during the school day.**

Students are absolutely and unequivocally denied the ability to use any Personal Technology Device or school-owned technology device, capable of recording, inside a restroom, locker room, dressing room, or the hallway. There are **No Exceptions**. Failure to comply will result in disciplinary action and devices may be subject to search.

Students are not permitted to use cell phones and/or electronic recording devices to record video or audio at school or a school sanctioned event unless they have permission from the building principal.

NOTE: Tecumseh Local School District and their employees are not responsible for damages, theft, or loss of student property including electronic devices.

The complete district policy concerning Wireless Communication Devices, Electronic Equipment, and Personal Technology Device - Use can be found in Policy 5136, 5136.01, 5136.02, respectively, of the Tecumseh Local Schools Bylaws and Policies.

DISTRICT COMPUTER NETWORK

Students shall not abuse the school district's computer hardware or software in any manner. Such abuse could include, but is not limited to: unauthorized access to the installation of, or tampering with, computer programs or data files; using equipment to make unauthorized or illegal copies of computer software; damaging or destroying computer hardware or software; or using the computers, or computer facilities for any purpose unrelated to the instructional program of Tecumseh Local Schools without first having been granted written permission by a school official. Any inappropriate use of the computer networks may result in the loss of the privilege to use this educational tool and possibly to disciplinary action as well. Passwords are confidential information and should not be shared. Under NO circumstances should anyone else be given the information to access your child's account.

REPORT CARDS / INTERIM REPORTS

Report cards will be issued four times per year at nine-week intervals. Interim reports may be sent home between grading periods when the teacher feels you need to be informed concerning your child's progress. The purpose of these reports is to improve parent-teacher communication concerning the youngster's educational growth. The complete district policy concerning Reporting Student Progress can be found in Policy 5420 of the Tecumseh Local Schools Bylaws and Policies.

PROMOTION AND RETENTION

Statements concerning student promotion and retention are part of the Board of Education policy. This information may be obtained from the building principal. A conference will be scheduled with the parents or guardians of any child being considered for grade retention.

Ohio Law requires third grade students to demonstrate proficiency in the area of reading by the end of their third grade year. Students not demonstrating proficiency will be retained in the third grade.

Students at the high school are promoted to the next grade level based upon the amount of credits earned throughout their high school career.

The complete district policy concerning Promotion, Academic Acceleration, Placement, and Retention can be found in Policy 5410 of the Tecumseh Local Schools Bylaws and Policies.

GRADING PERIODS

Quarter	Beginning Date	Ending Date	Grade Cards
1	Aug. 16	Oct. 20	Oct. 31
2	Oct. 23	Dec. 20	Jan. 10
3	Jan. 4	Mar. 9	Mar. 20
4	Mar. 12	May 24	June 1

Any days needing to be made up due to inclement weather will be scheduled at the conclusion of the regularly scheduled year.

BUS GUIDELINES

Please remember these important guidelines when your child rides a bus to and from school.

- All students are to be outside waiting at their assigned bus stop for their bus a least 5 minutes before the normal pick-up time.
- All students must ride the bus assigned by Tecumseh Local Schools.
- If your child needs to ride a different bus, or get off at a different stop on the same bus, the parent/guardian must send a note to the school. The school office will then issue a Bus Pass for your child, if the change is approved. If this change is not approve, the school office will contact the parent/guardian.
- Bus passes will not be issued for a bus that is loaded to capacity, unless it is an emergency.
- Bus passes are only issued for official babysitting, emergencies, shared parenting, rare occurrences of unfore seen problems, etc. They are not issued for play dates, sleepovers, etc.
- Phone calls to the school office for bus changes should only be made for rare emergencies. No changes will be made after 2:00 p.m.

WALKER/BICYCLE SAFETY

Please stress the following safety precautions to your child:

Walkers and Bicycle Riders

1. Do not allow your child to come to school before the designated arrival time.
2. Emphasize that your child should go directly to school and come directly home or to his/her designated child care provider after school.
3. See that your child knows and follows the safest route to and from school.
4. Emphasize crossing streets at crosswalks.
5. Make sure your child understands bicycle and highway safety.

PLAYGROUND

All students are expected to go outside for recess whenever the temperature is above 20 degrees (with a wind chill factor) and other weather conditions permit. Safety is a prime concern on the playground. Teachers will review the playground rules with students each year. Students not following playground rules may not be allowed to play for a designated period of time.

ATTENDANCE GUIDELINES

Absences occur whenever a student is not in regular attendance or not on a school sponsored field trip on any day school is in regular session. All absences shall be recorded on forms prescribed by the school district and reported to the parents/guardians at the end of each grading period. All students that have been absent from school shall, upon returning, be granted either an excused or an unexcused absence based on the written excuse.

Tardiness occurs when a student reports to class or school after the Tardy Bell and within one hour of the beginning of the school day. Tardiness may be defined as leaving within one hour of the end of the regular school day or leaving and returning during the day for less than one hour. Tardiness will be determined separately in cases such as: students with alternative schedules or an irregular bell schedule due to delayed starts, exam schedule, etc. A record of all student tardies shall be maintained and be reported to the parents at the end of each grading period. **Tardiness to school will count against perfect attendance.**

The daily attendance will be checked as soon as school begins each morning. Additionally, teachers will check attendance at the beginning of each period throughout the day. Anyone whose name does not appear on the absence sheet and does not report to class will be considered unexcused and will be reported to the Attendance Office.

Teachers will not permit work to be made up for credit when a student has been marked as unexcused. An "F" will be given for the day or days missed and averaged with the other grades. **So-called "Skip" Days are not authorized or condoned by school policy and such absences will be considered unexcused.**

Daily Attendance Criteria (plus Extracurricular Eligibility): To be eligible to participate in or to attend any athletic event, game, performance, practice, school dance, or any school activity or school event a student must be in attendance for a minimum of four full class periods during the school day.

- a. If a student has a "Green Slip" excuse he/she may participate in the athletic contest/activity/performance/practice only if he/she presents the principal(s)/A.D. with the proper documentation from that professional's institution prior to the event.
- b. If a parent has any further questions, they should contact their building administrator.

Homework Requests: Homework requests will be accepted when a student has been absent 2 or more days in a row and must be submitted 24 hours prior to pick-up. No additional homework requests will be honored until previous homework requests have been returned completed. Homework sent home is due upon the student returning to school.

Absence Excuses: After an absence, the student must report to the Attendance Office before the first bell in the morning. Excuses signed by the parent/guardian are to be presented stating the student's full name, the date (s) of the absence, and the reason for the absence. The attendance office will keep the excuse on file and will give the student an admission slip to first period.

Late Arrival/Early Release Policy: Students missing one hour or less of school during any day will be counted as a late arrival/early release with discipline to be based on the tardy criteria.

- a. Students missing over an hour but less than 4 periods will be charged with a ½ day absence.
- b. Students must attend school 4 full periods (THS) or 3 full periods (TMS) to be credited with a ½ day attendance. Elementary students must be at school for 3 ½ hours to be considered as a ½ day attendance.
- c. Students missing more than 3 periods of school will be charged with a whole day of absence.
- d. It is encouraged that a student returns to school as soon as possible upon the completion of their appointment with proper documentation.
- e. If a parent has any further questions they should contact their building administrator.

Late Arrival to School: Students should plan on arriving to school at least 5 minutes prior to the Tardy Bell to have enough time to get to their classroom. After the Tardy Bell, all students must sign in and receive a pass from the Attendance Office or Main Office in order to be admitted to class. The student will be counted absent up to the point of arrival and should have a parent note explaining the tardiness to school. Under normal circumstances, the student will be considered tardy to school within one hour of the beginning of the school day. **Tardiness to school will count against perfect attendance.**

Early Dismissal: Early dismissal notes must be taken to the Attendance Office or Main Office upon arrival to school in the morning. A follow-up phone call may be made by the school to verify the early dismissal. A parent/designee must come into the office to sign the student out at the Receptionist Desk when they have an early dismissal. **Based on Tecumseh Local Schools Safety Protocols, parents/guardians or designee must show a picture identification to pick up a student early from school. Leaving prior to the end of school will count against perfect attendance.**

Make-up Work: Upon returning to school after a period of absence, a student must contact each classroom teacher to obtain necessary make-up work. This work must be completed before the date designated by the teacher, typically one day per day of absence. Make-up work is the student's responsibility, not the teacher's! Any student who has received an unexcused absence will not be given credit for any work missed.

ATTENDANCE POLICY

The goal of the Attendance Policy is to encourage the students to be at school every day and period that the school is in session. Many studies correlate regular attendance with academic success at school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from active-participation and interaction with others in the classroom.

In the event a student must be absent from school, they will receive an "Admit Slip" from either the Attendance Office or Main Office upon their return. At Tecumseh Local Schools there are three categories of absences, designated by a color code system, which may be used for the purpose of discipline.

College Visitation per Policy - limited to 2 days per year for juniors, seniors, or students officially considering College Credit Plus. **Will not count against Exam**

Exemptions as long as policy is followed; however, the student must apply one week prior to their visit with the Main Office.

School Sanctioned Absence - approved by the principal (i.e. Field Trip, Academic Competitions, Athletic Events, etc). **Will not count against Exam Exemptions.**

Green Admit Slips

- **Excused Absence** - assigned work may be made up without academic penalty to the student.
- Do not count as part of a Student's Attendance Plan for discipline purposes.
- "Green Slip" Absence **will count** against Exam Exemptions unless otherwise stated.
- **Examples of "Green Slip" Absences**
 - o Hospitalization.
 - o Religious Holidays.
 - o Death in immediate family - limited to 3 days unless extenuating circumstances.
 - o Quarantine by health authorities.
 - o Dentist's and Doctor's Appointment - accompanied with a doctor's excuse.
 - o Illness - accompanied with a doctor's excuse listing dates.
 - o Approved work at home. - Prearranged with the principal.
 - o Court Appearance - accompanied with a court excuse listing dates.
 - o Processing for entrance to the military.
 - o Out of School Suspensions shall be handled separately.
 - o Special Circumstances with prior approval by each individual building principal.
 - o Students dismissed through the clinic shall be handled on an individual basis; generally, this would not be considered as a "Green Slip" Excuse without an existing physician note.
 - o Emergency Set of Circumstances.

Yellow Admit Slips - (Parent/Guardian Excuses)

- **Excused Absence** - assigned work may be made up without academic penalty to the student.
- Will be counted as part of a Student's Attendance Plan for discipline purposes.
- "Yellow Slip" Absence **will count** against Exam Exemptions.
- Student has 5 days to change a "Yellow Slip" Absence to a "Green Slip" Excuse.
- Up to 5 "Yellow Slip" Absences are allowed **per semester** as part of a Student's Attendance Plan prior to discipline being assigned.

- On the 5th “Yellow Slip” Absence per semester, the student will receive notification that all further absences during that semester, not described within the approved “Green Slip” Excuses, will be considered as a “Red Slip” Unexcused Absence.
- In order to provide documentation to the state, parents/guardians are required to submit an absence note for every student absence, even after the 5th “Yellow-Slip” Absence.
- Examples of “Yellow Slip” Absences:
 - o Legitimate Excused Absence based on written note signed by parent/guardian (limited to 5 per semester.)
 - o Special Circumstances with prior approval by each individual building principal.
 - o Vacation Requests may be considered as a “Yellow Slip” Absence if the policy is followed.
 - o College Visitations that do not follow the school policy may be considered as a “Yellow Slip” Excused absence, so long as the visits are within the 5 days of Yellow Slip Absence allowed per semester.
 - o “Take Your Daughter to Work Day” will be considered as a “Yellow Slip” Absence if policy is followed.
- Discipline based on “Yellow Slip” Absences may include:
 - o 3rd Absence - Letter Sent Home
 - o 5th Absence - Letter Sent Home
 - o Additional Absences - Considered Unexcused for remainder of semester (“Red-Slip”)

Red Admit Slips - (No Written Excuse or with Parent Note after the 5th Absence per semester)

- Unexcused Absence - assigned work may not be made up for academic credit.
- Will be counted as part of a Student’s Attendance Plan for discipline purposes.
- “Red Slip” Absence will count against Exam Exemptions.
- Student has 5 days to change a “Red Slip” Absence to a “Green Slip” or “Yellow Slip” Excuse
- Out of School Suspensions - Do not count additionally against Student’s Attendance Plan.
- Up to 2 “Red Slip” Absences are allowed per year as part of a Student’s Attendance Plan prior to discipline being assigned.
- Discipline based on “Red Slip” Absences may include:
 - o 3rd Absence - Letter sent home & possible disciplinary action
 - o Additional Absences will be periodically communicated to the parent/guardian and may have additional disciplinary action defined based upon grade level or building.
 - o 12th Absence - Letter mailed home & possible disciplinary action
 - o 15th Absence - Letter mailed home & possible disciplinary action and/or possible Revocation of Driver’s License

Reported or Verified Truancy (3 - 5 ALC)

Juvenile Court Involvement

- Based upon the entire academic school year.
- “Habitual Truant” (based on Section 2151.011 of the Ohio Revised Code) is defined as “a school-age child who is absent from school without an excuse (Red Slip) for five or more consecutive days, seven or more days in a school month, or twelve (12) or more school days in a school year.”
- “Chronic Truant” (based on Section 2152.02 of the Ohio Revised Code) is defined as “a school-age child who is absent from school without an excuse (Red Slip) for seven or more consecutive days, ten or more days in a school month, or fifteen (15) or more school days in a school year.”
- Note: that a “school month” is defined as four consecutive school weeks.
- Formal Truancy Charges may be considered to be filed against the parent and/or student based upon the definition of Habitual and Chronic Truancy

Drivers License Revocation: Students who are absent, without an excuse, “for more than ten consecutive school days or for at least fifteen total school days” may be recommended to have their driver’s license revoked through the Superintendent to the Registrar of Motor Vehicles and the juvenile court (based on Section 3321.13(B)(2) of the Ohio Revised Code).

All students are required to have an admit slip in order to enter a class following an absence. The student will be sent to the Attendance Office or Main Office if he/she does not have one and will be counted tardy to class. Admit slips must be obtained before school or upon returning to school. The only exception is a student whose name has been published on a field trip list.

It is best when notes are brought in immediately when returning to school; however, a student may have up to 5 school days to submit proper documentation for absences to the Attendance Office or Main Office. This includes “Yellow Slip” parent/guardian notes and “Green Slip” excuse notes.

Parents are requested to notify the appropriate Attendance Office or Main Office or The Education Connection (845-4483) by 8:00 a.m. of their student’s absence. Please identify the student’s full name, your full name, and your relationship to the student. If no phone call is received, the school will attempt to contact the parent or guardian by phone at their home or work number. A signed excuse from the parent or guardian is still required upon the student’s return, even if contact with the parent or guardian was confirmed by phone.

Student Code of Conduct

The Code of Conduct is a general guide for behavior. The goal of any code of conduct is to establish standards and expectations of acceptable behavior and the consequences of disruptive behavior. Students must know what is expected of them and must be aware of what will happen if they fail to follow behavioral expectations.

This Code of Conduct is adopted by the Board of Education of the Tecumseh Local School District pursuant to Section 3313.661 and 3313.662 of the Ohio Revised Code and is the governing code of regulations for all schools in the Tecumseh Local School District.

This code applies while a student is in the custody or control of the school, on school grounds or close proximity thereto, while at a school-sponsored function or activity, or in school-owned or provided vehicles. In addition, the Student Code of Conduct governs student activities at all times, on or off school property, when such student conduct is reasonably related to the health and safety of other students and/or school employees, or such conduct would unreasonably interrupt the educational processes and/or environment of the Tecumseh Local Schools.

Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property may result in disciplinary action. Misconduct by a student, regardless of where/when it occurs, that is directed at a district official or employee, or the property of an official or employee, may result in a disciplinary action.

Students who elect to attend Clark County CTC, OIC, and/or other educational institutions that are extensions of our school will be subject to disciplinary action(s) based upon the Student Code of Conduct of either entity.

Teachers and administrators may deal with misbehavior contingent upon such factors as:

- the student(s) involved.
- the factors precipitating the behavior.
- the seriousness of the offense.
- the number of times the offense has been committed.
- the previous discipline record.

Tecumseh Local School's Expectations:

Our Students will:

- Be Respectful
- Be Responsible
- Be Accountable
- Demonstrate self-control

Enforcement of the Code of Conduct

The student code of conduct is enforced at the principal's discretion. The final determination of what is appropriate student conduct is the responsibility of the principal and/or assistant principal.

Any violation of the District Code of Conduct may be addressed in a variety of methods, including but not limited to verbal/written warning, conferences, parent/guardian contact, referral to a guidance counselor, detention, administrative detention, in-school suspension/ALC, emergency removal, suspension, expulsion, removal from school transportation, revocation of driving/parking privileges, removal/suspension of a work permit, referral to law enforcement agencies, or removal from curricular or extra-curricular activities, pursuant to 3313.661 Ohio Revised Code.

This policy grants school officials the right to use all legal means including but not limited to, the use of drug trained canines in the performance of their responsibilities.

Students will follow all school rules, policies, and directives during the duration of discipline.

METHODS OF DISCIPLINE

Once a student has been referred to the principal for disciplinary reasons, a record will be kept of his or her offense. This record is to help measure the student's behavioral progress as well as aid the principal in determining the appropriate disciplinary measures for such offense. The principal has many means at his disposal. These include rewards for good behavior, positive reinforcement for improvement in behavior, personal guidance, and recommendation to the counseling staff. The principal also has many means at his disposal that he will use according to his discretion when considering the nature of the offense and the record of the student.

The following are Methods of Discipline (including but not limited to the following): Positive actions by staff members to inspire correct behavior, Counseling by teachers and guidance staff, Referral to guidance counselor, Denial of privileges, Demerits, Detention before, during, or after school, Administrative Detentions, Alternative Learning Center, Emergency Removal, Out of School Suspension, Expulsion from school, Juvenile Court Mediation, Referral to Juvenile Court.

Abbreviations and Definitions of Discipline Key:

Demerits - may be assigned by teachers, monitors, or administrators for minor school violations. Students will receive a demerit slip from the staff member. Students are responsible to track their demerits and communicate the infraction to their parents.

Demerit Progression:

Demerits do not accumulate throughout the quarter and start over at the beginning of each quarter.

1st - 4th Demerit - no direct consequence/warning

5th, 6th & 7th Demerit - Before, During, or After School Detention

8th & 9th Demerit - Extended Detention

10th and subsequent Demerits - Office Referral which may result in either ALC or OSS

Accumulation of excessive demerits may result in the student and parents participating in a Clark County Juvenile Court mediation session.

Det. - Detention - may be assigned by teachers, monitors, or administrators for minor school violations. Detentions last for 30 minutes and may be scheduled, before, during, or after school at the staff member's discretion. Cutting a detention will result in two detentions being assigned and cutting either of those detentions will result in an Office Referral. A warning may be given prior to the detention. An office referral should be written after the student has received two detentions for similar behavior.

A.D. - Administrative Detention - will be assigned by the administration for violations of the Student Code of Conduct.

Administrative Detentions are held on scheduled dates and times, either before, during, or after school, in the assigned room.

Administrative Detentions may be either one or two hours in length and are generally scheduled in advance. The student and parent/guardian are expected to make arrangements to provide transportation and have a ride available to drop them off or pick them up.

Students who do not follow the rules in detention may be removed and have additional disciplinary actions taken including but not limited to additional Administrative Detentions, placement in the Alternative Learning Center, or Out of School Suspension.

- In the event of an emergency situation and an Administrative Detention must be rescheduled, the parent/guardian must contact the student's administrator prior to the scheduled time. Rescheduling of an Administrative Detention will be limited to one per semester without a "Green Slip" excuse.
- If school is cancelled due to inclement weather, detentions may be reassigned for the next available detention date.

A.L.C. - Alternative Learning Center - will be assigned by the administration for violations of the Student Code of Conduct. Students

placed in the Alternative Learning Center will have the opportunity to complete school assignments and receive credit for their work.

Students who do not cooperate with the ALC monitor, do not engage in productive work activities or who are disruptive in ALC may face additional disciplinary consequences including but not limited to: emergency removal (requiring immediate parent pick up of the student), additional days of ALC assignment, or out of school suspension.

O.S.S. - Out of School Suspension - will be assigned by the administration for either severe or frequent violations of the Student Code of Conduct. Out of School Suspensions means the student may be removed from school for a period of up to 10 days. During a suspension, a student may not be on any school property without permission from either the Principal or Superintendent. Although a student may wish to contact other students about missed classroom assignments during their suspensions, the assignments will not be graded and/or entered into the teacher's gradebook as part of the students overall grade (i.e., zero grade for work missed). Out of School Suspensions will negatively impact the student's quarter grades.

Rec. Exp. - Recommended Expulsion - will be requested by the building level administration for severe or frequent violations of the Student Code of Conduct. The Expulsion will be considered during a separate hearing with a district level administrator acting as an Arbitrator. As a result of an Expulsion Hearing, the superintendent may hold the expulsion in abeyance, remove a student from school for the remainder of the semester, remove the student for up to 80 days, or in specific situations, such as a weapons violation, the student may be removed for one calendar year.

Permanent Exclusion - is the act by the superintendent of removing a student from school and also barring that student from enrolling in any school in Ohio.

Revocation of Driver's License - will be initiated by the building level administration for the consideration and approval of the superintendent. Violations of certain rules can result in a student's driver's license being revoked by the Department of Motor Vehicles. Notification to the Registrar of Motor Vehicles and the County Courts System must comply with the ORC 3319.321 and with the U.S. Family Educational Rights and Privacy (FERPA) and accompanying regulations.

Control of Out-of-School Conduct

The out-of-school misconduct, which may be regulated by school policy, is misconduct, which is connected to activities or incidents that have occurred on school owned or school controlled property. School officials also have authority over misconduct directed at a district official or employee, even if the misconduct occurs off school grounds. Additionally, out-of-school misconduct that presents a hostile environment within the school setting between students and/or staff is prohibited such as harassment/threats/intimidation.

The following code sets forth school rules prohibiting certain types of student conduct, either:

- on district school grounds during or immediately before or immediately after school hours.
- on district school grounds at any other time when the school is being used by a school group.
- off district school grounds at a school sanctioned activity, function, or event.
- off district school grounds for a threat, assault, or general abuse of a staff member or staff member's property because of school related activities.
- off district school grounds for a threat, assault, or general abuse of another student because of school related activities.

A student found to be in violation of any one of these rules, may be suspended for a period up to ten (10) days, and expelled for an additional 80 days or, in the case of a weapons violation, one (1) calendar year. It shall be the decision of the proper school administrator after carefully weighing all the facts and circumstances pertaining to an incident of misconduct as to which corrective measures are appropriate or adequate. ALC assignments, Out of School Suspensions and Expulsions may be extended into the following school year if the present school year is over before the suspension or expulsions end.

Student's Infraction Codes:

based upon guidelines set forth by the Ohio Department of Education through the Education Management Information System (EMIS).

O1 - TRUANCY/ATTENDANCE

- The Attendance Policy is defined in detail in a separate section within this Student Handbook.
- No student shall fail to comply with state compulsory education laws and district attendance policy, including but not limited to, truancy from school, intentionally missing part of or the entirety of a specific class, tardiness to school, in general, or to a specific class without valid reason.
- While in school, students are expected to follow the daily schedule assigned by the guidance office. Students should not be Out of Bounds by entering a classroom, locker room, storage room, or other areas unless they are assigned to that class at that time or sent specifically by a staff member.

O2 - DISOBEDIENT/DISRUPTIVE/INAPPROPRIATE BEHAVIOR

A. Disruption of School/Inappropriate Behavior

- No student, or group of students, by use of violence, force, noise, coercion, threat, intimidation, fear, active or passive resistance, or any other conduct, shall cause the disruption or obstruction of any lawful mission, process, or function of the school, or cause other students to engage in such conduct.
- The following acts are prohibited:
 1. occupying any school building, school grounds, or thereof, with intent to deprive others of its use;
 2. blocking the entrance or exit of any school building, corridor, or room therein, with intent to deprive others of lawful access to or from, or use of, the building, corridor, or room;
 3. preventing or attempting to prevent by physical act the convening or continued functioning of any school, class, or activity, or of any lawful meeting or assembly on the school premises;
 4. preventing students from attending a class or school activity;
 5. except under the direct instruction of the principal, blocking normal pedestrian or vehicular traffic;
 6. continuously and/or intentionally creating noise or acting in any manner so as to interfere with a school employee's ability to maintain order;
 7. invading electronic mail, vandalism or destruction of computer files and the use of computer or technology networks for monetary gain or other unethical purposes; this may include but is not limited to violation of district Acceptable Usage Policy for Technology and technology misuse, this includes cyber-bullying, file manipulation, destruction of any computer files, hardware, and/or software, hacking, or failure to use computer and networks and/or internet access according to set procedures;
 8. throwing objects (food, eraser, etc.)
 9. non-directed cursing/profanity and the use of indecent or obscene language in oral or written forms, as well as, inappropriate/obscene gestures;
 10. chronic misbehavior;
 11. disruption to the educational environment.

B. Insubordination/Non-Compliance/Failure to Obey

For their own safety and the smooth operation of the school, students are expected to listen to and follow all reasonable directions issued by the adults, including but not limited to teachers, monitors, bus drivers, secretaries, custodians and administrators at school without question. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member or acting in defiance of staff members is considered, in ascending order of severity, lack of cooperation, non-compliance and insubordination.

- No student shall fail to comply with any reasonable instruction or request of teachers, student teachers, substitute teachers, security personnel, administrators, or other authorized school personnel during any period of time when he/she is properly under the authority of such school personnel
- No student shall give false information when requested to give name, address, etc. by a staff member.
- Deception/falsifying/withholding information from school personnel in the legitimate pursuit of their jobs.
- Violation of any school and/or board rule, regulation, or policy/procedure.

C. Refusing to Accept/Serve Discipline

- Students failing to comply with disciplinary penalties may face enhanced penalties for such actions. This may include but is not limited to skipping or refusing to serve a discipline consequence.

D. Violation of Individual School, Hallway, or Classroom Rules

- Violations that interfere or compromise building security protocols, which may affect the safety of the students, staff, or building. This may include but not limited to: covering cameras, hanging items from ceiling, propping doors open, or preventing doors from closing and/or locking down during the school day, etc.
- Each learning environment or classroom may have different rules for students, which may be unique to that individual classroom. These rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules and/or procedures within each learning environment, all of which will be consistent with this Code.
- Hall Passes - Students must use the proper hall pass, student agenda/handbook, at all times. (Hall passes are defined in the Student Agenda) In the event of an emergency, a student may request to use a teacher's agenda book.
- Unsafe behavior, or any action that by its nature, intentionally or unintentionally, threatens the safety of the student and/or others. This may include, but is not limited to, general horseplay, running in the hallways, or unwarranted physical contact or unauthorized touching;
- Food and/or drink (excluding water in a clear plastic bottle) out of the cafeteria without permission from the school administration and/or clinic.

- Students are not permitted to cut in the lunch line, exceptions may be granted by the school administration and/or school nurse.
- Students are not to be in “Out-of-Bounds,” restricted, or No Standing areas throughout the building as designated by school officials either before, during, or after school.

E. Aiding or Abetting Violation of School Rules

- No student shall assist other students in the violation of any school rule. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.
- No student shall encourage, contribute to, aid, escalate, promote, or help create conditions that are conducive to violent acts or fighting.

03 - FIGHTING/VIOLENCE

- No student shall cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably be anticipated to cause physical injury to a school employee, fellow student, or other person while under the control of the school.
- Fighting/Violence is defined as the mutual participation in an incident involving physical violence.
- Acting with intent to cause fear in another person of immediate bodily harm or death or intentionally bullying, inflicting, or attempting to inflict bodily harm upon another person. Physical assault of a staff member, student or other person associated with the district, regardless of whether it causes injury will not be tolerated. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. Assault may result in criminal charges and may subject the student to expulsion.
- The following acts are prohibited:
 - a. Assault on a school employee, student, or other person associated with the district.
 - b. Fighting/Unauthorized touching.

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

04 - VANDALISM/DAMAGE TO SCHOOL OR PERSONAL PROPERTY

- No student shall cause or attempt to cause damage to property belonging to the school, the district, employees, other students, or another person. Vandalism refers to the willful destruction, defacing, cutting, or otherwise damaging of property belonging to others.
- Students caught vandalizing will face disciplinary action and may be reported to law enforcement officials. Legal action may be initiated to collect damage costs.

NOTE: Tecumseh Local School District and their employees are not responsible for damages, theft, or loss of student property including electronic devices.

05 - THEFT/STEALING OF SCHOOL OR PERSONAL PROPERTY

- No student shall be involved in the unauthorized taking, receiving, or possessing property belonging to the school, the district, employees, other students, or another person.
- Students caught stealing will face disciplinary action and may be reported to law enforcement officials. Legal action may be initiated to collect costs.

NOTE: Tecumseh Local School District and their employees are not responsible for damages, theft, or loss of student property including electronic devices.

06 - USE, POSSESSION, SALE, OR DISTRIBUTION OF A FIREARM

- No student shall bring a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. The Superintendent, using the guideline(s) set forth in Board Policy 5611 and 5611.01, may reduce this expulsion, on a case-by-case basis.
- The administration will refer any student who violates this policy to the student’s parents or guardians and to the criminal justice or juvenile delinquency system.
- Driver’s License may be revoked or withheld by the Ohio Bureau of Motor Vehicles

“Firearm” is defined for purpose of a dangerous weapon as:

- A. any weapon (including a starter gun) which will, or is designed to, or may readily be converted to, expel a projectile by the action or an explosive;
- B. the frame or receiver of any such weapon; or any firearm muffler or fire arm silencer;

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons to the Principal. Failure to report such knowledge may subject the student to discipline.

07 - USE, POSSESSION, SALE, OR DISTRIBUTION OF A DANGEROUS WEAPON OTHER THAN A FIREARM OR EXPLOSIVE, INCENDIARY, OR POISON GAS

- No student shall knowingly possess, handle or transmit a knife, sword, machete, or other object that reasonably can be considered as a weapon and could cause death or serious injury.

- Any combination of parts either designed or intended for use in converting any device into a destructive device which may be readily assembled (i.e. fist pack, brass knuckles, club type implements, etc.)
- Any item that resembles a dangerous weapon and is being represented as a dangerous weapon even if the instrument does not have the characteristics of a legitimate weapon or intended to cause bodily harm (i.e. “switch blade” combs, toy knife, sword, machete, or other object that reasonably can be viewed as a weapon by another person).
- The administration will refer any student who violates this policy to the student’s parents or guardians and to the criminal justice or juvenile delinquency system.
- May include tools such as: hammers, screwdrivers, etc. not being used for their intended purposes.
- Driver’s License may be revoked or withheld by the Ohio Bureau of Motor Vehicles

“Knife” is defined as any instrument that possesses a pointed or sharp-edged blade of metal or other rigid material and that is designed for, or can be used for, cutting, slicing, piercing, or stabbing. This definition shall include but is not limited to straight razors, utility knives, box cutters, ice picks, pocketknives, switchblades, and buck knives. Section 2923.122 of the Ohio Revised Code makes it a felony to knowingly convey, attempt to convey, or possess any deadly weapon or dangerous ordinance onto any property owned by or controlled by, or to any activity held under the auspices of the school.

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons to the Principal. Failure to report such knowledge may subject the student to discipline.

08 - USE, POSSESSION, SALE, OR DISTRIBUTION OF ANY EXPLOSIVE, INCENDIARY, OR POISON GAS

- No student shall knowingly possess, handle or transmit any destructive device, which includes a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or a device similar to the devices described in the preceding clauses.
- No student shall knowingly possess, handle or transmit any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat including, but not limited to explosives and chemical-reaction objects such as smoke bombs and poppers.
- No student shall knowingly possess, handle or transmit any substance, combination of substances, or article prepared to produce a visible and/or audible effect by combustion, explosion, deflagration, or detonation including, but not limited to firecrackers, dynamite, etc.
- No student shall knowingly possess, handle or transmit any type of weapon by whatever name known which will, or which may readily be converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one half inch diameter.
- The administration will refer any student who violates this policy to the student’s parents or guardians and to the criminal justice or juvenile delinquency system.
- Driver’s License may be revoked or withheld by the Ohio Bureau of Motor Vehicles

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons to the Principal. Failure to report such knowledge may subject the student to discipline.

09 - USE, POSSESSION, SALE OF DISTRIBUTION OF TOBACCO AND/OR NICOTENE

- No student shall knowingly possess, consume, distribute, purchase, or attempt to purchase, and/or use any tobacco product in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored event.
- Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, nicotine gum, or any other matter or substance that contains tobacco. Smoking clove cigarettes is prohibited. Additionally, Electronic Nicotine Delivery Systems (E-Cigarettes, Vaporizers, etc.) and/or any related devices designed to transmit nicotine or vapor into the user is prohibited.
- This infraction also includes matches, butane lighters, rolling papers, electric lighters, etc.
- The administrator may refer any student who violates this policy to the student’s parents or guardians and file charges through the juvenile court system.

10 - USE, POSSESSION, SALE, OR DISTRIBUTION OF INTOXICATING ALCOHOLIC BEVERAGES

- No student shall knowingly possess, consume, distribute, conceal, purchase, or attempt to purchase, be “under the influence”, and/or use any alcoholic product in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored event.
- Alcoholic beverages mean intoxicating liquor, alcohol, wine, beer, mixed beverages, malt liquor, and malt beverages as defined in Section 4301.01 of the Ohio Revised Code. The term alcoholic beverages also means any liquid substance, such as near beer, intended for use as a beverage, used as a beverage, or capable of being used as a beverage, which contains alcohol in any proportion or percentage.
- Students found in violation of this policy will be subject to disciplinary action of suspension and expulsion and may be referred for prosecution and notification to the Bureau of Motor Vehicles for driver’s license revocation. A reduction of penalty may be granted if the student successfully completes a prescribed, professional alcohol/drug assessment and/or treatment program. A reduction in penalty may be granted where otherwise required by law. Professional assistance may include, but is not limited to, an alcohol/drug education program, assessment with follow through based upon the assessment findings, counseling, outpatient, or inpatient treatment.

“Under the Influence” is defined as manifesting signs of alcohol misuse such as, but not limited to, staggering, reddened eyes, odor of alcohol, nervousness, restlessness, falling asleep in class, memory loss, abusive language, or any other behavior not considered normal for the particular student.

11 - USE, POSSESSION, SALE, OR DISTRIBUTION OF DRUGS OTHER THAN TOBACCO OR ALCOHOL

- No student shall knowingly possess, consume, inhale, distribute, conceal, purchase, or attempt to purchase, be “under the influence”, and/or use any illegal drug, non-prescribed legal drug, stimulant, look-alike drug, or any non-prescribed mind altering or performance enhancing medication, supplement, or chemical of any kind, narcotic, hallucinogen, amphetamine, barbiturate, marijuana, tranquilizer, steroid, intoxicant, or other illegal or counterfeit (look-alike) drug in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored event.
- This infraction also includes possessing, using, transmitting, or offering to transmit any drug-related paraphernalia.
- Students found in violation of this policy will be subject to disciplinary action of suspension and expulsion and may be referred for prosecution and notification to the Bureau of Motor Vehicles for driver’s license revocation. A reduction of penalty may be granted if the student successfully completes a prescribed, professional alcohol/drug assessment and/or treatment program. A reduction in penalty may be granted where otherwise required by law. Professional assistance may include, but is not limited to, an alcohol/drug education program, assessment with follow through based upon the assessment findings, counseling, outpatient, or inpatient treatment.
- Use of drug/medication authorized by a currently valid medical prescription shall not be considered a violation of this policy so long as such medication is kept in the security of school personnel and all requirements of the board’s policy regarding student use of prescription adhere to the policies and procedures described in board policy. Failure to comply with prescription and non-prescription drug policies may result in discipline as described herein: suspension, expulsion, referral for drug assessment and treatment and/or notification of Bureau of Motor Vehicles.

“Under the Influence” is defined as manifesting signs of drug or chemical misuse such as, but not limited to, staggering, reddened eyes, odor of drugs, nervousness, restlessness, falling asleep in class, memory loss, abusive language, or any other behavior not considered normal for the particular student.

14 - FALSE ALARM/BOMB THREAT/SETTING FIRE

- No student shall make or participate in making a bomb threat (i.e. intentionally giving a false alarm of a bomb) or tampering or interfering with any fire alarm against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one school year.
- It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank is a dangerous stunt that is against the law and will subject the student to disciplinary action. disruption or damage to the school building or property.
- The administration will refer any student who violates this policy to the student’s parents or guardians and to the criminal justice or juvenile delinquency system.

18 - DISOBEDIENT/DISRUPTIVE

A. Dress and Grooming

Students are expected to dress appropriately at all times. Any fashion (dress, accessory or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (No)
- Does my clothing advertise something that is prohibited to minors? (No)
- Are there obscene, profane, drug/alcohol or tobacco related, gang related, or inflammatory messages on my clothing? (No)
- Am I dressed appropriately for the weather? (Yes)

If you don’t get the correct answer on any of these questions, make the changes before leaving for school.

Students are advised to use good taste in selecting their clothing choices for school. Students should follow the standards outlined below, and realize that some items of clothing that students choose to wear outside of school may not be appropriate for the school setting. Students will be expected to conform to the dress code standards during the school day. Students who are found to be in violation of the dress code will be given an opportunity to change or call home for appropriate clothing. If a change of clothes can not be brought to school, students may be given an appropriate discipline including but not limited to, a Detention or placement in the Alternative Learning Center for the day. Repeated incidents will be considered an act of insubordination and increased disciplinary actions may take place.

The following information will be used as general GUIDELINES to help students dress in an appropriate and adequate manner.

- No student shall dress in a manner, which presents a clear and present danger to the student’s health or safety or in a manner, which causes an interference with schoolwork or which creates a classroom or school disruption.
- Hats, hoods (worn over head), sunglasses, sweatbands, tank tops, halter-tops, or mesh shirts are not to be worn during the school day. Bare midriiffs are not permitted. All tops must cover the entire shoulder. Pajamas, sleep-related clothing, or “lounges” pants are not permitted. Slippers or unsafe footwear are not permitted.
- Pants, shorts and skirts may not be excessively distressed (ragged, torn or worn out) nor may there be holes in the garments that are more than 3 inches above the top of wearer’s kneecap when a student is standing normally.
- A guideline for minimum length of shorts 3” inseam length, skirts, skorts, dresses, should be no shorter than 4 inches above the top of wearer’s kneecap when a student is standing normally.

- Printing or pictures depicting themes of drugs, tobacco, alcohol, weapons, and sexual nature (including related innuendo or double entendre) will not be permitted. In addition, any threatening, intimidating, subversive, or vulgar items will not be permitted.
- Undergarments, including but not limited to boxers, briefs, underwear, bras, sports bras, should not be exposed at any time. Gym clothes (worn as part of their P.E. classes) and spandex/biking shorts/pants, or leggings, jeggings, spandex, or other “form-fitting” style of clothing are not to be worn exclusively as pants during the school day unless it is layered as part of an outfit that conforms to the dress code and are within 3 inches above the top of wearer’s kneecap when a student is standing normally.
- Mesh or “see through” clothing that does not cover undergarments or spaghetti straps sufficiently to make that clothing combination in compliance will be considered in violation of school dress code.
- No student, while attending school or school-related event shall wear or display:
 1. excessive, unnatural hairstyles, hair color, makeup, contact lens, body paint, etc.
 2. hairstyles that cover the student’s eyes, impair their vision, or keep staff members from seeing the student’s eyes.
 3. any item in a visible facial or body piercing other than the ear that causes a disruption to the educational environment.
 4. excessive-sized items or excessive sized gauging (larger than 000g or 7/16”) in an ear piercing.
 5. any item in a facial or body piercing that may inhibit student performance or speech, that may cause disruption of the educational environment, that poses a risk of health and/or safety concerns, or that may be indicative of gang or cult-related activities, including, but not limited to, a piercing of the lip, tongue, eyebrow, cheek, nose, etc.
 6. costumes, masks, and/or “morph” style suits that might prevent a student’s identity from being known or deemed inappropriate.
 7. wallet chains, spiked, or studded accessories.
 8. any student generated spirit wear must be approved administratively. Students may not create spirit wear on their own for use at school or athletic events without prior permission. Commercially available spirit wear acquired from local vendors are permissible if it meets basic standards of good taste.
 9. athletic uniforms, which do not meet dress code standards, may not be worn at school during regular school hours.
 10. improper or suggestive clothing is prohibited.

The administration will have the final decision as to what constitutes proper dress and grooming and whether or not a student’s clothing is inappropriate and/or constitutes a disruption to school.

B. Display of Affection

- Public displays of affection are generally considered in poor taste and have no place in the school. Hugging, kissing, and inappropriate touching are not allowed. Students involved in such behavior will be asked to discontinue such behavior. If it should persist, then other measures will be taken.

19 - HARASSMENT/INTIMIDATION/THREAT

- The Anti-Harassment General Policy Statement is defined in detail in a separate section within this Student Handbook.
 - Students and/or parents may report bullying incidents directly to any building or district administrator or by calling the TEC Hotline at (937) 845-4483 and choosing option #7.
 - Harassment, intimidation, or bullying behavior by any student in the Tecumseh Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Harassment, intimidation, or bullying”, in accordance with R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:
 - a) Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students’ personal property; and,
 - b) Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students
 - The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying and cyber-bullying) toward a student, whether by other students, staff, or third parties are strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions, which cause or threaten to cause bodily harm or personal degradation.
- A. General Abuse of Others** - No student shall use, direct, or display words, phrases, or actions, in oral, written, or electronic form which are considered to be disrespectful, slanderous, degrading, obscene, profane, or inappropriate behavior as defined by the majority of our society, this includes but is not limited to students, teachers or other school personnel, and/or guests. Inappropriate/obscene gestures are also prohibited.

B. Harassment

Types of Harassment may include but not limited to:

1. Race/Color
2. Religious (Creed)
3. National Origin
4. Disability

C. Intimidation and extortion of a student or school personnel.

D. Threat - Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies intimidates or causes fear of bodily harm or death is also prohibited.

E. Bullying

- Bullying can mean any intentional written, verbal, graphic, or physical act that a student or group of students exhibited toward another particular student more than once and the behavior both:
 - o causes mental or physical harm to the other student; and
 - o is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for other students.
- Misconduct by one student against another student, may result in appropriate disciplinary consequences for the perpetrator. Acts of bullying and dating violence are prohibited. (Ohio Revised Code 3313.666)

F. Cyber-Bullying: (Ohio Revised Code 3313.666)

- Cyber-Bullying, which are electronic acts or forms of harassment, intimidation, coercion, or bullying behavior by electronic means towards a student/school personnel are prohibited.
 1. Cyber-bullying may be perpetrated with computers, cell phones, internet websites, and/or any other electronic devices. Please report the incident to school authorities.
 2. Cyber-bullying by a student that occurs off school district property, from any location, but is connected to activities or incidents that have occurred on school district property may result in disciplinary action.

G. Gang Related Activity

- No student on, or about, school, school property or at any school sponsored activity shall wear, possess, use, distribute, display, or sell any clothing, medallions or other jewelry, emblem, badge, patch, symbol, insignia, sign, tattoo (whether permanent or temporary), scar or mark, haircut, or other things which identify a gang or which otherwise disrupts the academic process.
- No student on, or about, school, school property or at any school sponsored activity shall engage in conduct, or speech, whether verbal or nonverbal (gestures, hand signals, hand shakes, etc.) showing membership or affiliation in a gang.
- No student on, or about, school, school property or at any school sponsored activity shall use speech or commit any act or omission which is disruptive, intimidating or threatening, or which tends to arouse fear, alarm, resentment, anger, hostility, or violence, including but not limited to the following gang related activity.
 1. soliciting or recruiting others for membership in any gang or soliciting others for participation in gang activities;
 2. requesting any person to pay for protection or intimidating or threatening any person;
 3. assaulting any student, school employee, or visitor (whether during school or school sponsored activity or on the way to or from school or school sponsored activity) or inciting others to act with physical violence;
 4. distributing or copying any gang related material on school property or at school sponsored activities;
 5. marching, congregating, massing together with the intent to disrupt or intimidate or when one has reason to believe that such conduct will arouse fear, alarm, resentment, anger, hostility, or violence. Such meetings or congregations are contrary to the purpose of the educational institution and will be considered trespassing. Trespassers will be prosecuted;
 6. "tagging" or placing any gang related graffiti on the school or school property of others during school sponsored activities;
 7. committing any other illegal act or other violation of school district policies.

H. Hazing

- No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by individual subjected to hazing does not lessen the prohibition contained in this policy.

I. Terroristic Threat

- No student shall threaten, directly or indirectly, to commit a crime of violence with the purpose to terrorize another with reckless disregard of the risk of causing terror in another.

20 - FIREARM LOOK-A-LIKES

- Any item that resembles a firearm but does not have the explosive characteristics of a firearm but may use a spring loaded device or air pressure by which to propel an object or substance (i.e. toy guns, cap guns, bb guns, pellet guns).
- The administration will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system.

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons to the Principal. Failure to report such knowledge may subject the student to discipline.

21 - UNWELCOME SEXUAL CONDUCT

- Sexual Harassment - Unwelcome sexual advances, request for sexual favors, inappropriate touching, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive education or work environment (i.e., pinching, grabbing, unauthorized/inappropriate touching, suggestive comments, gestures, or jokes or pressure to engage in sexual activity)

22 - SERIOUS BODILY HARM

- An incident that results in serious bodily injury to oneself or others. “Serious Bodily Injury” is defined as “A bodily injury that involves substantial risk of death, extreme physical pain; protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or faculty (18 U.S.C. 1365 (3)(h)).

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of incidents and/or potential issues to the Principal. Failure to report such knowledge may subject the student to discipline.

Additional Student’s Infraction Codes:

- based upon guidelines and policies set forth by the Tecumseh Local School District.

101 - GAMBLING (including cards)

- Gambling is illegal in Ohio and is not tolerated at school. Playing cards are not permitted.

102 - STUDENT ACTIVITIES/SCHOOL SPONSORED EVENTS

A. The goals of the Tecumseh Local Schools student activity/school sponsored events code is threefold:

1. To promote a positive image of our school, our students, and our community,
2. To promote/teach good sportsmanship win or lose,
3. To teach appropriate decorum in proper setting.
 - School rules, regulations, and policies that apply to the student in school also apply to students during participation or if they are in attendance of school sponsored activities/events. These rules apply regardless of whether or not the student is on school grounds, attending a school function or activity, at another school’s function or activity.
 - Participation and attendance at these student activities is not a right but it is considered a privilege for each student.
 - Cheering is for our team not against:
 - o Opponent
 - o Referees
 - o Specific players.
 - Off campus conduct. Students should remember that they are representatives of Tecumseh Local Schools, the community, and its reputation. Conduct that is not reflective of these ideals may result in disciplinary action.
 - No student, while attending school-related event shall wear or display:
 - a. Excessive and/or inappropriate body paint
 - b. Inappropriate/suggestive dress or spirit wear.
 - i. Any student generated spirit wear must be approved by the school administration.
 - ii. Commercially available spirit wear acquired from local vendors are permissible if it meets basic standards of good taste.
 - iii. Shirts must be worn at all times no undergarments shall be exposed.
 - c. Use of inappropriate/obscene gestures.
 - d. Chalk/marker boards are prohibited at athletic contests and school sponsored events.
 - e. Costumes, masks, and/or “morph” style suits that might prevent a student’s identity from being known or deemed inappropriate.

The administration will make the final decision as to what constitutes school appropriate behavior at school activities/school sponsored events.

Remember cheer loud, have fun at the different events, but conduct yourself in a positive manner that will build a positive reputation for you, our school, and community. **GO ARROWS!!!**

B. No student shall violate the rules or regulations or misappropriate funds of such activities.

103 - CELL PHONES, MP3 PLAYERS, AND OTHER ELECTRONIC DEVICES

- Students and parents/guardians may access the complete Personal Technology Device Use Policy, adopted by the Tecumseh Local Board of Education, through the district website or by requesting a hardcopy from the Tecumseh Local Board Office or any district school building. Additionally, copies shall be posted in conspicuous places in each building.
- The Board of Education will supply any electronic equipment or devices necessary for participation in the educational program.
- During school hours or after-school activities, any personal electronic equipment or devices **MUST BE POWERED COMPLETELY OFF** (i.e., not just placed into vibrate or silent mode) and stored out of sight in student bookbags unless explicitly given permission by the classroom teacher, school official, or administrator.
- Use of any personal electronic equipment or devices in non-academic areas such as: hallways, restrooms, cafeteria, etc. are not allowed unless permission is obtained explicitly from the specific Building Principal.
- The use of any Personal Technology Device at school **MUST** be used to aid the educational and academic experience of the student. The direct control remains, at all times, with the staff member, and oversight will be provided by the building and/or district administration and Technology Coordinator.
- Any student must **IMMEDIATELY** turn over the Personal Technology Device to a staff member requesting the device. The student is prohibited from removing the battery, sim card, memory card, turning the device off, intentionally putting a “lock” onto the device, or otherwise making it inoperable prior to surrendering the device to the staff. A student refusing to hand over an electronic device may be subject to increased school discipline as deemed appropriate.
- These devices are subject to reasonable inspection, which may include review of history and any information contained on the device. (Searches will follow Board Policy 5771).

- Although school administrators have a legal authority to search Personal Technology Devices at school, only those devices that are believed to have a legitimate “Reasonable Suspicion” will be subject to a search. Issues such as credible witness testimony, the location of an infraction, refusal to surrender the device, additional information, etc. will be used to determine “Reasonable Suspicion.”
- In the event that any Personal Technology Devices must be inspected by an administrator, the student will, whenever possible, be notified and allowed to be a witness to the examination of any data stored on the device, including, but not limited to: instant messages, email, texts, pictures, videos, files, history data, apps, etc.
- All confiscated devices may be required to be picked up in the Main Office by a parent or guardian regardless of the student’s age or situation.

A. Use of Personal Technology Device without Permission

- Unless the classroom teacher, staff, or administration expressly grants permission, students are not allowed to use personal cell phones, MP3 players, tablets, E-Readers, or other electronic devices during the school day (graphing and dedicated calculators are the only exceptions).
- If an extreme medical emergency arises, parents may contact the school administration and request their child be allowed to be in possession of their cell phone during the school day. However, **the school administrator, prior to the student being allowed to carry the cell phone during the school day, must grant permission to the parent.**

B. Failing to “Claim Your Device”

- Based upon the discretion of the classroom teacher or staff, students can be required and compelled to “Claim Their Device.” Under this portion of the policy, students MUST place any and all Personal Technology Devices that are in their possession either on the desk or at an alternative location.
- This can be done during situations such as testing, presentations, etc., so that the teacher or staff member can visually verify that the device is not being used to cheat, gain an unfair advantage, or record any images.
- Any Personal Technology Device that is discovered to be in the student’s possession while it should have been “claimed,” will be assumed to have been used for inappropriate purposes including cheating, recording images, etc. Depending on the situation, this could rise to “Reasonable Suspicion” and mandate a search of the device by the building or district level administrator.
- If a Personal Technology Device is used to cheat or gain an unfair academic advantage, the student may face disciplinary actions based on a Code 103 Infraction as well as a Code 107 - Academic Integrity/ Cheating Infraction.

C. Improper Use of a Personal Technology Device

- Students are not permitted to use cell phones and/or electronic recording devices to record video or audio at school or a school sanctioned event unless they have permission from the building principal.
- Students are not permitted to possess, take, disseminate, transfer or share nude, obscene, pornographic, lewd or otherwise illegal images, videos, or files, whether by electronic data transfers or other means commonly referred to as texting, emailing, sexting, etc. which may constitute a crime under state and/or federal law.
- Students are not permitted to use a Personal Technology Devices to send threatening, harassing, or disruptive messages to students or school personnel, or to otherwise interfere with the educational process of the school while under the control of the school authorities.
- Students are absolutely and unequivocally denied the ability to use any Personal Technology Device or school-owned technology device, capable of recording, inside a restroom, locker room, dressing room, or any other area that students might be completely or partially unclothed. There are no exceptions.
- Students are absolutely and unequivocally denied the ability to use any Personal Technology Device or school-owned technology device to record any inappropriate activity or behavior such as fights or students intentionally engaging in the breaking of school and/or district rules and policies.
- Students are absolutely and unequivocally denied the ability to post any inappropriate school activity or behavior to internet-based sites, including, but not limited to: YouTube, metacafe, Snapfish, Flickr, Photobucket, Facebook, MySpace, Instagram, SnapChat, Lulu, iMeetzu, Poof, Google+, et
- Any person found to have used a Personal Technology Device, in an improper manner, may face disciplinary actions based on a Code 103 Infraction as well as a Code 19 - Harassment/Intimidation/Threat, Code 21 - Unwelcome Sexual Conduct, Code 104 - Unauthorized Publications, or any other appropriate Disciplinary Code Infraction. Additionally, students may be reported to the appropriate law enforcement agencies when situations are warranted.
- Students are not permitted to use personal technology resources at school to access non-educational websites or attempt to “by-pass” school technology filters to gain access to pornographic, gaming, social networking, video files, etc.

D. Denial of Personal Technology Device Use Privileges:

- The Tecumseh Local School District reserves the right to ban any individual student or group of students from bringing Personal Technology Devices onto school property or to a school-related activity. A student shall be issued a written Denial of Personal Technology Device Form stating the reasons for and the duration of the denial. A copy of this form will be mailed to the home address. If a student fails to comply with the ban, he/she will be considered as Failure to Comply with a Directive, which may result in severe consequences.

NOTE: Tecumseh Local School District and their employees are not responsible for damages, theft, or loss of student property including electronic devices.

104 - UNAUTHORIZED PUBLICATIONS

- No student shall print or electronically produce or distribute unauthorized publications. This includes the possession, distribution, or display of obscene or pornographic materials.
- Placing of signs/banners and slogans on school property without the permission of the proper school authority is prohibited.

- Distribution on school premises of pamphlets, leaflets, buttons, insignia, unauthorized petitions etc., without the permission of the proper school authority is prohibited.
- Students are not permitted to use cell phones and/or electronic recording devices to record video or audio at school or at a school sanctioned event unless they have permission from the building principal. (See also Personal Technology Device Policy)
- Students are not permitted to use school technology resources to access non-educational websites or attempt to “by-pass” school technology filters to gain access to pornographic, gaming, social networking, video files, etc. (See also Personal Technology Device Policy)

105 - STUDENT RECORD AND OFFICE FORM ALTERATION

- No student shall remove any student record from its official place of deposit without permission of the record custodian or alter or in any way change any such record/form. Forgery/Falsification of school or school-related documents is prohibited.
- No student shall knowingly submit a falsified or altered document from any outside agency or person such as those obtained from a doctor appointment, court appearance, counseling session, college visitation, parent excuse, etc.
- No student shall present an altered hall pass in order to leave a classroom, study hall, etc.

107 - ACADEMIC INTEGRITY/CHEATING

- Academic Integrity is defined as the pursuit of scholarly activity free from fraud and deception. Academic dishonesty may include but is not limited to copying from another when the work is not intended to be collaborative, submitting another’s work as one’s own, obtaining a copy of an assessment or scoring device, the use of unauthorized materials that are not permitted during a test, allowing another student to copy your work and other forms of plagiarism, copyright infringement, putting your name on another person’s work and claiming it as your own, talking during an assessment, electronically submitting or receiving information pertaining to an examination or assessment, and/or compromising the integrity of an examinations/assessment. Academic Integrity may be jeopardized by improper use of another student’s ideas and/or work, inappropriate citations from internet sources, use of cell phones or other communication devices, theft of test, quizzes, or assessment tools, etc.
- Plagiarism is any act of submitting or representing another person’s work, or ideas, using passages of other people(s) work, or using of another person’s information as one’s own. Plagiarism may also include using outside sources without appropriate attribution. Individual teachers explain the specific requirements for each written assignment, and more information on plagiarism is discussed in any class with research requirements.
- Academic sabotage, knowingly destroying, altering, or taking another student’s work. This may include but is not limited to written work, projects, or electronic information is prohibited.

108 - REPEATED VIOLATIONS OF STUDENT CODE OF CONDUCT

- The violations guidelines will serve as a basic guide for both administrators and students in dealing with disciplinary problems; however, the school and administrators reserve the right to deal with students with repeated problems in an appropriate fashion. **Thus, those students who have previously been assigned multiple Administrative Detentions or ALC assignments during the school year may expect the administration to move to an increased level of discipline.** Those students who have been suspended repeatedly during the school year may expect a possible Recommendation for Expulsion.

Any action judged by school officials to involve misconduct and not specifically mentioned in other sections may be dealt with as insubordination.

Students who violate any of the provisions in this section of the Student Code of Conduct will be subject to the disciplinary actions up to and including suspension and expulsion. Repeated violations may result in Recommendation of Expulsion. Accumulation of excessive disciplinary referrals may result in the student and parent participating in a Clark County Juvenile Court Mediation session. Furthermore, students will be prosecuted to the fullest extent of the law for any criminal conduct, including but not limited to, any trespassing, vandalism, or assault in violation of this section.

No student shall be suspended without an informal hearing in which the reason for the suspension shall be stated and the student given an opportunity to respond. All suspensions will be recorded in the student’s records. These rules apply to students when they are participating in or attending extra-curricular activities.

This handbook is the foundation of information needed by the students at Tecumseh High School. It may not contain all information that may be necessary to students. However, all students are responsible and accountable for making themselves familiar with all rules and regulations.

Student Code of Conduct Addendum

Positive Reinforcements for Good Behavior:

1. Activity days for students who have not received write-ups for the month.
2. Red Tickets, Arrow Cards, PBS Rewards, individual classroom teacher rewards

After carefully weighing and investigating all facts, possible suspension or expulsion may be implemented on any infraction of the Student Code of Conduct if deemed necessary by the Administration depending on severity. Any action judged by School Officials to involve misconduct and not specifically mentioned in other sections may be dealt with as insubordination.

Legend/Key

ADT..... Administrative Detention
ASDT After School Detention
ALC..... Alternative Learning Center
OSS Out of School Suspension

Discipline guidelines are meant to provide the student and district with a guide to use during disciplinary action. These guidelines may not be followed if deemed necessary by the building administration.

CODE DESCRIPTIONS Examples

01) Attendance

- Truancies (absence from school w/o knowledge of parents or officials)
 - 1st violation 3 ALC
 - 2nd violation..... 3-5 ALC, referral to Truant Officer, mediation & court referral
 - 3rd violation 5 ALC, referral to Truant Officer, mediation & court referral
 - 4th violation 3 OSS,referral to Truant Officer, mediation & court referral
- Leaving School Prperty w/o Permission
 - 1st violation5 ALC/3-5 OSS, may contact authorities
 - 2nd violation..... 3-5 OSS
 - 3rd violation 5-10 OSS
 - 4th violation 5-10 OSS

02) Disruption of School

- inappropriate blocking or occupancy of school areas.....Conference, TS, OSS or possible expulsion
- setting fire alarm Conference and up to 10 day suspension, report to deputy and fire marshall
- setting fires Report to deputy with 10 day OSS and may recommend expulsion
- explosives (firecrackers, smoke) 5 ALC or 5 OSS or 10 OSS with expulsion recommendation
- class and/or hall
 - 1st violation Warning/ADT
 - 2nd violation..... ADT/ASDT
 - 3rd violation 3 ALC
 - 4th violation 5 ALC/OSS
- throwing objects (food, erasers)
 - 1st violation Warning/ADT
 - 2nd violation..... ADT/ASDT
 - 3rd violation 3 ALC
 - 4th violation 5 ALC/OSS
- failure to Obey Instructions
 - repeated failure to follow directions
 - 1st violation Warning/ADT
 - 2nd violation..... ASDT/3 ALC
 - 3rd violation 5 ALC/OSS
 - 4th violation 5-10 OSS

CODE DESCRIPTIONS

Examples

03) Unauthorized Physical Contact

- pushing, shoving, harassment
 - 1st violation Warning/ADT
 - 2nd violation ADT/ASDT
 - 3rd violation..... 3 ALC
 - 4th violation..... 3-10 OSS, recommend expulsion
- of employees or others with threat to injure or threatening behavior
 - 1st violation 5-10 OSS
 - 2nd violation 10 OSS with recommendation for expulsion
- fighting, coercion threat, or intimidation
 - 1st violation 3 ALC/OSS
 - 2nd violation 3 OSS
 - 3rd violation..... 5 OSS
 - 4th violation..... 10 OSS
- actual assault
 - 1st violation 10 OSS with recommendation for expulsion
 - (Parent contact and immediate removal will be used in fight situations)

04) Damage, Destruction, Trespassing or Unauthorized Possession

- **Use of School Property**
Parent contact, Restitution, ADT, ALC, OSS, Possibility of Charges being filed with law enforcement officials.
- **Use of Private Property**
Parent contact, Restitution, ADT, ALC, OSS, Possibility of Charges being filed with law enforcement officials.

05) Theft/Stealing of School or Personal Property

Based upon nature and severity of infraction, discipline may include:

- **Charges may be filed through the Clark County Courts**
 - Of School
All violations..... Restitution, AD, ALC, or OSS
 - Of Employee and Others
All violations..... Restitution, AD, ALC, or OSS
 - Of Another Student
All violations..... Restitution, AD, ALC, or OSS

06) Weapons, etc.

- possession, handling, transmission
 - 1st violationConfiscate and Notify Deputy + 3-10 OSS + Poss. Rec.
 - 2nd violation..... Confiscate and Notify Deputy + 10 OSS
 - and recommendation for expulsion
- “Look-Alike” Weapons will be handled on a case-by-case basis.
All Violations.....Confiscate, poss. Notify Deputy, and Warning, AD, ALC, or OSS

09) Smoking

- smoking/possession of tobacco products, matches, lighter or cigarette package
 - 1st violation 3 ALC
 - 2nd violation 5 ALC
 - 3rd violation..... 3 OSS
 - 4th violation.....5-10 OSS

CODE DESCRIPTIONS

Examples

10) Narcotics, Alcoholic Beverages and Stimulant Drugs, Including Look Alike/Counterfeit Drugs

- selling, distribution
 - 1st violation 10 OSS with recommendation for expulsion
- wrapping paper, other
 - 1st violation 10 OSS
 - 2nd violation 10 OSS
 - 3rd violation..... 10 OSS with recommendation for expulsion

18) Dress and Grooming

- 1st violation Warning/ADT
- 2nd violation ADT/ASDT
- 3rd violation..... 3-5 ALC
- 4th violation..... 3-10 OSS
- any class time missed to correct a problem will result in no credit given for work missed.

19) General Abuse of Another

To Students

- blatant name calling
profanity directed toward
disrespectful terminology
gestures
hasassment
 - 1st violation Warning/ADT
 - 2nd violation ADT/ASDT/ALC/OSS
 - 3rd violation..... 3 ALC/OSS
 - 4th violation..... 3-10 OSS
- bullying
 - 1st violation ASDT/ALC/OSS
 - 2nd violation 3-5 ALC/OSS
 - 3rd violation..... 3-5 OSS
 - 4th violation..... 3-10 OSS
- cyber-bullying
 - 1st violation ASDT/ALC/OSS
 - 2nd violation 3-5 ALC/OSS
 - 3rd violation..... 3-5 OSS
 - 4th violation..... 3-10 OSS

To Staff

- blatant name calling
profanity
disrespectful terminology
gestures
 - 1st violation ADT/ASDT
 - 2nd violation 3 ALC/OSS
 - 3rd violation..... 5-10 OSS
 - 4th violation..... 10 OSS with recommended expulsion

21) Unwelcome Sexual Conduct

Based upon nature and severity of infraction, discipline may include:

- Possible notification of Deputy or appropriate authority.
- **Charges may be filed through the Clark County Courts**

All Violations Warning, AD, ALC, or OSS with Possible Rec. Exp.

CODE DESCRIPTIONS

Examples

22) **Serious Bodily Harm**

- Subject to disciplinary action up to and including Suspension and Recommendation of Expulsion from school.
 - Possible notification of Deputy or appropriate authority.
 - Charges may be filed through the Clark County Courts
-

101) **Gambling (including cards)**

- 1st violation Warning/ADT
 - 2nd violation..... ADT/TS
 - 3rd violation 3 ALC
 - 4th violation 5 ALC
-

102) **Student Activities**

- Rule violation or financial misappropriation.....Conference and decision of administration and advisor.
-

103) **Electronically or battery operated devices not permitted**

- All violations Confiscate
 - Confiscated items may be claimed at any time by parents or guardians
 - 1st violation Warning/ADT
 - 2nd violationADT/ASDT
 - 3rd violation..... ASDT/ALC
 - 4th violation..... 3 ALC
 - Inappropriate use of Computers/Technology
 - All violations Deny computer privileges and possible ADT/ASDT/ALC/OSS
 - Cell phone rings/use of cell phone in class without permission/used to call home
 - All violations Confiscate
 - 1st violation Warning/ADT
 - 2nd violationADT/ASDT
 - 3rd violation..... 3 ALC
 - 4th violation..... 5 ALC/OSS
-

104) **Unauthorized Publications**

- All violations Confiscate
 - 1st violation 3 ALC
 - 2nd violation5 ALC
 - 3rd violation..... 3 OSS
 - 4th violation..... 5-10 OSS
-

105) **Removing or Altering Student Records and Office Forms**

- forging of passes, admit slips, doctor notes, parent notes, etc.
 - 1st violation ADT/ASDT
 - 2nd violation 3 ALC
 - 3rd violation..... 5 ALC
 - 4th violation..... 3 OSS
-

107) **Academic Dishonesty**

- 1st violationADT
 - 2nd violation ASDT
 - 3rd violation..... 3 ALC
 - 4th violation..... 5 ALC/OSS
-

108) **Repeated Violations of the Code of Conduct**

The violations guidelines will serve as a basic guide for both administrators and students in dealing with discipline problems; however, the school and administration reserve the right to deal with repeated violations in an appropriate fashion.



Tecumseh Local Board of Education

9760 W National Road
New Carlisle OH 45344
(937) 845-3576

Mr. Norm Glismann, Superintendent
Mrs. Paula Crew, Assistant Superintendent
Mrs. Debra G. Schock, Treasurer
Mrs. Susan Wile, Director of Special Education (845-4495)

Park Layne Elementary School Grades Kindergarten and 1

12355 Dille Road
New Carlisle OH 45344
937-845-4470

Donnelsville Elementary School Grades 2 and 3

PO Box 130, 150 E Main Street
Donnelsville OH 45319
937-845-4540

New Carlisle Elementary School Grades 4 and 5

1203 Kennison Avenue
New Carlisle OH 45344
937-845-4480

Tecumseh Local Schools website:
www.tecumseh.k12.of.us

Tecumseh Education Connection: 845-4483



Jecumseh Local Schools

School Bus Discipline Guidelines

Transportation
9710 W. National Road
New Carlisle, OH 45344
937-845-4492

BUS REGULATIONS AND GUIDELINES

The purpose of a school transportation system is to deliver students to and from school and to authorized curricular and extra-curricular events in a safe manner; therefore, the same conduct expected in the school building is required on the bus, and at loading points on and off school property.

Riding the bus is a privilege; this privilege can be suspended for any student, who cannot abide by the rules and regulations prescribed by the Ohio Revised Code and the Tecumseh Local Board of Education transportation rules. The bus supervisor assigns the bus stops and students are not permitted to switch their stop without proper documentation from the office. No change in either bus or stop is permitted without transportation department authorization. Temporary changes may be made by school administrators for authorized emergencies only. Failure to ride assigned bus from the assigned bus stop may jeopardize the safety of students and may result in disciplinary action. Any infractions may cause the denial of a student to ride the bus.

The complete district policy concerning Bus Safety Procedures and Suspension of Bus Riding / Transportation Privileges can be found in Policy 8605 and 5610.04, respectively, of the Tecumseh Local Schools Bylaws and Policies. The state of Ohio has developed Pupil Transportation Management Policies and Pupil Instruction, which can be found in the Ohio Administrative Code in Policy 3301-83-08 and 3301-83-09, respectively.

Please remember these important guidelines when your child rides a bus to and from school.

- All students are to be outside waiting at their assigned bus stop for their bus at least 5 minutes before the normal pick-up time.
- All students must ride the bus assigned by Tecumseh Local Schools.
- If your child needs to ride a different bus, or get off at a different stop on the same bus, the parent/guardian must send a note to the school. The school office will then issue a Bus Pass for your child, if the change is approved. If this change is not approved, the school office will contact the parent/guardian.
- Bus passes will not be issued for a bus that is loaded to capacity, unless it is an emergency.
- Bus passes are only issued for official babysitting, emergencies, shared parenting, rare occurrences of unforeseen problems, etc. They are not issued for play dates, sleepovers, etc.
- Phone calls to the school office for bus changes should only be made for rare emergencies. No changes will be made after 2:00 p.m.

STUDENT CONDUCT ON SCHOOL BUSES

- School bus transportation is a right in grades K-8 and a privilege in grades 9-12. In order to maintain this right and/or privilege, students must abide by all safety and conduct rules.
- Students shall be assigned a bus, and shall ride that bus to and from school with the exception of the following:
 - Parents shall provide transportation when students are held for detention.
 - Unassigned students may not ride a bus without written permission of both their parent and principal.
 - Students may not be discharged at any point other than their regular stop without written permission from both their parent and principal
- Parents are responsible for the safety and conduct of students while going to and from the pick-up points and for having their children meet the bus on schedule.
- Parents shall be responsible for any damage to a bus by their children.
- The following is considered proper behavior at the bus stop:
 - Wait quietly and orderly off the road
 - Respect all property
 - Respect the rights of other students

When the bus arrives:

- Line up in single file
- Watch your step
- Board the bus quickly, quietly and safely
- Pushing and shoving will not be tolerated

While riding the bus:

- Remain in your seat
- Assist the driver in keeping the bus clean
- Respect the bus equipment - report any damage
- Respect the driver
- Receive permission before opening windows
- Keep your head, hands, and arms inside the bus
- Talk quietly and use no profanity
- Do not eat or litter on the bus
- Do not distract the driver while the bus is moving
- Know your emergency duties
- Smoking or use of any tobacco product is not permitted on the bus including E-Cigarettes
- Students are not permitted to bring the following items onto the bus:
 - Firearms
 - Knives
 - Ammunition
 - Explosives (to include fireworks)
 - Animals (unless prior special permission is given)
 - Matches or tobacco
 - Squirt guns
 - Alcohol
 - Glass bottles or containers
 - Screwdrivers and other tools
 - Other dangerous objects or materials
- The following procedures will be applicable in handling improper student behavior on the bus:
 - On the first offense the driver will talk to the student, make a report of the misbehavior and submit the record to the school principal.
 - On the second offense the driver shall make a report to the principal. The principal shall discuss the problem with the student, take appropriate disciplinary action, report to the parent, and make a report to the director of transportation.
 - On the third offense, the principal will notify the parent and the director of transportation regarding disciplinary action taken which may include the pupil being denied the privilege of riding the school bus for a specified number of days.
 - Extreme instances of misbehavior will be handled on an individual basis by the building principal, per the Student Code of Conduct.

BUS DISCIPLINE POLICY

Students who have the opportunity to ride district buses may do so as long as they display behavior that is reasonable and safe. Choosing to engage in unacceptable behavior will result in loss of bus service. The bus driver is responsible for the safety and discipline of students on the bus. The building principal is available to give assistance to the driver and will determine the consequences of misbehavior and the reinstatement of bus service for the offending student(s) should a suspension become necessary. A suspension applies to all buses unless otherwise designated by school officials. The responsibility of student supervision by the District shall begin when the student boards the bus in the morning and is retained until the child leaves the bus at the end of the day or until released to the parent/ guardian in a manner consistent with guidelines on release of students.

A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code.

Before a suspension from bus/vehicle riding privilege is imposed, the Superintendent or other designated District personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Superintendent, Principal, or other District personnel. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the Superintendent or other District personnel.

BUS BEHAVIOR OFFENSES AND CONSEQUENCES

CLASS I OFFENSES

- Spitting
 - Excessive noise
 - Horseplay/mischief
 - Eating / drinking / littering on bus
 - Leaving seat / standing / without permission from driver
 - Use of liquid containers in any form
 - Throwing of objects
 - False identification
 - Riding unassigned bus or using unassigned bus stop
 - Opening window past safety line
 - Riding or attempting to ride any bus during a bus suspension
 - Disobedient to the driver / paraprofessional
 - Cell phone use
 - Other offenses as reported by the driver or principal
- | | |
|-------------------|--|
| 1st offense | Warning, AD, ALC, 1-5 Day Bus Suspension |
| 2nd offense | AD, ALC, 1-5 Day Bus Suspension |
| 3rd offense | AD, ALC, OSS, Possible Loss of ALL Bus Services
Parent / Principal meeting (optional) |
| 4th offense | 5-10 day OSS, Possible Loss of ALL Bus Services |

CLASS II OFFENSES

- Hanging out of windows
 - Throwing of objects/ throwing objects out of window
 - Bullying and / or physical aggression against any person
 - Profanity / threats directed toward bus driver / paraprofessional
 - Possession / use of tobacco or any controlled substance
 - Vandalism to bus (restitution will be required)
 - Holding onto or attempting to hold onto any portion of the exterior of the bus or any “Danger Zone” infringement
 - Lighting of matches, lighters, or any flammable object or substance
 - Unauthorized entering or leaving bus through emergency door / tampering with bus equipment
 - Profanity / verbal abuse, harassment, obscene gestures or possession of unacceptable material
 - Possession or threat of weapons / explosives / flammables
 - Possession / use of laser pens or pointers.
 - Other offenses as reported by the driver or principal
 - Any offense committed on any bus outside of regular transportation to and from school (activity, field trip, shuttles, etc.) will carry a minimum penalty of a Class II 1st offense.
- | | |
|-------------------|---|
| 1st offense | ALC, OSS, or Bus Suspension |
| 2nd offense | ALC, OSS, or Bus Suspension |
| 3rd offense | ALC, OSS, or Possible Loss of Bus Suspension
Parent / Principal meeting (optional) |
| 4th offense..... | 10 day suspension, possible loss of bus services |

The bus and the bus stop are extensions of the school day. Bus and bus stop consequences may be superseded by Tecumseh Local Schools policy. The bus driver has the authority to assign seats. The sexual / racial / harassment policy, the weapons policy, and bullying policy of Tecumseh Local will be strictly enforced on the school bus as well as at school. Video cameras may be used on school buses. Possible suspension or expulsion may be implemented on any infraction of the student code of conduct if deemed necessary by the administration depending on the severity

Anti-Harassment General Policy Statement

It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

-Definitions

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity;
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Physical assault.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery" as set forth in Ohio Revised Code 2907.03. The issue of consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to District employees or other adult members of the School District community.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Reports and Complaints of Harassing Conduct

Members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Members of the School District community or third parties who believe they have been unlawfully harassed by another member of the School District community or a third party are entitled to utilize the Board's complaint process. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The names and titles of the Anti-Harassment Complaint Coordinators with whom complaints of sexual and other forms of unlawful harassment should be filed are set forth in the administrative guidelines that supplement this policy. The names and titles of these individuals will be published annually in the parent and staff handbooks and the District newsletter.

The Superintendent shall establish Administrative Guidelines describing both a formal and an informal process for making a charge of harassment, a process for investigating claims of harassment, and a process for rendering a decision regarding whether the claim of harassment was substantiated. This Policy and the Administrative Guidelines will be readily available to all members of the School District community and posted in appropriate places throughout the School District.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Complaint Coordinators. Thereafter, the Complaint Coordinator must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Complaint Coordinator or designee to conduct an investigation following all the procedures outlined for a formal complaint.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Informal Process for Addressing Complaints of Harassment

The administrative guidelines will include an informal complaint process to provide members of the School District community or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Members of the School District community or third parties who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The administrative guidelines will include as a requirement the prerequisite that the informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process. Those members of the School District community or third parties who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process. However, all complaints of harassment involving a District employee or any other adult member of the School District community against a student will be formally investigated.

Formal Process for Addressing Complaints of Harassment

The administrative guidelines will also include a formal complaint process. While the formal complaint process may serve as the first step to resolution of a charge of unlawful harassment, it is also available in those circumstances when the informal complaint process fails to satisfactorily resolve a concern. Because of the need for flexibility, no specific time lines are established for initiating the formal complaint process; however, once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within thirty-one (31) calendar days of the complaint being received).

Members of the School District community or third parties who feel they have been unlawfully harassed should file a formal written complaint with the principal of their school building or with one of the Complaint Coordinators identified in the Administrative Guidelines. Oral complaints of harassment will be reduced to writing by the individual receiving the complaint and the Complainant will be asked to verify the accuracy of the reported charge by signing the document. Complaints received by a school building principal will be immediately reported to the appropriate Complaint Coordinator identified in the Administrative Guidelines.

After a complaint is filed, the Complaint Coordinator or designee shall conduct a prompt and timely investigation. The investigation may include interviews of the complainant, the individual accused of engaging in harassing behavior, and any other witness who may reasonably be expected to have information relevant to the situation. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation.

At the conclusion of the investigation the Complaint Coordinator or designee will prepare and deliver to the Superintendent a written report summarizing the evidence gathered during the investigation and providing his/her recommendations regarding whether or not the complaint of unlawful harassment has been substantiated. The written report must be based on the totality of the circumstances involved in the complaint, the nature of the alleged conduct, the context in which the alleged conduct occurred, and the ages and maturity of the individuals involved.

Upon review of the written report the Superintendent will either issue a final decision regarding whether or not the complaint of unlawful harassment was substantiated, or request that further investigation be conducted. A copy of Superintendent's action will be delivered to both the Complainant and the individual accused of the harassing conduct.

A Complainant who is dissatisfied with the Superintendent's decision may appeal it to the Board of Education by submitting written notice to the Superintendent within ten (10) days of the date of the Superintendent's decision. Upon receipt of a notice of appeal, the Board shall meet in executive session at its next regularly scheduled meeting, which is scheduled to occur at least ten (10) days after the Superintendent's receipt of the appeal notice, to review the complaint and the summary of the investigation. Following the meeting, the Board will issue a decision either affirming, modifying, or rejecting the Superintendent's decision. The decision of the Board shall be final.

The Complaint process set forth in the policy and in the administrative guidelines is not intended to interfere with the rights of a member of the School District community or a third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Ohio Civil Rights Commission, or the Equal Employment Opportunity Commission.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School District community or third party alleging the harassment pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy and administrative guidelines or in such other manner as deemed appropriate by the Board or its designee.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to eliminate such conduct in the future.

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and harassment in general, will be age and content appropriate.

R.C. 4112.02 42 U.S.C. 2000d et seq. 42 U.S.C. 2000e et seq. 29 U.S.C. 621 et seq. 29 U.S.C. 794 42 U.S.C. 12101 et seq. 20 U.S.C. 1681 et seq. 42 U.S.C. 1983 National School Boards Association Inquiry and Analysis - May, 2008

Revised 1/3/06

Revised 2/24/10

ANTI-HARASSMENT Relevant Definitions

“School District community” includes students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors or other persons subject to the control and supervision of the Board of Education.

“Third parties” include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

“Sexual Harassment” has the same definition as set forth in the policy of the Board as reflective of the definition set forth in Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Ohio Revised Code 4112.02.

Prohibited Behavior

- A. Conduct constituting sexual harassment may take different forms, including, but not limited to, the following:
 - 1. **Verbal:**
The making of offensive written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats, or propositions toward or by a fellow staff member, student, or other person associated with the District, or third parties.
 - 2. **Nonverbal:**
Causing the placement of offensive sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of offensive sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to or by a fellow staff member, student, or other person associated with the District, or third parties.
 - 3. **Physical Contact:**
Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity with or by a fellow staff member, student, or other person associated with the District, or third parties. With respect to students, the question of whether or not physical contact is unwanted or consensual is irrelevant where such contact is engaged in by District employees or other adult members of the School District community.
- B. Conduct constituting harassment on the basis of race, color, national origin, religion, or disability may take different forms, including, but not limited to, the following:
 - 1. **Verbal:**
The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person’s race, color, national origin, religious beliefs, or disability.
 - 2. **Nonverbal:**
Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person’s race, color, national origin, religious beliefs, or disability.
 - 3. **Physical:**
Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting on or by a fellow staff member, student, or other person associated with the District, or third parties, based upon the person’s race, color, national origin, religious beliefs, or disability.
- C. Examples of inappropriate boundary invasions include, but are not limited to the following:
 - 1. kissing a student
 - 2. telling sexual jokes to students
 - 3. engaging in talk containing sexual innuendo or banter with students
 - 4. talking about sexual topics that are not related to curriculum
 - 5. showing pornography to a student
 - 6. inviting students to the staff member’s home without proper chaperones (i.e. another staff member or parent of student)
 - 7. talking to a student about problems that would normally be discussed with adults (i.e. marital issues)
 - 8. other similar activities or behavior

Anti-Harassment Complaint Coordinators

The following individual shall serve as “Anti-Harassment Complaint Coordinator” for the School District, hereinafter referred to as the “Complaint Coordinator”.

Assistant Superintendent
937-845-3576
9760 West National Rd.
New Carlisle, OH 45344

The Complaint Coordinator will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist members of the School District community and third parties who seek support or advice when informing another individual about “unwelcome” conduct, or to intercede informally on behalf of the member of the School District community or third party in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process. However, all complaints of harassment involving a District employee or other adult member of the School District community will be formally investigated.

Complaint Coordinator shall accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, the Complaint Coordinator will begin a formal investigation process or the Complaint Coordinator will designate a specific individual to conduct such a process. The Complaint Coordinator will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Complaint Coordinator as soon as possible.

Investigation and Complaint Procedure

Any member of the School District community or third party who believes that s/he has been subjected to unlawful harassment may seek resolution of his/her complaint through either the informal or formal procedures as described below. While there are no time limits for initiating a complaint of harassment, individuals should make every effort to file a complaint as soon as possible after the harassing conduct occurs. The investigation procedures are established to provide a prompt and equitable process for resolving complaints of unlawful harassment.

Informal Complaint Procedure

The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a member of the School District community or third party who believes s/he has been unlawfully harassed. This informal procedure is not required as a precursor to the filing of a formal complaint and will only be utilized where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in such process. However, all complaints of harassment involving a District employee will be formally investigated, as will complaints against any other adult where a student is involved.

As an initial course of action, if a member of the School District community or third party feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Complaint Coordinator is available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint.

A member of the School District community or third party who believes s/he has been unlawfully harassed may make an informal complaint, either orally or in writing: (1) to a building administrator in the building where the individual is employed; (2) to a building administrator in the building where the student attends; (3) to the Superintendent if the individual is not employed in or attending a specific school building; and/or (4) to the Complaint Coordinator. All informal complaints must be reported to the Complaint Coordinator who will either facilitate an informal resolution as described below on his/her own, or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide members of the School District community and third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the member of the School District community or third party claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the member of the School District community or third party about how to communicate the unwelcome nature of the behavior to the alleged harasser.
- B. Distributing a copy of the Anti-Harassment Policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- C. If both parties agree, the Complaint Coordinator may arrange and facilitate a meeting between the member of the School District community or third party claiming harassment and the individual accused of harassment to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the Complaint Coordinator will exercise his/her authority to attempt to resolve all informal complaints within two (2) weeks of receiving the informal complaint. Those members of the School District community or third parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint.

All materials generated, as part of the informal complaint process will be retained by the Complaint Coordinator in accordance with the Board's records retention policy.

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, or if the member of the School District community or third party elects to file a formal complaint initially, the formal complaint process shall be implemented.

A member of the School District community or third party who believes s/he has been subjected to offensive conduct/harassment hereinafter referred to as the "Complainant", should file a formal complaint, either orally or in writing with the Complaint Coordinator. If a Complainant informs any other employee of the School District, either orally or in writing, about any complaint of harassment, that employee must immediately report such information to the Complaint Coordinator, thereafter the Complaint Coordinator must contact the Complainant to determine whether the Complainant wishes to file a formal or an informal Complaint.

Throughout the course of the process, the Complaint Coordinator should keep the Complainant informed of the status of the investigation and the decision making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, offensive conduct/harassment; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and, identification of the resolution which the Complainant seeks.

If the Complainant is unwilling to provide a written statement including the information set forth above, the Complaint Coordinator shall ask for such details in an oral interview. Thereafter the Complaint Coordinator will prepare a written summary of the oral interview which will be presented to the Complainant for verification by signature.

Upon receiving a formal complaint, the Complaint Coordinator will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation including but not limited to, a change of job assignment or a change of class schedule. In making such a determination, the Complaint Coordinator should consult the Complainant to assess his/her agreement to any action deemed appropriate. If the Complainant is unwilling to consent to any change which is deemed appropriate by the Complaint Coordinator, the Complaint Coordinator may still take whatever actions s/he deem appropriate in consultation with the Superintendent.

Within two (2) business days of receiving a formal complaint, the Complaint Coordinator will inform the individual alleged to have engaged in the harassing conduct, hereinafter referred to as the "Respondent", that a complaint has been received. The Respondent will be informed about the nature of the allegations and a copy of these Administrative Guidelines and the Board Anti-Harassment Policy shall be provided to the Respondent at

that time. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Within two (2) business days of receiving the complaint, the Complaint Coordinator or a designee will initiate a formal investigation to determine whether the Complainant has been subject to offensive conduct/harassment.

Although certain cases may require additional time, the Complaint Coordinator or a designee will attempt to complete an investigation into the allegations of harassment within fourteen (14) calendar days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information which is reasonably believed to be relevant to the allegations. In determining whether the alleged conduct constitutes a violation of Policy 5517, the District will consider:
 - A. the nature of the behavior;
 - B. how often the conduct occurred;
 - C. whether there were past incidents or past continuing patterns of behavior;
 - D. the relationship between the parties involved;
 - E. the race, national origin, sex, religion, age, and/or disability of the victim;
 - F. the identity of the perpetrator, including whether the perpetrator was in a position of power over the person allegedly subjected to harassment;
 - G. the number of alleged harassers;
 - H. the age of the alleged harasser(s);
 - I. where the harassment occurred;
 - J. whether there have been other incidents in the school involving the same or other individuals;
 - K. whether the conduct adversely affected the person's work or education performance or environment;
 - L. the context in which the alleged incidents occurred; and
 - M. whether or not speech or expression that is alleged to constitute harassment is protected by the First Amendment to the United States Constitution;
 - N. whether a particular action or incident constitutes a violation of Policy 5517 requires a determination based on all the facts and surrounding circumstances.

At the conclusion of the investigation, the Complaint Coordinator or the designee shall prepare and deliver a written report to the Superintendent which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subject to unlawful harassment. The Complaint Coordinator's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved.

Absent extenuating circumstances, within five (5) business days of receiving the report of the Complaint Coordinator or the designee, the Superintendent must either issue a final decision regarding whether or not the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal to the Board by filing a written notice of appeal with the Superintendent within ten (10) business days of the date of the Superintendent's final decision.

Upon receipt of a notice of appeal of the final decision of the Superintendent, the Board shall meet in executive session at its next regularly scheduled meeting, which is scheduled to occur at least ten (10) days after the Superintendent's receipt of the appeal notice, to review the matter. Following the executive session, the Board will affirm or reject the final decision of the Superintendent. The decision of the Board will be final.

Confidentiality

The School District will make all reasonable efforts to protect the rights of the Complainant and the Respondent. The School District will respect the privacy of the Complainant, the Respondent, and all witnesses in a manner consistent with the School District's legal obligations under State and Federal law. Confidentiality cannot be guaranteed however. All Complainants proceeding through the formal investigation process should be advised that their identities may be disclosed to the Respondent.

During the course of a formal investigation, the Complaint Coordinator or his/her designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

All public records created as a part of an investigation of a complaint of harassment will be maintained by the Complaint Coordinator in accordance with the Board's records retention policy. Any records which are considered student records in accordance with the Family Educational Rights and Privacy Act or under Ohio's student records law will be maintained in a manner consistent with the provisions of the Federal and State law.

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

State law requires any school teacher or school employee who knows or suspects that a child with a disability under the age of twenty-one (21) or that a child under the age of eighteen (18) has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Complaint Coordinator or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

State law defines certain contact between a teacher and a student as "sexual battery." If the Complaint Coordinator or a designee has reason to believe that the Complainant has been the victim of criminal conduct as defined in Ohio's Criminal Code, such knowledge should be immediately reported to local law enforcement.

Any reports made to a county children's services agency or to local law enforcement shall not terminate the Complaint Coordinator or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Complaint Coordinator or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

Allegations Involving Conduct Unbecoming the Teaching Profession/Suspension

The Superintendent will file a report to the Ohio Department of Education, on forms provided for that purpose, matters of misconduct on the part of licensed professional staff members convicted of sexual battery, and will, in accordance with Policy 8141, suspend such employee from all duties that concern or involve the care, custody, or control of a child during the pendency of any criminal action for which that person has been arrested, summoned and/or indicted in that regard.

Revised 1/3/06

Revised 11/11/09

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s);
- B. violence with a dating relationship.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of bullying or aggressive behavior should immediately report the situation to the building principal, assistant principal, the Superintendent, teachers, guidance counselors, and other school staff who are responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying or aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about bullying or aggressive behavior that may violate this policy shall be promptly investigated. The building principal or designee or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member, administrator, or appropriate school official and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building principal to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

R.C. 3313.666, 3313.667

State Board of Education Model Policy (2007)

Revised 1/3/06

Revised 1/8/08

Revised 11/9/10

Revised 12/10/12

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

Definitions of Terms:

"Harassment, Intimidation, or Bullying" means any intentional written, verbal, graphic, or physical act that a student or group of students exhibited toward another particular student more than once and the behavior both:

- A. causes mental or physical harm to the other student; and
- B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

"Harassment, Intimidating, or Bullying" also means electronically transmitted acts i.e., Internet, cell phone, personal digital assistance (PDA), or wireless hand-held device that a student has exhibited toward another particular student more than once and the behavior both:

- A. causes mental or physical harm to the other student/school personnel; and
- B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

"Harassment, Intimidating, or Bullying" also includes violence within a dating relationship. In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

A school-sponsored activity shall mean any activity conducted on or off school-property (including school buses and other school-related vehicles) that is sponsored, recognized, or authorized by the Board of Education.

Types of Conduct

Harassment, intimidation, or bullying can include many different behaviors including overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:

- A. physical violence and/or attacks;
- B. threats, taunts, and intimidation through words and/or gestures;
- C. extortion, damage, or stealing of money and/or possessions;
- D. exclusion from the peer group or spreading rumors;
- E. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/on-line sites (also know as "cyber-bullying"), such as the following:
 1. posting slurs on web sites where students congregate or on web logs (personal on-line journals or diaries);
 2. sending abusive or threatening instant messages;
 3. using camera phones to take embarrassing photographs of students and posting them on-line/otherwise distributing them;
 4. using web sites to circulate gossip and rumors to other students; and,
 5. excluding others from an on-line group by falsely reporting them for inappropriate language to Internet Service Providers.
- F. violence within a dating relationship.

The following procedures shall be used for reporting, investigating, and resolving complaints of aggressive behavior and/or bullying.

Complaint Procedures

Building principals, assistant principals, and the Superintendent have the responsibility for conducting investigations concerning claims of aggressive behavior and/or bullying. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Any student, employee or third party who has knowledge of conduct in violation of Policy 5517.01 or feels s/he has been a victim of aggressive behavior and/or bullying in violation of Policy 5517.01 is encouraged to immediately report his/her concerns.

Teachers and other school staff, who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a written incident report concerning the events witnessed. Teachers and other school staff who receive student or parent reports of suspected harassment, intimidation, and bullying shall promptly notify the building principal and/or his/her designee of such report(s). If the report is a formal, written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the building principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other professional employee, s/he shall prepare a written report of the informal complaint which shall be promptly forwarded (no later than the next school day) to the building principal or his/her designee.

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, intimidation, or bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation, and bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student, even if such conduct does not meet the formal definition of "harassment, intimidation, or bullying."

All complaints will be promptly investigated in accordance with the following procedures:

- Step I** Any complaints, allegations, or rumors of aggressive behavior and/or bullying shall be presented to the building principal or assistant principal or the Superintendent. Students may also report their concerns to teachers or counselors who will be responsible for notifying the appropriate administrator or Board of Education official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board President. Information may be initially presented anonymously. All such information will be reduced to writing and should include the specific nature of the offense (e.g., the person(s) involved, number of times and places of the alleged conduct, the target of the suspected aggressive behavior and/or bullying, and the names of any potential witnesses). If the person filing the formal complaint is an adult, s/he must sign the charge affirming its veracity. If the person filing the formal complaint is a minor, s/he may either sign the charge or affirm its veracity before two (2) administrators.
- Step II** The administrator/Board official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The administrator/Board official will arrange such meetings as may be necessary with all concerned parties within five (5) work days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The administrator/Board official conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined. A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the Superintendent.
- Step III** If the complainant is not satisfied with the decision at Step II, s/he may submit a written appeal to the Superintendent or designee. Such appeal must be filed within ten (10) work days after receipt of the Step II decision. The Superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to review and discuss the appeal. The Superintendent or designee shall provide a written decision to the complainant's appeal within ten (10) work days of the appeal being filed.
- Step IV** If the complainant is not satisfied with the decision at Step III, a written appeal may be filed with the Board. Such appeal must be filed within ten (10) work days after receipt of the Step III decision. The Board shall, within twenty (20) work days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within ten (10) work days following completion of the hearing.

Documentation related to the incident, other than any discipline imposed or remedial action taken, will be maintained in a file separate from the student's education records or the employee's personnel file.

Publication of the Prohibition Against Harassment, Intimidation, and Bullying

The prohibition against harassment, intimidation, or bullying shall be publicized in student handbooks and in District publications that set forth comprehensive rules, procedures and standards of conduct for students. Information regarding the policy shall be incorporated into employee training materials. The following statement shall be included:

Harassment, intimidation, or bullying behavior by any student in the Tecumseh Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,**
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students**

Retaliation/False Charges

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry related to a complaint of aggressive behavior and/or bullying is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Suspected retaliation should be reported in the same manner as aggressive behavior and/or bullying.

Remedial Actions

Verified acts of harassment, intimidation, or bullying shall result in an intervention by the building principal or his/her designee that is intended to provide that the prohibition against harassment, intimidation, or bullying behavior is enforced, with the goal that any such prohibited behavior will cease.

Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, and bullying. While conduct that rises to the level of “harassment, intimidation, or bullying,” as defined above will generally warrant disciplinary action against the perpetrator of such prohibited behaviors whether or to what extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the building principal. The following sets forth possible interventions for building principals to enforce the Board’s prohibition against “harassment, intimidation, or bullying.”

Non-Disciplinary Interventions

When verified acts of harassment, intimidation or bullying are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation, or bullying, its prohibition, and their duty to avoid any conduct that could be considered harassing, intimidating, or bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim’s communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

Disciplinary Interventions

When acts of harassment, intimidation, and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed in accordance with Board policy. This consequence shall be reserved for serious incidents of harassment, intimidation, or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

Intervention Strategies

In addition to the prompt investigation of complaints of harassment, intimidation, or bullying and direct intervention when such prohibited acts are verified, other District actions may ameliorate any potential problem with harassment, intimidation or bullying in school or at school-sponsored activities. While no specific action is required and school needs for such interventions may vary from time-to-time, the following list of potential intervention strategies shall serve as a resource for administrators and school personnel:

- A. Respectful responses to harassment, intimidation or bullying concerns raised by students, parents, or school personnel.
- B. Planned professional development programs addressing targeted individuals’ problem, including what is safe and acceptable Internet use.
- C. Data collection to document victim problems to determine the nature and scope of the problem.
- D. Use of peers to help ameliorate the plight of victims and include them in group activities.
- E. Avoidance of sex-role stereotyping (e.g., males need to be strong and tough).
- F. Awareness and involvement on the part of all school personnel and parents with regard to victim problems.
- G. An attitude that promotes communication, friendship, assertiveness skills and character education.
- H. Modeling by school personnel of positive, respectful, and supportive behavior toward students.
- I. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others (Ohio School Climate Guidelines).
- J. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere.
- K. Form harassment, intimidation, and bullying task forces, programs, and other initiatives involving volunteers, parents, law enforcement, and community members.

Intervention Strategies for Protecting Victims

- A. Supervise and discipline offending students fairly and consistently.
- B. Provide adult supervision during recess, lunch time, bathroom breaks, and in the hallways during times of transition.
- C. Maintain contact with parents and guardians of all involved parties.
- D. Provide counseling for the victim if assessment indicates that it is needed.
- E. Inform school personnel of the incident and instruct them to monitor the victim and the offending party for indications of harassing, intimidating, and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed.
- F. Check with the victim daily to ensure that there has been no incidents of harassment, intimidation, bullying, or retaliation from the offender or other parties.

Training

Orientation sessions for students shall introduce the elements of this policy and procedure. Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation, or bullying, including dating violence prevention education in grades 7-12, and their rights and responsibilities under this and other District policies, procedures, and rules, at student orientation sessions and on other appropriate occasions. Parents will be provided with information about this policy and procedure, as well as information about other District and school rules and disciplinary policies. This policy and procedure shall be reproduced in student, staff, volunteer, and parent handbooks.

Information regarding the policy on harassment, intimidation, and bullying behaviors shall be incorporated into training materials used with employees and volunteers with direct contact with students. The in-service education provided to middle and high school employees shall include training in the prevention of dating violence. Time spent by school employees in the training, workshops, or courses shall apply toward any State or District-mandated continuing education requirements.

School personnel members are encouraged to address the issue of harassment, intimidation, and bullying in other interaction with students. School personnel may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student, even if such conduct does not meet the formal definition of "harassment, intimidation, or bullying."

Police and Child Protective Services

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services (CPS), according to the prescribed timelines. The School District shall also investigate for the purpose of determining whether there has been a violation of District Policy, even if law enforcement or CPS officials are also investigating. All School District personnel shall cooperate with investigations by outside agencies.

In addition to, or instead of, filing a bullying, harassment, or intimidation complaint through this policy, a complainant may choose to exercise other options, including but not limited to filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under other provisions of the Revised Code or law that may apply.

State Board of Education Model Policy (2007)

Revised 1/3/06

Revised 4/4/08

Revised 12/10

ASSURANCE OF COMPLIANCE

The Tecumseh Local School District assures that it will comply with:

1. Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the basis of race, color, or national origin.
2. Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination on the basis of handicap.
3. Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of sex.
4. The Age Discrimination Act of 1975 which prohibits discrimination on the basis of age.
5. All regulations, guidelines and standards lawfully adopted under the above statutes by the U.S. Department of Education.

The Tecumseh Board of Education has appointed the following individuals as compliance officers:

- Civil Rights Compliance Officer - Asst. Superintendent (937) 845-3576
- Title IX - Asst. Superintendent (845-3576)
- Title VI - Asst. Superintendent (845-3576)
- Section 504 - Director of Special Education (845-4495)

If an individual feels that they have a complaint or concern regarding Title IX, Title VI or Section 504, they should contact the compliance officer for that section.