

Tecumseh Local Schools



"Learning for all – whatever it takes"

Parent / Student Handbook Grades K-3 2018/2019

Tecumseh Local Elementary

Student/Parent Handbook

Welcome to Tecumseh Local Schools. The Tecumseh Local Staff is 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. Please realize that this handbook covers students in grade K-12 so some items may not pertain to our elementary students.

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 building 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. 18, 2015. 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 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.

SCHOOL 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 High School 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.

EDUCATIONAL OPPORTUNITY RIGHTS / NON DISCRIMINATION IN EDUCATION

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:

1. A birth certificate or similar document
2. Court papers allocating parental rights or responsibilities, or custody (if applicable)
3. Proof of immunizations
4. Parent/Guardian Photo Identification

5. 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.

OPEN ENROLLMENT

Applications for open enrollment are accepted between May 1 and May 31 of the preceding 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.

ARRIVAL AND DISMISSAL

Arrival Times

7:45 Students arrive to ride a shuttle bus to grade level building

8:10 Students eating breakfast may be dropped off

8:25 Students to class

8:40 Tardy Bell

3:00 Students Dismissed

EARLY ARRIVAL

Students arriving at their home school to ride a shuttle bus to their grade level building must arrive at 7:45 am. Shuttle buses depart for the grade level buildings at 7:50 am. Students arriving prior to 7:45 am will be sent to latchkey at Park Layne Elementary and Donnelsville Elementary. Students arriving prior to 7:45 am at New Carlisle Elementary may also be charged latchkey fees which may also double if students continue to be dropped off early.

LATE PARENT PICK UP

Elementary students are not to stay after school unless under the direct supervision of a staff member. Students who are not picked up at dismissal will be sent to latchkey in their building of attendance. Students attending New Carlisle Elementary will be bused to Park Layne Elementary Latchkey and parents will be charged for latchkey services including an annual \$10 registration fee and hourly rates (\$3.50 per hour billed in 30 minute increments).

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. Students should be dressed appropriately for playing on the playground. Safety is a prime concern on the playground. Teachers will review playground rules with students each year. Students not following playground rules may not be allowed to play for a designated period of time.

WITHDRAWAL

If a student is withdrawing from school, the student's parents must come to the school office to fill out a form and ensure that all student fees/fines have been paid and that all school materials (library books, Take Home Books, etc) have been returned.

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 nor related to school business. Directory Information includes:

1. Student's name
2. Name of student's parents/legal guardians
3. Student's address
4. Student's date of birth
5. Student's class designation
6. Student's extracurricular participation
7. Student's achievement awards or honors
8. Student's weight and height if a member of an athletic team
9. Student's photograph

10. 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 un-emancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- a. political affiliations or beliefs of the student or his/her parents;
- b. mental or psychological problems of the student or his/her family;
- c. sex behavior or attitudes;
- d. illegal, anti-social, self-incriminating or demeaning behavior;
- e. critical appraisals of other individuals with whom respondents have close family relationships
- f. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- g. religious practices, affiliations, or beliefs of the student or his/her parents; or
- h. 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 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.

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 requester 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 High School 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 additional discipline.

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 including a \$10.00 registration fee. This includes students waiting unsupervised after school for an extra-curricular activity, practice, or competition to begin.

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.

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 whose 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.

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 6:30 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 signup for text messages through Ohio Alerts at www.ohioalerts.org.

"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.

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.

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 voicemail 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.

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 pre approval 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 half-hour 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.

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.

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 who 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.

MEDICATION

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 - Tecumseh High School**
- **Click on - Forms & Other Information**
- **Click on - Dispensing of Medications**

ELEVATOR USAGE GUIDELINES (N/A at Park Layne Elementary & New Carlisle Elementary)

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 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.

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.

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 classroom 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.

NOTIFICATIONS TO PARENTS ON BLOODBORNE PATHOGENS

The District is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immunodeficiency 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.

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.

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.

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.

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:

- a. Students who qualify for aid under Ohio Works First (R.C. 5107) or Disability Assistance (R.C. 5115).
- b. 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.

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.

BUILDING SECURITY

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.

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.

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.

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.

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.

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.

BUS REGULATIONS

The purpose of a school transportation system is to deliver students to and from school and to authorized curricular and extra-curricular events; 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. Any infractions may cause the denial of a student to ride the bus.

School Calendar and Grading Periods

[Click here for a copy of the calendar](#) with grading periods listed. Grade cards will be issued on the following dates for the 18/19 school year - October 30, January 15, March 18 and May 23.

The district will make up any days missed beyond five in order to provide our students with a quality education. However, the first three days beyond five will not need to be made up with students attending school. Instead, pending ODE approval, the district will utilize three Blizzard Bag days as make up days. If more than eight full days are missed, each day will be made up at the end of the school year.

PARENT/TEACHER CONFERENCE DATES

New Carlisle Elementary	September 18 & 20	February 12 & 13
Donnelsville Elementary	September 18 & 20	February 12 & 14
Park Layne Elementary	October 16 & 18	February 11 & 13

ATTENDANCE GUIDELINES for all Tecumseh Local Schools

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 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.

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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. It is encouraged that a student returns to school as soon as possible upon the completion of their appointment with proper documentation.
- b. 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 classrooms. 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.

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.
- **Examples of "Green Slip" Absences**
 - Hospitalization.
 - Religious Holidays.
 - Death in immediate family – limited to 3 days unless extenuating circumstances.
 - Quarantine by health authorities.
 - Dentist's and Doctor's Appointment - accompanied with a doctor's excuse.
 - Illness – accompanied with a doctor's excuse listing dates.

- Approved work at home. – Prearranged with the principal.
- Court Appearance - accompanied with a court excuse listing dates.
- Processing for entrance to the military.
- Special Circumstances with prior approval by each individual building principal.
- 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.
- 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 not be counted as part of a Student’s Attendance Plan for discipline purposes.
- Student has 5 days to change a “Yellow Slip” Absence to a “Green Slip” Excuse.
- Up to 32.5 hours of “Yellow Slip” Absences are allowed **per semester** as part of a Student’s Attendance Plan prior to discipline being assigned.
- **After the student reaches 32.5 hours of “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 student has exceeded their allotted amount of “Yellow-Slip” Absences.**
- **Examples of “Yellow Slip” Absences**
 - Legitimate Excused Absence based on written note signed by parent/guardian (limited to 32.5 hours per semester)
 - Special Circumstances with prior approval by each individual building principal.
 - Vacation Requests may be considered as a “Yellow Slip” Absence if the policy is followed.
 - **College/Military/Career-Readiness Visits that do not follow the school policy may be considered as a “Yellow Slip” Excused absence, so long as the visits are within the 32.5 hours of Yellow Slip Absence allowed per semester.**
 - “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:**
 - 19.5 Hours of Absence – Letter Sent Home
 - 32.5 Hours of Absence – Letter Sent Home
 - Additional Absences – Considered Unexcused for remainder of semester (“Red-Slip”)

Red Admit Slips – (No Written Excuse or 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.
- Student has 5 days to change a “Red Slip” Absence to a “Green Slip” or “Yellow Slip” Excuse

- Ohio Revised Code considers Out of School Suspensions as Unexcused Absences. However, additional school discipline will not be issued based upon OSS.
- Up to 13 Hours of “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:**
 - 19.5 Hours of Absence – Letter Sent Home & possible disciplinary action
 - Additional Absences will be periodically communicated to the parent/guardian and may have additional disciplinary action defined based upon grade level or building.
 - 72 Hours of Absence – Letter mailed home & possible disciplinary action
 - 100 Hours of Absence – Letter mailed home & possible disciplinary action

Reported or Verified Truancy (3 – 5 ALC)

Juvenile Court Involvement

- **Based upon the entire academic school year**
- **“Excessive Absences”** (based on Section 2151.011 of the Ohio Revised Code) is defined as “a school-age child who is absent from school for 38 or more hours in one school month or 65 or more hours in a school year.” **Note: a “school month” is defined as a calendar month.**
- **“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 30 or more consecutive school hours, 42 or more hours in one school month, or 72 or more hours in a school year.” **Note: a “school month” is defined as a calendar month.**
- **Students deemed as “Habitual Truant” may be required to attend periodic meetings with their parent/guardian and the school’s Absence Intervention Team as stipulated in the HB 410 provisions. Truant officers, court mediators, and/or other community resource personnel may also attend these meetings.**
- **The goal of these meetings is to provide a holistic, collaborative intervention for the students to address any potential underlying reasons for excessive absences without formally involving the juvenile court system by filing Unruly Charges solely based upon Truancy.**
- Ohio Revised Code considers Out of School Suspensions as Unexcused Absences.

Formal charges through the juvenile court system may be considered against the student and/or parent as a last resort to address truancy. [ORC – 2151.27(G)]

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 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.

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.

O3 – 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.

O4 – 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.

O5 – 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.

O6 – 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 firearm 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.

O7 – 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.)

- 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, pocket knives, 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.

- Look-alike weapons will be handled on an individual basis and are 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)

O8 – 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.

O9 – 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.
- Setting a fire or the improper use of fire, causing or creating a potential 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 midriffs are not permitted. All tops must cover the entire shoulder. Pajamas, sleep-related clothing, or "lounging" 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, skirts, skorts, dresses, etc. must extend beyond the student's mid-thigh (typically three inches from the top of wearer's kneecap or extending below fingertips when a student is standing normally). The final decision will rest with the building administration.
- 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.
 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:
 - causes mental or physical harm to the other student; and
 - 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 non-verbal (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 schools 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:
 - Opponent
 - Referees
 - 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 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+, etc.
- 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.

106 - STUDENT DRIVERS

- Student drivers are expected to purchase on a yearly basis and prominently display a parking pass to park their vehicle on school grounds during the school day. This pass is valid for the remainder of the current school year.
- Students are to act responsibly when driving on school grounds, parking within a defined parking space, and driving to and from school, i.e. no loud radios, reckless operation, excessive speed, etc.
- Student drivers must maintain minimum standards in the areas of academics, attendance, and behavior, as determined by the administration. Failure to do so may result in a loss of driving privilege.

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

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.