

ATTENDANCE GUIDELINES

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

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

Tardiness to school will count against perfect attendance.

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

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

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

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

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

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

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

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

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

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

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

ATTENDANCE POLICY

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

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

College Visitation per Policy - limited to 2 days per year for juniors, seniors, or students officially considering College Credit Plus. The student must apply one week prior to their visit with the Main Office.

School Sanctioned Absence - approved by the principal (i.e. Field Trip, Academic Competitions, Athletic Events, etc.) and **will not** be recorded as an absence.

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**
 - o Hospitalization.
 - o Religious Holidays.
 - o Death in immediate family - limited to 3 days unless extenuating circumstances.
 - o Quarantine by health authorities.
 - o Dentist's and Doctor's Appointment - accompanied with a doctor's excuse.
 - o Illness - accompanied with a doctor's excuse listing dates.
 - o Approved work at home. - Prearranged with the principal.
 - o Court Appearance - accompanied with a court excuse listing dates.
 - o Processing for entrance to the military.
 - o Special Circumstances with prior approval by each individual building principal.
 - o Students dismissed through the clinic shall be handled on an individual basis; generally, this would not be considered as a "Green Slip" Excuse without an existing physician note.
 - o Emergency Set of Circumstances.

Yellow Admit Slips - (Parent/Guardian Excuses)

- **Excused Absence** - assigned work may be made up without academic penalty to the student.
- Will 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 5 "Yellow Slip" Absences are allowed **per semester** as part of a Student's Attendance Plan prior to discipline being assigned.
- **On the 5th "Yellow Slip" Absence per semester, the student will receive notification that all further absences during that semester, not described within the approved "Green Slip" Excuses, will be considered as a "Red Slip" Unexcused Absence.**
- **In order to provide documentation to the state, parents/guardians are required to submit an absence note for every student absence, even after the 5th "Yellow-Slip" Absence.**
- Examples of "Yellow Slip" Absences:
 - o Legitimate Excused Absence based on written note signed by parent/guardian (limited to 5 per semester.)
 - o Special Circumstances with prior approval by each individual building principal.
 - o Vacation Requests may be considered as a "Yellow Slip" Absence if the policy is followed.

- o College Visitations that do not follow the school policy may be considered as a “Yellow Slip” Excused absence, so long as the visits are within the 5 days of Yellow Slip Absence allowed per semester.
- o “Take Your Daughter to Work Day” will be considered as a “Yellow Slip” Absence if policy is followed.
- **Discipline based on “Yellow Slip” Absences may include:**
 - o 3rd Absence - Letter Sent Home
 - o 5th Absence - Letter Sent Home
 - o Additional Absences - Considered Unexcused for remainder of semester (“Red-Slip”)

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

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

Reported or Verified Truancy (3 - 5 ALC)

Juvenile Court Involvement

- **Based upon the entire academic school year.**
- **“Habitual Truant”** (based on Section 2151.011 of the Ohio Revised Code) is defined as “a school-age child who is absent from school without an excuse (Red Slip) for 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 four consecutive school weeks.**
- **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)]

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

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

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

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



Student Code of Conduct

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

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

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

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

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

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

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

Tecumseh Local School's Expectations:

Our Students will:

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

Enforcement of the Code of Conduct

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

Any violation of the District Code of Conduct may be addressed in a variety of methods, including but not limited to verbal/written warning, conferences, parent/guardian contact, referral to a guidance counselor, detention, administrative deten-

tion, 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 student's overall grade (i.e., zero grade for work missed). Out of School Suspensions will negatively impact the student's quarter grades.

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

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

Revocation of Driver's License - will be initiated by the building level administration for the consideration and approval of the superintendent. Violations of

certain rules can result in a student's driver's license being revoked by the Department of Motor Vehicles. Notification to the Registrar of Motor Vehicles and the County Courts System must comply with the ORC 3319.321 and with the U.S. Family Educational Rights and Privacy (FERPA) and accompanying regulations.

Control of Out-of-School Conduct

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

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

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

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

Student's Infraction Codes:

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

01 - 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.

B. Insubordination/Non-Compliance/Failure to Obey

- Students failing to comply with either state-mandated regulations or school imposed rules and procedures during state-mandated tests (i.e. End of Course Exams, ACT, AP, etc.) or semester exams may receive increased disciplinary actions.
- 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-bulling, 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 fire arm silencer;

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

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

- No student shall knowingly possess, handle or transmit a knife, sword, machete, or other object that reasonably can be considered as a weapon and could cause death or serious injury.
- Any combination of parts either designed or intended for use in converting any device into a destructive device which may be readily assembled (i.e. fist pack, brass knuckles, club type implements, etc.)
- Any item that resembles a dangerous weapon and is being represented as a dangerous weapon even if the instrument does not have the characteristics of a legitimate weapon or intended to cause bodily harm (i.e. "switch blade" combs, toy knife, sword, machete, or other object that reasonably can be viewed as a weapon by another person).
- The administration will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system.
- May include tools such as: hammers, screwdrivers, etc. not being used for their intended purposes.
- Driver's License may be revoked or withheld by the Ohio Bureau of Motor Vehicles

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

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

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 "lounges" pants are not permitted. Slippers or unsafe footwear are not permitted
- Pants, shorts and skirts may not be excessively distressed (ragged, torn or worn out) nor may there be holes in the garments that are more than 3 inches above the top of wearer's kneecap when a student is standing normally.
- A guideline for minimum length of shorts, skirts, skorts, and dresses should be no shorter than 3 inches above the top of wearer's kneecap when a student is standing normally.
- Printing or pictures depicting themes of drugs, tobacco, alcohol, weapons, and sexual nature (including related innuendo or double entendre) will not be permitted. In addition, any threatening, intimidating, subversive, or vulgar items will not be permitted.
- Undergarments, including but not limited to boxers, briefs, underwear, bras, sports bras, should not be exposed at any time. Gym clothes (worn as part of their P.E. classes) and spandex/biking shorts/pants, or leggings, jeggings, spandex, or other "form-fitting" style of clothing are not to be worn exclusively as pants during the school day unless it is layered as part of an outfit that conforms to the dress code and are within 3 inches above the top of wearer's kneecap when a student is standing normally.
- Mesh or "see through" clothing that does not cover undergarments or spaghetti straps sufficiently to make that clothing combination in compliance will be considered in violation of school dress code.
- No student, while attending school or school-related event shall wear or display:
 1. excessive, unnatural hairstyles, hair color, makeup, contact lens, body paint, etc. that causes a disruption to the educational environment.
 2. hairstyles that cover the student's eyes, impair their vision, or keep staff members from seeing the student's eyes.
 3. any item in a visible facial or body piercing other than the ear that causes a disruption to the educational environment.
 4. excessive-sized items or excessive sized gauging (larger than 000g or 7/16") in an ear piercing.
 5. any item in a facial or body piercing that may inhibit student performance or speech, that may cause disruption of the educational environment, that poses a risk of health and/or safety concerns, or that may be indicative of gang or cult-related activities, including, but not limited to, a piercing of the lip, tongue, eyebrow, cheek, nose, etc.

6. costumes, masks, and/or “morph” style suits that might prevent a student’s identity from being known or deemed inappropriate.
7. wallet chains, spiked, or studded accessories.
8. any student generated spirit wear must be approved administratively. Students may not create spirit wear on their own for use at school or athletic events without prior permission. Commercially available spirit wear acquired from local vendors are permissible if it meets basic standards of good taste.
9. athletic uniforms, which do not meet dress code standards, may not be worn at school during regular school hours.
10. improper or suggestive clothing is prohibited.

The administration will have the final decision as to what constitutes proper dress and grooming and whether or not a student’s clothing is inappropriate and/or constitutes a disruption to school. As fashion trends change, the administration’s interpretation of “school appropriateness” will be based on ensuring the clothing style does not cause a disruption to the educational environment.

B. Display of Affection

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

19 - HARASSMENT/INTIMIDATION/THREAT

- The Anti-Harassment General Policy Statement is defined in detail in a separate section within this Student Handbook.
- Students and/or parents may report bullying incidents directly to any building or district administrator or by calling the TEC Hotline at (937) 845-4483 and choosing option #7.
- Harassment, intimidation, or bullying behavior by any student in the Tecumseh Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Harassment, intimidation, or bullying”, in accordance with R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:
 - a) Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students’ personal property; and,
 - b) Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students
- The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive

behavior (including bullying and cyber-bullying) toward a student, whether by other students, staff, or third parties are strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions, which cause or threaten to cause bodily harm or personal degradation.

- A. **General Abuse of Others** - No student shall use, direct, or display words, phrases, or actions, in oral, written, or electronic form which are considered to be disrespectful, slanderous, degrading, obscene, profane, or inappropriate behavior as defined by the majority of our society, this includes but is not limited to students, teachers or other school personnel, and/or guests. Inappropriate/obscene gestures are also prohibited.
- B. **Harassment**
Types of Harassment may include but not limited to:
 - 1. Race/Color
 - 2. Religious (Creed)
 - 3. National Origin
 - 4. Disability
- C. **Intimidation and extortion of a student or school personnel.**
- D. **Threat** - Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies intimidates or causes fear of bodily harm or death is also prohibited.
- E. **Bullying**
 - Bullying can mean any intentional written, verbal, graphic, or physical act that a student or group of students exhibited toward another particular student more than once and the behavior both:
 - o causes mental or physical harm to the other student; and
 - o is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for other students.
 - Misconduct by one student against another student, may result in appropriate disciplinary consequences for the perpetrator. Acts of bullying and dating violence are prohibited. (Ohio Revised Code 3313.666)
- F. **Cyber-Bullying:** (Ohio Revised Code 3313.666)
 - Cyber-Bullying, which are electronic acts or forms of harassment, intimidation, coercion, or bullying behavior by electronic means towards a student/school personnel are prohibited.
 - 1. Cyber-bullying may be perpetrated with computers, cell phones, internet websites, and/or any other electronic devices. Please report the incident to school authorities.
 - 2. Cyber-bullying by a student that occurs off school district property, from any location, but is connected to activities or incidents that have occurred on school district property may result in disciplinary action.

G. Gang Related Activity

- No student on, or about, school, school property or at any school sponsored activity shall wear, possess, use, distribute, display, or sell any clothing, medallions or other jewelry, emblem, badge, patch, symbol, insignia, sign, tattoo (whether permanent or temporary), scar or mark, haircut, or other things which identify a gang or which otherwise disrupts the academic process.
- No student on, or about, school, school property or at any school sponsored activity shall engage in conduct, or speech, whether verbal or 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:
 - o Opponent
 - o Referees
 - o Specific players.
- Off campus conduct. Students should remember that they are representatives of Tecumseh Local Schools, the community, and its reputation. Conduct that is not reflective of these ideals may result in disciplinary action.
- No student, while attending school-related event shall wear or display:
 - a. Excessive and/or inappropriate body paint
 - b. Inappropriate/suggestive dress or spirit wear.
 - i. Any student generated spirit wear must be approved by the school administration.
 - ii. Commercially available spirit wear acquired from local vendors are permissible if it meets basic standards of good taste.
 - iii. Shirts must be worn at all times no undergarments shall be exposed.
 - c. Use of inappropriate/obscene gestures.
 - d. Chalk/marker boards are prohibited at athletic contests and school sponsored events.
 - e. Costumes, masks, and/or “morph” style suits that might prevent a student’s identity from being known or deemed inappropriate.

The administration will make the final decision as to what constitutes school appropriate behavior at school activities/school sponsored events. Remember cheer loud, have fun at the different events, but conduct yourself in a positive manner that will build a positive reputation for you, our school, and community. **GO ARROWS!!!**

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

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

- Students and parents/guardians may access the complete Personal Technology Device Use Policy, adopted by the Tecumseh Local Board of Education, through the district website or by requesting a hardcopy from the Tecumseh Local Board Office or any district school building. Additionally, copies shall be posted in conspicuous places in each building.
- The Board of Education will supply any electronic equipment or devices necessary for participation in the educational program.
- During school hours or after-school activities, any personal electronic equipment or devices **MUST BE POWERED COMPLETELY OFF** (i.e., not just placed into vibrate or silent mode) and stored out of sight unless explicitly given permission by the classroom teacher, school official, or administrator.
- Use of any personal electronic equipment or devices in non-academic areas such as: hallways, restrooms, cafeteria, etc. are not allowed unless permission is obtained explicitly from the specific Building Principal.
- The use of any Personal Technology Device at school **MUST** be used to aid the educational and academic experience of the student. The direct control remains, at all times, with the staff member, and oversight will be provided by the building and/or district administration and Technology Coordinator.

- Any student must IMMEDIATELY turn over the Personal Technology Device to a staff member requesting the device. The student is prohibited from removing the battery, sim card, memory card, turning the device off, intentionally putting a “lock” onto the device, or otherwise making it inoperable prior to surrendering the device to the staff. A student refusing to hand over an electronic device may be subject to increased school discipline as deemed appropriate.
- These devices are subject to reasonable inspection, which may include review of history and any information contained on the device. (Searches will follow Board Policy 5771).
- Although school administrators have a legal authority to search Personal Technology Devices at school, only those devices that are believed to have a legitimate “Reasonable Suspicion” will be subject to a search. Issues such as credible witness testimony, the location of an infraction, refusal to surrender the device, additional information, etc. will be used to determine “Reasonable Suspicion.”
- In the event that any Personal Technology Devices must be inspected by an administrator, the student will, whenever possible, be notified and allowed to be a witness to the examination of any data stored on the device, including, but not limited to: instant messages, email, texts, pictures, videos, files, history data, apps, etc.
- All confiscated devices may be required to be picked up in the Main Office by a parent or guardian regardless of the student’s age or situation.

A. Use of Personal Technology Device without Permission

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

B. Failing to “Claim Your Device”

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

C. Improper Use of a Personal Technology Device

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

D. Denial of Personal Technology Device Use Privileges:

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

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

104 - UNAUTHORIZED PUBLICATIONS

- No student shall print or electronically produce or distribute unauthorized publications. This includes the possession, distribution, or display of obscene or pornographic materials.
- Placing of signs/banners and slogans on school property without the permission of the proper school authority is prohibited.
- Distribution on school premises of pamphlets, leaflets, buttons, insignia, unauthorized petitions etc., without the permission of the proper school authority is prohibited.
- Students are not permitted to use cell phones and/or electronic recording devices to record video or audio at school or at a school sanctioned event unless they have permission from the building principal. (See also Personal Technology Device Policy)
- Students are not permitted to use school technology resources to access non-educational websites or attempt to “by-pass” school technology filters to gain access to pornographic, gaming, social networking, video files, etc. (See also Personal Technology Device Policy)

105 - STUDENT RECORD AND OFFICE FORM ALTERATION

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

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.
- Students intentionally attempting to violate the Academic Integrity/Cheating Policy during state-mandated tests (i.e. End of Course Exams, ACT, AP, etc.), semester exams, or specific graduation requirements may receive increased disciplinary actions.

108 - REPEATED VIOLATIONS OF STUDENT CODE OF CONDUCT

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

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

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

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

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

DISCIPLINE GUIDELINES

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

*Most 1st and 2nd offense #'s, 3 ALC, have been removed for greater flexibility;
i.e. Range of AD = 1-2 AD and ALC = 3-5 ALC*

O1 - Truancy/Attendance

- A. Tardy to School (i.e. 1st Period) - per semester Main Office handles**
- 3rd Violation Warning
 - 4th Violation 1 Det.
 - 5th Violation 2 Det.
 - 6th Violation 1 AD
 - 7th Violation 2 AD
 - Additional Violations AD or ALC
- B. Tardy to Class (except 1st Period) - per semester Teacher handles**
- 3rd Violation Warning
 - 4th Violation 1 Det.
 - 5th Violation 2 Det.
 - Additional Violations Office Referral
 - And
 - 6th Violation 1 AD
 - 7th Violation 2 AD
- C. Class Cut (1 or 2 Periods)**
- 1st Violation AD or ALC
 - 2nd Violation 3 ALC
 - 3rd Violation 5 ALC or 3 OSS
 - 4th Violation 5 ALC or 5 OSS
- D. Leaving Class w/o Permission**
- 1st Violation AD or ALC
 - 2nd Violation 3 ALC
 - 3rd Violation 5 ALC or 3 OSS
 - 4th Violation 5 ALC or 5 OSS
- E. Leaving School Grounds w/o Permission**
- All Violations may include Charges through Juvenile Court**
- 1st Violation AD or ALC
 - 2nd Violation 5 ALC
 - 3rd Violation 5 ALC or 3 OSS
 - 4th Violation 5 ALC or 5 OSS
 - 5th Violation 5 - 10 OSS, Possible Recommendation for Expulsion
- F. Yellow (Parent-Excused) Absences - per semester**
- 3rd Absence Letter Sent Home
 - 5th Absence Letter Sent Home
 - Additional Absence w/Parent Note Considered Unexcused (Red)
- G. Red Absences (Unexcused) - per year**
- 3rd Absence Letter Sent Home and AD
 - 5th Absence Letter Sent Home and 2 AD
 - 7th Absence Letter Mailed Home and 2 AD or 3 ALC
 - 10th Absence Letter Mailed Home and 3 ALC
 - 12th Absence Letter Mailed Home and 3-5 ALC & possible Mediation
 - 15th Absence Letter Mailed Home and 3-5 ALC & possible Truancy
Charges/Revocation of Driver's License
 - Additional Absence ALC (per day)

- **Reported/Verified Truancy**..... 3 - 5 ALC
- **Juvenile Court and/or Bureau of Motor Vehicle Involvement**
 - o Mediation, Truancy Charges and Revocation of Driver's License will be based upon the entire academic school year as outlined in Attendance Policy.

O2 - Disobedient/Disruptive/Inappropriate Behavior

A. Disruption of School

- Inappropriate Language or Behavior
 - a. Invitation to Confer
 - b. AD, ALC, OSS, or possible Rec. Exp.
- Inappropriate Blocking or Occupancy of School Areas
 - a. Invitation to Confer
 - b. AD, ALC, OSS, or possible Rec. Exp.
- Throwing Objects(food, eraser, etc.)
 - 1st ViolationAD
 - 2nd Violation AD or ALC
 - 3rd Violation 3-5 ALC or 3 OSS
 - 4th Violation5 ALC or 5-10 OSS

B. Insubordination

- Failure to Obey Instruction/Directive; Providing Misleading Information; Lying to School Staff
 - a. Invitation to Confer
 - b. AD, ALC, OSS, or possible Rec. Exp.

C. Refusing to Accept/Serve Discipline

- Cutting Teacher Detention
 - 1st Violation 2 Det.
 - 2nd ViolationAD
 - 3rd Violation2 AD
 - 4th Violation 3 ALC or 3 OSS
- Cutting Administrative Detention
 - 1st ViolationAD
 - 2nd Violation ALC
 - 3rd Violation 3-5 ALC
 - 4th Violation 5 ALC or 3-5 OSS

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

- Based on individual classroom teachers rules and procedures
 - 1st ViolationAD
 - 2nd Violation AD or ALC
 - 3rd Violation 3-5 ALC or 3 OSS
 - 4th Violation5 ALC or 5-10 OSS

E. Aiding or Abetting Violation of School Rules

- Based upon nature and severity of infraction, discipline may include:
 - a. Invitation to Confer
 - b. AD, ALC, OSS, or possible Rec. Exp.

03 - Fighting/Violence

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

- **Charges may be filed through the Clark County Courts**

A. Of Employee and Others

1st Violation 3-10 OSS and Possible Rec. Exp.
2nd Violation 10 OSS and Rec. Exp.

B. Of Another Student

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

04 - Vandalism/Damage to School or Personal Property

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

- **Charges may be filed through the Clark County Courts**

A. Of School

All Violations..... Restitution, AD, ALC, or OSS

B. Of Employee or Others

All Violations Restitution, AD, ALC, or OSS

C. Of Another Student

All Violations Restitution, AD, ALC, or OSS

05 - Theft/Stealing of School or Personal Property

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

- **Charges may be filed through the Clark County Courts**

A. Of School

All Violations..... Restitution, AD, ALC, or OSS

B. Of Employee and Others

All Violations Restitution, AD, ALC, or OSS

C. Of Another Student

All Violations Restitution, AD, ALC, or OSS

06 - Use, Possession, Sale, or Distribution of a Firearm

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

- **Possible Permanent Exclusion**
- **Drivers License may be revoked or withheld by the Ohio Bureau of Motor Vehicles**

1st Violation Confiscate, Notify Deputy, and 3-10 OSS and Rec. Exp.
2nd Violation Confiscate, Notify Deputy, and 10 OSS and Rec. Exp.

07 - Use, Possession, Sale, or Distribution of a Dangerous Weapon Other Than a Firearm or Explosive, Incendiary, or Poison Gas

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

- **Possible Permanent Exclusion**
- **Drivers License may be revoked or withheld by the Ohio Bureau of Motor Vehicles**

1st Violation Confiscate, Notify Deputy, and 3-10 OSS and Rec. Exp.
2nd Violation Confiscate, Notify Deputy, and 10 OSS and Rec. Exp.

- **“Look-Alike” Weapons will be handled on a case-by-case basis.**
All Violations .. Confiscate, poss. Notify Deputy, and Warning, AD, ALC, or OSS

08 - Use, Possession, Sale, or Distribution of Any Explosive, Incendiary, or Poison Gas

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

- **Possible Permanent Exclusion**
- **Drivers License may be revoked or withheld by the Ohio Bureau of Motor Vehicles**

1st Violation Confiscate, Notify Deputy, and 3-10 OSS and Rec. Exp.

2nd Violation Confiscate, Notify Deputy, and 10 OSS and Rec. Exp.

09 - Use, Possession, Sale, or Distribution of Tobacco and/or Nicotine

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

- **Charges may be filed through the Clark County Courts**

1st Violation ALC or OSS

2nd Violation OSS

3rd Violation 3-5 OSS

4th Violation 5 OSS

5th Violation 10 OSS and Rec. Exp.

10 - Use, Possession, Sale, or Distribution of Intoxicating Alcoholic Beverages

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

- **Drivers License may be revoked or withheld by the Ohio Bureau of Motor Vehicles**

All Violations Confiscate, Notify Deputy, and 10 OSS and Rec. Exp.

11 - Use, Possession, Sale, or Distribution of Drugs Other Than Tobacco or Alcohol

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

- **Drivers License may be revoked or withheld by the Ohio Bureau of Motor Vehicles**

A. Illegal medications, Narcotics, and Stimulate Drugs

All Violations Confiscate, Notify Deputy, and 10 OSS and Rec. Exp.

B. Over-the-Counter Medications or Prescriptions w/o Proper Documentation

1st Violation Confiscate, Possible OSS and Rec. Exp.

2nd Violation Confiscate, Notify Deputy, and 10 OSS and Rec. Exp.

14 - False Alarm/Bomb Threat/Setting Fire

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

A. Setting Fires/Improper Use of Fire

1st Violation Notify Deputy, 3-10 OSS and Possible Rec. Exp.

2nd Violation Notify Deputy, 10 OSS and Rec. Exp.

B. False Alarm/Bomb Threat

1st Violation Notify Deputy and Fire Marshall and 10 OSS

2nd Violation Notify Deputy, 10 OSS and Rec. Exp.

18 - Disobedient/Disruptive

A. Dress and Grooming

- Student may be sent to ALC until clothing can be changed/altered to be in compliance with policy
- Any class time missed to correct a problem will result in no credit given for work missed and the absence being a "Red" Slip

1st Violation	Warning, AD
2nd Violation	AD
3rd Violation.....	3 ALC
4th Violation.....	5 ALC

B. Display of Affection

1st Violation	Warning, AD
2nd Violation	AD, Call Parent
3rd Violation.....	2 AD
4th Violation.....	3 ALC

19 - Harassment/Intimidation/Threat

- Based upon the nature and severity of the offense, the student may be referred to the local law enforcement officials and/or face charges through the criminal justice or juvenile delinquency system. In order to file official charges, it may be necessary for the victim and/or their parent/guardian to report the complaint.

A. General Abuse of Others

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

B. Harassment

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

C. Intimidation and Extortion

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

D. Threat

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

E. Bullying

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

F. Cyberbullying

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

G. Gang Related Activity

- Subject to disciplinary action up to and including Suspension and Recommendation of Expulsion from school.
- **Charges may be filed through the Clark County Courts**

H. Hazing

- Conference: Unit Principal and Advisor decision.

I. Terroristic Threat

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

20 - Firearm Look-A-Likes

- Subject to disciplinary action up to and including Suspension and Recommendation of Expulsion from school.
- **Charges may be filed through the Clark County Courts**

21 - Unwelcome Sexual Conduct

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

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

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

22 - Serious Bodily Harm

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

101 Gambling (including playing cards)

- 1st ViolationAD or ALC
- 2nd ViolationAD or ALC
- 3rd Violation..... 3 ALC
- 4th Violation..... 5 ALC

102 Student Activities

A. Disruption at School Sponsored Events

All Violations..... Student must correct disruptive situation prior to entering event.

1st Violation Warning, AD, ALC

2nd Violation AD or ALC

3rd Violation.....Exclusion from Extra-Curricular Events, ALC, OSS, Possible Rec. Exp. (Duration of Exclusion will be determined by the Administration)

B. Activity Rule Violation or Misappropriation of Money/Resources

- Conference: Unit Principal and Advisor decision.

103 Cell Phones, MP3 Players, and Other Electronic Devices

All Violations Confiscate - Return to Parent/Guardian

A. Use of Personal Technology Device without Permission

1st ViolationAD

2nd Violation AD or ALC

3rd Violation..... 5 ALC

4th Violation..... 5 ALC or 3-5 OSS

B. Failing to “Claim Your Device”

Based on the nature and severity of the infraction, 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

Based on the nature and severity of the infraction, the student may face disciplinary actions based on a Code 103 Infraction as well as a Code 02 - Disobedient/Disruptive/Inappropriate Behavior, Code 19 - Harassment/Intimidation/Threat, Code 21 - Unwelcome Sexual Conduct, Code 104 - Unauthorized Publications, or any other appropriate Disciplinary Code Infraction.

D. Denial of a Personal Technology Device

Based on the nature and severity of the infraction, 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.

Additionally, students may be reported to the appropriate law enforcement agencies when situations are warranted.

104 Unauthorized Publications

- All Violations Indefinite Suspension of Computer/Technology Access
- Pornography, Including the Use of Cell Phones or Technology for Transmission
 - 1st Violation AD, ALC, OSS
 - 2nd Violation ALC or OSS
 - 3rd Violation.....3-5 ALC to 10 OSS
 - 4th Violation.....3-10 OSS
 - Other: Misuse/Unauthorized Use of Computer/Technology or Unauthorized use of Recording Devices
 - ViolationsPrincipal’s Discretion

105 Student Records and Office Form Alteration

- Forging or Misuse of Hall Passes, Absence Slips, Doctor Notes, Parent Notes etc.
 - 1st Violation AD or ALC
 - 2nd Violation ALC
 - 3rd Violation.....5 ALC to 3-5 OSS
 - 4th Violation.....5 ALC or 5 OSS

106 Student Drivers

- Subject to Disciplinary Action up to and including Suspension from School.
- Suspension and/or Removal of Driving Privileges on School Grounds during School Hours.
- **Charges may be filed through the Clark County Courts**

107 Academic Integrity/Cheating

- Each violation will result in the student earning a grade of 0 points for the assignment/assessment.
 - 1st Violation Teacher handles and Documents with Administrator
 - 2nd Violation ALC
 - 3rd Violation.....5 ALC to 3 OSS
 - 4th Violation.....5 ALC to 5 OSS
- Intentional violation during state-mandated tests, semester exams, or specific graduation requirements.
 - 1st Violation ALC to OSS
 - * (Student may be required to retake and/or resubmit school assigned assessment/project for partial credit)

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 8 AD or 12 days of ALC during the school year may expect the administration to move to the next 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.
- **Due Process** is a broad constitutional concept relating to substance and procedure. Due Process includes the following:
 - being informed of charges and evidence.
 - having the right to appeal.
 - being given the opportunity to present one’s point of view.

Anti-Harassment General Policy Statement

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

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

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

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

Other Violations of the Anti-Harassment Policy

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

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

-Definitions

Sexual Harassment

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

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

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity;
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;

- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

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

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

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

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

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

Race/Color Harassment

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

Religious (Creed) Harassment

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

National Origin Harassment

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

Disability Harassment

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

Reports and Complaints of Harassing Conduct

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

Members of the School District community or third parties who believe they have been unlawfully harassed by another member of the School District community or a third party are entitled to utilize the Board's complaint process. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular

programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

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

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

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

Privacy/Confidentiality

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

Informal Process for Addressing Complaints of Harassment

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

Formal Process for Addressing Complaints of Harassment

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

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

After a complaint is filed, the Complaint Coordinator or designee shall conduct a prompt and timely investigation. The investigation may include interviews of the complainant, the individual accused of engaging in harassing behavior, and any other witness who may reasonably be expected to have information relevant to the situation. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation. At the conclusion of the investigation the Complaint Coordinator or designee will prepare and deliver to the Superintendent a written report summarizing the evidence gathered during the investigation and providing his/her recommendations regarding whether or not the complaint of unlawful harassment has been substantiated. The written report must be based on the totality of the circumstances involved in the complaint, the nature of the alleged conduct, the context in which the alleged conduct occurred, and the ages and maturity of the individuals involved. Upon review of the written report the Superintendent will either issue a final decision regarding whether or not the complaint of unlawful harassment was substantiated, or request that further investigation be conducted. A copy of Superintendent's action will be delivered to both the Complainant and the individual accused of the harassing conduct.

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

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

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School District community or third party alleging the harassment pursues the complaint. The Board

also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy and administrative guidelines or in such other manner as deemed appropriate by the Board or its designee.

Sanctions and Monitoring

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

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

Education and Training

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

R.C. 4112.02

42 U.S.C. 2000d et seq.

42 U.S.C. 2000e et seq.

29 U.S.C. 621 et seq.

29 U.S.C. 794

42 U.S.C. 12101 et seq.

20 U.S.C. 1681 et seq.

42 U.S.C. 1983

National School Boards Association Inquiry and Analysis - May, 2008

Revised 1/3/06

Revised 2/24/10

ANTI-HARASSMENT Relevant Definitions

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

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

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

Prohibited Behavior

- A. Conduct constituting sexual harassment may take different forms, including, but not limited to, the following:
 - 1. **Verbal:**
The making of offensive written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats, or propositions toward or by a fellow staff member, student, or other person associated with the District, or third parties.
 - 2. **Nonverbal:**
Causing the placement of offensive sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of offensive sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to or by a fellow staff member, student, or other person associated with the District, or third parties.
 - 3. **Physical Contact:**
Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity with or by a fellow staff member, student, or other person associated with the District, or third parties. With respect to students, the question of whether or not physical contact is unwanted or consensual is irrelevant where such contact is engaged in by District employees or other adult members of the School District community.
- B. Conduct constituting harassment on the basis of race, color, national origin, religion, or disability may take different forms, including, but not limited to, the following:
 - 1. **Verbal:**
The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person’s race, color, national origin, religious beliefs, or disability.
 - 2. **Nonverbal:**
Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person’s race, color, national origin, religious beliefs, or disability.
 - 3. **Physical:**
Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting on or by a fellow staff member, student, or other person associated with the District, or third parties, based upon the person’s race, color, national origin, religious beliefs, or disability.
- C. Examples of inappropriate boundary invasions include, but are not limited to the following:
 - 1. kissing a student
 - 2. telling sexual jokes to students
 - 3. engaging in talk containing sexual innuendo or banter with students

4. talking about sexual topics that are not related to curriculum
5. showing pornography to a student
6. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of student)
7. talking to a student about problems that would normally be discussed with adults (i.e. marital issues)
8. other similar activities or behavior

Anti-Harassment Complaint Coordinators

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

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

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

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

Investigation and Complaint Procedure

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

Informal Complaint Procedure

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

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

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

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

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

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

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

Formal Complaint Procedure

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

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

employee must immediately report such information to the Complaint Coordinator, thereafter the Complaint Coordinator must contact the Complainant to determine whether the Complainant wishes to file a formal or an informal Complaint. Throughout the course of the process, the Complaint Coordinator should keep the Complainant informed of the status of the investigation and the decision making process.

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

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

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

Within two (2) business days of receiving a formal complaint, the Complaint Coordinator will inform the individual alleged to have engaged in the harassing conduct, hereinafter referred to as the "Respondent", that a complaint has been received. The Respondent will be informed about the nature of the allegations and a copy of these Administrative Guidelines and the Board Anti-Harassment Policy shall be provided to the Respondent at that time. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

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

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

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information which is reasonably believed to be relevant to the allegations.

In determining whether the alleged conduct constitutes a violation of Policy 5517, the District will consider:

- A. the nature of the behavior;
- B. how often the conduct occurred;
- C. whether there were past incidents or past continuing patterns of behavior;
- D. the relationship between the parties involved;
- E. the race, national origin, sex, religion, age, and/or disability of the

- victim;
- F. the identity of the perpetrator, including whether the perpetrator was in a position of power over the person allegedly subjected to harassment;
- G. the number of alleged harassers;
- H. the age of the alleged harasser(s);
- I. where the harassment occurred;
- J. whether there have been other incidents in the school involving the same or other individuals;
- K. whether the conduct adversely affected the person's work or education performance or environment;
- L. the context in which the alleged incidents occurred; and
- M. whether or not speech or expression that is alleged to constitute harassment is protected by the First Amendment to the United States Constitution;
- N. whether a particular action or incident constitutes a violation of Policy 5517 requires a determination based on all the facts and surrounding circumstances.

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

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

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

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

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

Confidentiality

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

Respondent.

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

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

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

State law requires any school teacher or school employee who knows or suspects that a child with a disability under the age of twenty-one (21) or that a child under the age of eighteen (18) has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Complaint Coordinator or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy. State law defines certain contact between a teacher and a student as "sexual battery." If the Complaint Coordinator or a designee has reason to believe that the Complainant has been the victim of criminal conduct as defined in Ohio's Criminal Code, such knowledge should be immediately reported to local law enforcement. Any reports made to a county children's services agency or to local law enforcement shall not terminate the Complaint Coordinator or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Complaint Coordinator or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

Allegations Involving Conduct Unbecoming the Teaching Profession/Suspension

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

Revised 1/3/06

Revised 11/11/09

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

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

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibi-

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

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

Harassment, intimidation, or bullying means:

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

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

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

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

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

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

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying or aggressive behavior directed toward a

student. Reports may be made to those identified above.

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

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

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

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

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

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

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

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

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

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any

potential student or staff witnesses. Such reports may be filed with any school staff member, administrator, or appropriate school official and they shall be promptly forwarded to the building principal for review, investigation, and action.

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

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

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

Privacy/Confidentiality

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

Reporting Requirement

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

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

Immunity

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

ally false report about harassment, intimidation, and/or bullying.

Notification

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

Education and Training

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

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

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships.

Parents, who submit a written request to the building principal to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

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

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

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

R.C. 3313.666, 3313.667

State Board of Education Model Policy (2007)

Revised 1/3/06

Revised 1/8/08

Revised 11/9/10

Revised 12/10/12

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

Definitions of Terms:

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

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

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

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

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

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

Types of Conduct

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

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

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

Complaint Procedures

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

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

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

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

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

Step I Any complaints, allegations, or rumors of aggressive behavior and/or bullying shall be presented to the building principal or assistant principal or the Superintendent. Students may also report their concerns to teachers or counselors who will be responsible for notifying the appropriate administrator or Board of Education official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board President. Information may be initially presented anonymously. All such information will be reduced to writing and should include the specific nature of the offense (e.g., the person(s) involved, number of times and places of the alleged conduct, the target of the suspected aggressive behavior and/or bullying, and the names of any potential witnesses). If the person filing the formal complaint is an adult, s/he must sign the charge affirming its veracity. If the person filing the formal complaint is a minor, s/he may either sign the charge or affirm its veracity before two (2) administrators.

Step II The administrator/Board official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The administrator/Board official will arrange such meetings as may be necessary with all concerned parties within five (5) work days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The administrator/Board official conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the Superintendent.

Step III If the complainant is not satisfied with the decision at Step II, s/he may submit a written appeal to the Superintendent or designee. Such appeal must be filed within ten (10) work days after receipt of the Step II decision. The Superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to review and discuss the appeal. The Superintendent or designee shall provide a written decision to the complainant's appeal within ten (10) work days of the appeal being filed.

Step IV If the complainant is not satisfied with the decision at Step III, a written appeal may be filed with the Board. Such appeal must be filed within ten (10) work days after receipt of the Step III decision. The Board shall, within twenty (20) work days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within ten (10) work days following completion of the hearing.

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

Publication of the Prohibition Against Harassment, Intimidation, and Bullying

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

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

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

Retaliation/False Charges

Retaliation against any person who reports, is thought to have reported, files a

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

Remedial Actions

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

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

Non-Disciplinary Interventions

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

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

Disciplinary Interventions

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

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

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

Intervention Strategies

In addition to the prompt investigation of complaints of harassment, intimidation,

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

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

Intervention Strategies for Protecting Victims

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

Training

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

in student, staff, volunteer, and parent handbooks.

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

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

Police and Child Protective Services

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

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

State Board of Education Model Policy (2007)

Revised 1/3/06

Revised 4/4/08

Revised 12/10

ASSURANCE OF COMPLIANCE

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

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

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

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

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

Grading Scale

District Scale

100 - 90	=	A
89- 80	=	B
79- 70	=	C
69- 60	=	D
59- 0	=	F
Incomplete	=	I

Expanded for Quarterly Grades

A+	=	100-99	C+	=	79-78
A	=	98-92	C	=	77-72
A-	=	91-90	C-	=	71-70
B+	=	89-88	D+	=	69-68
B	=	87-82	D	=	67-62
B-	=	81-80	D-	=	61-60
			F	=	59 or less

Grading Scale

A+	=	12	A	=	11	A-	=	10
B+	=	9	B	=	8	B-	=	7
C+	=	6	C	=	5	C-	=	4
D+	=	3	D	=	2	D-	=	1
F	=	0						

The semester average will be computed by counting the points for each nine week grade twice and the points for the semester exam once.

Semester Points with Exam

A+	=	58 or more
A	=	53-57
A-	=	48-52
B+	=	43-47
B	=	38-42
B-	=	33-37
C+	=	28-32
C	=	23-27
C-	=	18-22
D+	=	13-17
D	=	8-12
D-	=	5-7
F	=	0-4

To yearly average will be based upon the total points earned for both semesters and exam scores.

Yearly Points with 2 exams

A+	=	116 or more
A	=	106-115
A-	=	96-105
B+	=	86-95
B	=	76-85
B-	=	66-75
C+	=	56-65
C	=	46-55
C-	=	36-45
D+	=	26-35
D	=	16-25
D-	=	10-15
F	=	0-9

Yearly Points with 1 exam

A+	=	104 or more
A	=	95-103
A-	=	86-94
B+	=	77-85
B	=	68-76
B-	=	59-67
C+	=	50-58
C	=	41-49
C-	=	32-40
D+	=	23-31
D	=	14-22
D-	=	10-13
F	=	0-9

*Teachers must use plus or minus signs for 9 week grades. They do have a numerical value in terms of determining semester or yearly grades.

Student Computer/Network Policy

Student use of the school computers, network, and Internet services will be governed by this policy and the related administrative guidelines. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the network. Users have no right or expectation of privacy when using the network including privacy in the content of their personal files, emails, or records of their online activity while on the network.

While the Tecumseh Board of Education has implemented an Internet filter to protect students from materials that are obscene or harmful to minors, as defined by the Children's Internet Protection Act, it is impossible to guarantee students may not gain access to information that parents may find objectionable or controversial. Students must have the written consent of their parents to use the Internet, and parents are responsible for setting and conveying the standards that their children should follow when using it.

Students are responsible for good behavior on the school computers/network and the Internet, just as they are in classrooms, hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply.

- Account holders are responsible for the use of their accounts. Sharing accounts or giving one's password to another user is prohibited.
- Account use by persons other than the account holder is forbidden and may result in loss of the account.
- Use of network resources for commercial profit, political, personal use, illegal, or other unauthorized uses is forbidden.
- Bypassing or attempting to bypass the network filter is strictly prohibited.
- Abuse of hardware or software is strictly prohibited.
- Downloading applications without permission is prohibited.
- Knowingly spreading a computer virus, or other harmful programs, altering system software, entering unauthorized programs, hacking, and vandalism of files may be a crime under state and federal law and is prohibited.
- Downloading files or applications without permission is prohibited.
- Any costs incurred from damages to the network from viruses or other downloaded software are the responsibility of the network user.
- Offensive pictures or text are not to be displayed, downloaded, transmitted, or printed.
- Transmission of obscene, threatening, or disruptive materials is prohibited.
- Cyber-bullying is strictly prohibited.
- Copyright laws must be followed.
- Students shall not access social media for personal use using the school network. Use may be allowed for educational use with permission.