

Student Code of Conduct

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

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

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

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

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

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

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

Tecumseh Local School's Expectations:

Our Students will:

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

Enforcement of the Code of Conduct

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

Any violation of the District Code of Conduct may be addressed in a variety of methods, including but not limited to verbal/written warning, conferences, parent/guardian contact, referral to a guidance counselor, detention, administrative detention, in-school suspension/ALC, emergency removal, suspension, expulsion, removal from school transportation, revocation of driving/parking privileges,

removal/suspension of a work permit, referral to law enforcement agencies, or removal from curricular or extra-curricular activities, pursuant to 3313.661 Ohio Revised Code.

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

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

METHODS OF DISCIPLINE

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

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

Abbreviations and Definitions of Discipline Key:

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

Demerit Progression:

Demerits do accumulate throughout the quarter and start over at the beginning of each quarter.

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

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

8th & 9th Demerit – Extended Detention

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

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

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

A.D. – Administrative Detention – will be assigned by the administration for violations of the Student Code of Conduct. Administrative Detentions are held on scheduled dates and times, either before, during, or after school, in the assigned room. Administrative Detentions may be

either one or two hours in length and are generally scheduled in advance. The student and parent/guardian are expected to make arrangements to provide transportation and have a ride available to drop them off or pick them up. Students who do not follow the rules in detention may be removed and have additional disciplinary actions taken including but not limited to additional Administrative Detentions, placement in the Alternative Learning Center, or Out of School Suspension.

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

A.L.C. – Alternative Learning Center - will be assigned by the administration for violations of the Student Code of Conduct. Students placed in the Alternative Learning Center will have the opportunity to complete school assignments and receive credit for their work. Students who do not cooperate with the ALC monitor, do not engage in productive work activities or who are disruptive in ALC may face additional disciplinary consequences including but not limited to: emergency removal (requiring immediate parent pick up of the student), additional days of ALC assignment, or out of school suspension.

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

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

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

Revocation of Driver’s License – will be initiated by the building level administration for the consideration and approval of the superintendent. Violations of certain rules can result in a student’s driver’s license being revoked by the Department of Motor Vehicles. Notification to the Registrar of Motor Vehicles and the County Courts System must comply with the ORC

3319.321 and with the U.S. Family Educational Rights and Privacy (FERPA) and accompanying regulations.

Control of Out-of-School Conduct

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

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

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

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

Student's Infraction Codes:

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

O1 – TRUANCY/ATTENDANCE

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

O2 – DISOBEDIENT/DISRUPTIVE/INAPPROPRIATE BEHAVIOR

A. Disruption of School/Inappropriate Behavior

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

B. Insubordination/Non-Compliance/Failure to Obey

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

- No student shall fail to comply with any reasonable instruction or request of teachers, student teachers, substitute teachers, security personnel, administrators, or other authorized school personnel during any period of time when he/she is properly under the authority of such school personnel

- No student shall give false information when requested to give name, address, etc. by a staff member.
- Deception/falsifying/withholding information from school personnel in the legitimate pursuit of their jobs.
- Violation of any school and/or board rule, regulation, or policy/procedure.

C. Refusing to Accept/Serve Discipline

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

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

- Violations that interfere or compromise building security protocols, which may affect the safety of the students, staff, or building. This may include but not limited to: covering cameras, hanging items from ceiling, propping doors open, or preventing doors from closing and/or locking down during the school day, etc.
- Each learning environment or classroom may have different rules for students, which may be unique to that individual classroom. These rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules and/or procedures within each learning environment, all of which will be consistent with this Code.
- Hall Passes - Students must use the proper hall pass, student agenda/handbook, at all times. (Hall passes are defined in the Student Agenda) In the event of an emergency, a student may request to use a teacher's agenda book.
- Unsafe behavior, or any action that by its nature, intentionally or unintentionally, threatens the safety of the student and/or others. This may include, but is not limited to, general horseplay, running in the hallways, or unwarranted physical contact or unauthorized touching;
- Food and/or drink (excluding water in a clear plastic bottle) out of the cafeteria without permission from the school administration and/or clinic.
- Students are not permitted to cut in the lunch line, exceptions may be granted by the school administration and/or school nurse.
- Students are not to be in "Out-of-Bounds," restricted, or No Standing areas throughout the building as designated by school officials either before, during, or after school.

E. Aiding or Abetting Violation of School Rules

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

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.

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.

O6 – USE, POSSESSION, SALE, OR DISTRIBUTION OF A FIREARM

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

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

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

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

O7 – USE, POSSESSION, SALE, OR DISTRIBUTION OF A DANGEROUS WEAPON OTHER THAN A FIREARM OR EXPLOSIVE, INCENDIARY, OR POISON GAS

- No student shall knowingly possess, handle or transmit a knife, sword, machete, or other object that reasonably can be considered as a weapon and could cause death or serious injury.
- Any combination of parts either designed or intended for use in converting any device into a destructive device which may be readily assembled (i.e. fist pack, brass knuckles, club type implements, etc.)
- The administration will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system.
- **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.

09 – USE, POSSESSION, SALE, OR DISTRIBUTION OF TOBACCO

- 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 (1) school year.
- It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank is a dangerous stunt that is against the law and will subject the student to disciplinary action.
- Setting a fire or the improper use of fire, causing or creating a potential disruption or damage to the school building or property.
- The administration will refer any student who violates this policy to the student’s parents or guardians and to the criminal justice or juvenile delinquency system.

18 – DISOBEDIENT/DISRUPTIVE

A. Dress and Grooming

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

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

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

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

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

- No student shall dress in a manner, which presents a clear and present danger to the student's health or safety or in a manner, which causes an interference with schoolwork or which creates a classroom or school disruption.
- Hats, hoods (worn over head), sunglasses, sweatbands, tank tops, halter-tops, or mesh shirts are not to be worn during the school day. Bare midriffs are not permitted. All tops must cover the entire shoulder. Pajamas, sleep-related clothing, or "lounging" pants are not permitted. Slippers or unsafe footwear are not permitted.
- Pants, shorts and skirts may not be excessively distressed (ragged, torn or worn out) nor may there be holes in the garments that are more than 3 inches above the top of wearer's kneecap when a student is standing normally.
- A guideline for minimum length of shorts, skirts, skorts, 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.
 2. hairstyles that cover the student's eyes, impair their vision, or keep staff members from seeing the student's eyes.
 3. any item in a visible facial or body piercing other than the ear.
 4. excessive-sized items or excessive sized gauging (larger than 000g or 7/16”) in an ear piercing.
 5. any item in a facial or body piercing that may inhibit student performance or speech, that may cause disruption of the educational environment, that poses a risk of health and/or safety concerns, or that may be indicative of gang or cult-related activities, including, but not limited to, a piercing of the lip, tongue, eyebrow, cheek, nose, etc.
 6. costumes, masks, and/or “morph” style suits that might prevent a student's identity from being known or deemed inappropriate.
 7. wallet chains, spiked, or studded accessories.
 8. any student generated spirit wear must be approved administratively. Students may not create spirit wear on their own for use at school or athletic events without prior permission. Commercially available spirit wear acquired from local vendors are permissible if it meets basic standards of good taste.
 9. athletic uniforms, which do not meet dress code standards, may not be worn at school during regular school hours.
 10. improper or suggestive clothing is prohibited.

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

B. Display of Affection

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

19 – HARASSMENT/INTIMIDATION/THREAT

- The Anti-Harassment General Policy Statement is defined in detail in a separate section within this Student Handbook.
- Students and/or parents may report bullying incidents directly to any building or district administrator or by calling the TEC Hotline at (937) 845-4483 and choosing option #7.
- Harassment, intimidation, or bullying behavior by any student in the Tecumseh Local School District is strictly prohibited, and such conduct may result in disciplinary action,

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

- a) Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
 - b) Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students
- The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying and cyber-bullying) toward a student, whether by other students, staff, or third parties are strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions, which cause or threaten to cause bodily harm or personal degradation.
- A. General Abuse of Others** - No student shall use, direct, or display words, phrases, or actions, in oral, written, or electronic form which are considered to be disrespectful, slanderous, degrading, obscene, profane, or inappropriate behavior as defined by the majority of our society, this includes but is not limited to students, teachers or other school personnel, and/or guests. Inappropriate/obscene gestures are also prohibited.
- B. Harassment**
- Types of Harassment may include but not limited to:**
1. **Race/Color**
 2. **Religious (Creed)**
 3. **National Origin**
 4. **Disability**
- C. Intimidation and extortion of a student or school personnel.**
- D. Threat** - Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies intimidates or causes fear of bodily harm or death is also prohibited.
- E. Bullying**
- Bullying can mean any intentional written, verbal, graphic, or physical act that a student or group of students exhibited toward another particular student more than once and the behavior both:
 - causes mental or physical harm to the other student; and

- is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for other students.
- Misconduct by one student against another student, may result in appropriate disciplinary consequences for the perpetrator. Acts of bullying and dating violence are prohibited. (Ohio Revised Code 3313.666)

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

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

G. Gang Related Activity

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

H. Hazing

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

I. Terroristic Threat

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

20 – FIREARM LOOK-A-LIKES

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

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

21 – UNWELCOME SEXUAL CONDUCT

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

22 – SERIOUS BODILY HARM

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

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

Additional Student's Infraction Codes:

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

101 - GAMBLING (including cards)

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

102 - STUDENT ACTIVITIES/SCHOOL SPONSORED EVENTS

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

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

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

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

GO ARROWS!!!

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

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

- Students and parents/guardians may access the complete Personal Technology Device Use Policy, adopted by the Tecumseh Local Board of Education, through the district website or by requesting a hardcopy from the Tecumseh Local Board Office or any district school building. Additionally, copies shall be posted in conspicuous places in each building.
- The Board of Education will supply any electronic equipment or devices necessary for participation in the educational program.
- During school hours or after-school activities, any personal electronic equipment or devices **MUST BE POWERED COMPLETELY OFF** (i.e., not just placed into vibrate or silent mode) and stored out of sight unless explicitly given permission by the classroom teacher, school official, or administrator.
- Use of any personal electronic equipment or devices in non-academic areas such as: hallways, restrooms, cafeteria, etc. are not allowed unless permission is obtained explicitly from the specific Building Principal.
- The use of any Personal Technology Device at school **MUST** be used to aid the educational and academic experience of the student. The direct control remains, at all times, with the staff member, and oversight will be provided by the building and/or district administration and Technology Coordinator.
- Any student must **IMMEDIATELY** turn over the Personal Technology Device to a staff member requesting the device. The student is prohibited from removing the battery, sim card, memory card, turning the device off, intentionally putting a “lock” onto the device, or otherwise making it inoperable prior to surrendering the device to the staff. A student refusing to hand over an electronic device may be subject to increased school discipline as deemed appropriate.
- These devices are subject to reasonable inspection, which may include review of history and any information contained on the device. (Searches will follow Board Policy 5771).
- Although school administrators have a legal authority to search Personal Technology Devices at school, only those devices that are believed to have a legitimate “Reasonable Suspicion” will be subject to a search. Issues such as credible witness testimony, the location of an infraction, refusal to surrender the device, additional information, etc. will be used to determine “Reasonable Suspicion.”
- In the event that any Personal Technology Devices must be inspected by an administrator, the student will, whenever possible, be notified and allowed to be a witness to the examination of any data stored on the device, including, but not limited to: instant messages, email, texts, pictures, videos, files, history data, apps, etc.
- All confiscated devices may be required to be picked up in the Main Office by a parent or guardian regardless of the student’s age or situation.

A. Use of Personal Technology Device without Permission

- Unless the classroom teacher, staff, or administration expressly grants permission, students are not allowed to use personal cell phones, MP3 players, tablets, E-Readers, or other electronic devices during the school day (graphing and dedicated calculators are the only exceptions).
- If an extreme medical emergency arises, parents may contact the school administration

and request their child be allowed to be in possession of their cell phone during the school day. However, **the school administrator, prior to the student being allowed to carry the cell phone during the school day, must grant permission to the parent.**

B. Failing to “Claim Your Device”

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

C. Improper Use of a Personal Technology Device

- Students are not permitted to use cell phones and/or electronic recording devices to record video or audio at school or a school sanctioned event unless they have permission from the building principal.
- Students are not permitted to possess, take, disseminate, transfer or share nude, obscene, pornographic, lewd or otherwise illegal images, videos, or files, whether by electronic data transfers or other means commonly referred to as texting, emailing, sexting, etc. which may constitute a crime under state and/or federal law.
- Students are not permitted to use a Personal Technology Devices to send threatening, harassing, or disruptive messages to students or school personnel, or to otherwise interfere with the educational process of the school while under the control of the school authorities.
- Students are absolutely and unequivocally denied the ability to use any Personal Technology Device or school-owned technology device, capable of recording, inside a restroom, locker room, dressing room, or any other area that students might be completely or partially unclothed. **There are no exceptions.**
- Students are absolutely and unequivocally denied the ability to use any Personal Technology Device or school-owned technology device to record any inappropriate activity or behavior such as fights or students intentionally engaging in the breaking of school and/or district rules and policies.
- Students are absolutely and unequivocally denied the ability to post any inappropriate school activity or behavior to internet-based sites, including, but not limited to: YouTube, metacafe, Snapfish, Flickr, Photobucket, Facebook, MySpace, Instagram, SnapChat, Lulu, iMeetzu, Poof, Google+, etc.
- Any person found to have used a Personal Technology Device, in an improper manner,

may face disciplinary actions based on a Code 103 Infraction as well as a Code 19 – Harassment/Intimidation/Threat, Code 21 – Unwelcome Sexual Conduct, Code 104 – Unauthorized Publications, or any other appropriate Disciplinary Code Infraction. Additionally, students may be reported to the appropriate law enforcement agencies when situations are warranted.

- Students are not permitted to use personal technology resources at school to access non-educational websites or attempt to “by-pass” school technology filters to gain access to pornographic, gaming, social networking, video files, etc.

D. Denial of Personal Technology Device Use Privileges:

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

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

104 - UNAUTHORIZED PUBLICATIONS

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

105 - STUDENT RECORD AND OFFICE FORM ALTERATION

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

106 - STUDENT DRIVERS

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

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

107 - ACADEMIC INTEGRITY/CHEATING

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

108 - REPEATED VIOLATIONS OF STUDENT CODE OF CONDUCT

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

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

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

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

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