

Section VI: School Safety

The responsibility for keeping Tecumseh Junior High School safe and secure rests on each person that shares this environment. You play a large part in the safety of the people with whom you learn, laugh, and share experiences.

- Please do not open a locked door at school to admit anyone.
- Report a situation (anonymously if you wish) that has the potential to harm an individual or many people.
- Care enough about your friends and classmates to let a teacher, counselor, or administrator know if they are suffering.

Another reporting avenue is the WeTip hotline provided by Tippecanoe County. It is available to report any criminal activity you become aware of in the county. The number is 1-800-78-CRIME or 1-800-782-7463.

Video Surveillance

Video cameras are used inside and outside of Tecumseh Junior High School. The data provides the administration with an additional tool to enhance safety and security of guests, students, staff, and school property. Video data is to be used exclusively by the Tecumseh administration and LSC security staff. Certain circumstances may warrant parents the administrative permission to view video surveillance. Storage of recorded data will be limited to 10 calendar days unless the situation requires longer storage according to Tecumseh administration or the LSC security staff.

Fire Drill

The State of Indiana requires that each school conduct at least one fire drill per month. The following rules should be observed during a drill:

1. **In the classroom:**
 - a. Pupils leave all books and working materials where they are.
 - b. Perfect order is to be observed. Please be silent.
 - c. First student passes to the door and holds it open.
2. **In the Corridors and Stairways:**
 - a. Pass in single file unless otherwise instructed.
 - b. The first person through the corridor doors is to hold doors open until all students are through the doors.
 - c. The first person through the outside doors is to hold doors open until all students are through the doors.
 - d. Follow the route assigned, keep silent, walk briskly, but do not run.
3. **Outside the Building:**
 - a. All groups pass to points beyond danger.
 - b. KEEP PERFECT ORDER and silence while the teacher takes attendance.
 - c. Sections enter in reverse order - on signal - keeping silent!

Each teacher will explain the route to take from his/her class during the first week of school.

Severe Storm Drill

The State of Indiana requires that each school conduct one severe storm drill each semester. Students should remain silent at all times in order to hear instructions. Students should remain in single file during the drill when reporting to the first floor. Each teacher will explain the route to take from his/her class during the first week of school.

Drills - Evacuation

Evacuation and fire drills are held from time to time, and every room has a specific pattern of evacuation. All students and teachers should be familiar with the pattern for any room they occupy.

In a tornado or disaster drill, the teacher will move students into the halls according to the predetermined plan.

All alarms are to be followed unless the persons in the office indicate otherwise by means of the intercom.

Law Enforcement and Security Personnel

A School Liaison Officer from the Lafayette Police Department maintains an office at Tecumseh for the purpose of communication and coordination with the local judicial system. Additionally, off-duty police officers are hired to maintain security at the school. They swear to uphold the law at all times. As they are still police officers when they are at the school, they must make arrests as they would if they were on the street.

Quest

In order to provide coordinated services for students and families, an inter-governmental agreement was created to allow information related to attendance, discipline, and grades to be shared for students who are on court-ordered probation. Information is entered and shared through the QUEST database. In addition, the principal may enter information into the QUEST database for students suspended or expelled from school or students arrested for actions related to school incidents. The QUEST database allows people permitted by the Judge of the Juvenile Court to share information intended to coordinate services for a particular individual or family. People currently designated to share information contained in the QUEST database include people representing schools, probation, Superior Court 3, the Lafayette Police Department, the Prosecutor's Office, Juvenile Alternatives, and Child Protective Services.