

**TIPPECANOE HIGH SCHOOL
STUDENT HANDBOOK
2019-2020**

615 East Kessler – Cowlesville Rd

Tipp City, Ohio 45371

Main Office 937-667-8448

FAX 937-667-0912

Guidance Office 937-667-6419

FAX 937-667-5098

Web Site – www.tippcityschools.com

[Superintendent of Schools: Dr. Gretta Kumpf](#)

[Assistant Superintendent: Galen Gingerich](#)

VISION STATEMENT

Tipp City Schools, in partnership with the community, fosters a culture of learning that values tradition and innovation, empowering all students to be respectful and responsible citizens with integrity.

MISSION STATEMENT

Tipp City Schools cultivates positive relationships, embraces diversity, provides opportunities, and supports high expectations for every student.

BELIEF STATEMENT

A Tradition of Excellence.....

Our students are ready for today, prepared for tomorrow!

PHILOSOPHY OF DISCIPLINE

Tipp City Schools strives for a positive learning environment where all students can experience academic, behavior, and social growth. A structure that is being put into place to create this environment is established through Positive Behavioral Intervention and Supports (PBIS). This language comes directly from the 1997 reauthorization of the Individuals with Disabilities Education Act (IDEA). PBIS is founded on principles of behavior analysis and a proactive approach that values positive behavior support. PBIS is a framework for assisting school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students. PBIS is a staff driven, proactive approach to school discipline developed on research based practices and data analysis of school wide behavior. The goal is to maximize academic and social behavior outcomes for students. PBIS supports the success of ALL students.

Tipp Schools, will be working with three critical elements that contribute to making our school a positive environment for students:

- **Behavior Expectations**

These 3 key expectations:

**We Will Be Respectful
We Will Be Responsible
We Will Have Integrity**

**We are Tipp!
#tipptradition
A Tradition of Excellence**



Tipp City Schools provides an anonymous tip line for students, staff, and parents to submit safety concerns or report bullying to our administration. Additional information is available at tippcityschools.com/safety.

***Administration will respond to your tip, so it is helpful if you check back and respond as needed**

**2019-2020
TIPPECANOE HIGH SCHOOL
PARENT – STUDENT HANDBOOK**

THIS PAGE IS TO BE COMPLETED AND RETURNED TO YOUR STUDENT’S ADVISORY PERIOD TEACHER WITHIN THE FIRST WEEK OF SCHOOL. THANK YOU

_____ in the ____ grade has received a copy of the 2019-2020 handbook. We have read and understand the rules and regulations in the handbook and understand that we are responsible for following them.

**We have also reviewed the following documents in the handbook:
(Please check each that have been read)**

- Equal Education Opportunity – page 4-5**
- Class of 2019 Important Dates- page 13 (Seniors only)**
- Student Dress Policy – pages 28-29**
- Electronic Device Policy – pages 29-31**
- Dance Policy – Page 31-32**
- Network Agreement & Internet Use Policy – page 33**
- Student Code of Conduct – pages 34 - 41**

Parent / Legal Guardian Signature

Student Signature

Date

EQUAL EDUCATION OPPORTUNITY

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer(s):

| | | |
|--------------|-----------------------------------|--------------|
| Tina Smith | Principal – Broadway Elementary | 937-669-6330 |
| Mike Vagedes | Principals - LT Ball Intermediate | 937-669-6310 |

Complaints will be investigated in accordance with the procedures described in board policy 2260. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

Students with Disabilities

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The laws define a person with a disability as anyone who:

- A. Has a mental or physical impairment that substantially limits one or more major life activities;
- B. Has a record of such an impairment; or
- C. Is regarded as having such impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law. Contact Assistant Superintendent Galen Gingerich at 937-667-8444 to inquire about evaluation procedures, programs, and services.

Homeless Students

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact Assistant Superintendent Galen Gingerich, liaison for Homeless Students, at 937-667-8444.

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GENERAL INFORMATION

This Student/Parent Handbook is based in significant part upon policies adopted by the Board of Education and on Administrative Guidelines developed by the Superintendent. For more information about the Board Policies, access them on the District's website: www.tippcityschools.com

The staff at Tippecanoe High School wants all of our students to be successful and achieve the goals students have set for themselves.

Please communicate with your teachers, guidance counselors, administrators, and especially parents when you have concerns. If the question concerns a grade or assignment, the teacher is the best starting point. Students are encouraged to communicate with their parents in all circumstances. Parent(s) are your first and best teacher and advocate. Communication with and among students, parents, teachers, and administration is vital to success in school. If you or your parent feel your rights under state or federal law have been violated contact the District Superintendent at 667-8444.

ANONYMOUS COMPLAINTS WILL BE DISREGARDED.

SCHOOLDAY/CLASS SCHEDULE

Advisory: 7:40-7:49

PERIOD 1: 8:53 – 8:43

PERIOD 2: 8:47 – 9:37

PERIOD 3: 9:41 – 10:31

PERIOD 4-5: 10:35 – 11:25

PERIOD 5-6: 11:08– 11:58

PERIOD 6-7: 11:29 – 12:19

PERIOD 7-8: 12:02 – 12:52

PERIOD 9: 12:56 – 1:46

PERIOD 10: 1:50 – 2:40

Lunch 4: 10:33-11:03

Lunch 6: 11:32-12:02

Lunch 8: 12:25-12:55

EXTENDED ADVISORY

Advisory: 7:40 – 8:20

PERIOD 1: 8:25 – 9:10

PERIOD 2: 9:15 – 10:00

PERIOD 3: 10:05 – 10:50

PERIOD 4-5: 1:55-11:40

PERIOD 5-6: 11:30-12:15

PERIOD 6-7: 11:45 – 12:30

PERIOD 7-8: 12:20 - 1:05

PERIOD 9: 1:10 – 1:55

PERIOD 10: 2:00 – 2:40

Lunch 4: 10:55 – 11:25

Lunch 6: 11:45 – 12:15

Lunch 8: 12:35 – 1:05

1 HOUR DELAY

PERIOD 1: 8:40 – 9:15

PERIOD 2: 9:19 – 9:53

PERIOD 3: 9:57 - 10:31

PERIOD 4-10 (Regular Schedule)

2 HOUR DELAY

PERIOD 1: 9:40 – 10:14

PERIOD 2: 10:18 – 10:52

PERIOD 3: 10:56 – 11:30

PERIOD 4-5: 11:34 – 12:08 (Lunch 4)

PERIOD 5-6/6-7: 12:12: 12:46 (Lunch 6)

PERIOD 7-8: 12:50 – 1:24 (Lunch 8)

PERIOD 9: 1:28 – 2:02

PERIOD 10: 2:06 – 2:40

DISTRICT ACADEMIC CALENDAR 2019-2020

AUGUST

Tues 20 First Day of School

SEPTEMBER

Mon 2 LABOR DAY - NO SCHOOL

OCTOBER

Thurs 17 First Quarter End

Fri 18 Teacher In-Service-No Class

NOVEMBER

Wed 27 Thanksgiving Recess- No School

Thurs 28 Thanksgiving Recess- No School

Fri 29 Thanksgiving Recess- No School

DECEMBER

Fri 20 Last Day of Classes before Christmas Break

JANUARY

Mon 6 First Day of Classes in 2020

Fri 10 2nd Quarter/1st semester ends

Mon 20 Martin Luther King Day - No School

FEBRUARY

Fri 14 Teacher In-Service - No Classes

Mon 17 Presidents Day - No School

MARCH

Fri 20 3rd Quarter ends

Mon 23 Spring Break Begins- No School

Mon 30 Classes Resume after Spring Break

APRIL

Fri 10 Good Friday- No School

MAY

Thurs 21 Senior Community Service Day

Fri 22 Seniors Last Day

Mon 25 Memorial Day – No School

Thurs 28 Last Day for Students/End Q4 and S2

TIPPECANOE ALMA MATER

Some the blue and gold do cherish,
Some the cream and crimson choose.
Ah, but we would rather perish,
Than the red and white should lose.

Oh, the T.H.S. is loyal;
To her colors all are true.
With a spirit rich and loyal,
When there's earnest work to do.

SCHOOL COLORS:

Red & White

TIPPECANOE FIGHT SONG

Cheer, Cheer for grande ole' Tipp High,
Stand up and show your Red Devil pride.

Show the world what you hold dear,
Make all the others tremble in fear.

Whether the odds be great or small,
Tippecanoe will out-score them all.

While her loyal teams go marching,
Onward to victory.

MASCOT:

Red Devils

IMPORTANT E-MAIL CONTACTS

ADMINISTRATION

| | | |
|----------------------|---------------|--|
| Principal | Steve Verhoff | sverhoff@tippecity.k12.oh.us |
| Assistant Principal | Chris Zink | czink@tippecity.k12.oh.us |
| Athletic Director | J.D. Foust | jfoust@tippecity.k12.oh.us |
| School Nurse | Liz Makley | lmakley@tippecity.k12.oh.us |
| Office Manager | Marilynn Rowe | marowe@tippecity.k12.oh.us |
| Attendance Secretary | Rebecca Petro | rspetro@tippecity.k12.oh.us |
| Athletic Secretary | Lisa Copley | lcopley@tippecity.k12.oh.us |

SCHOOL COUNSELING OFFICE

| | | |
|-----------------------------|-------------------------|--|
| Counselor | Rachel Everhart (A-F) | reverhart@tippecity.k12.oh.us |
| Counselor | Christine Schmidt (G-O) | cschmidt@tippecity.k12.oh.us |
| Counselor | Veronica Hlavac (P-Z) | vhlavac@tippecity.k12.oh.us |
| Counseling Office Secretary | Tracey Gaier | tgaiier@tippecity.k12.oh.us |

Follow Tippecanoe High School on Facebook
and Twitter.

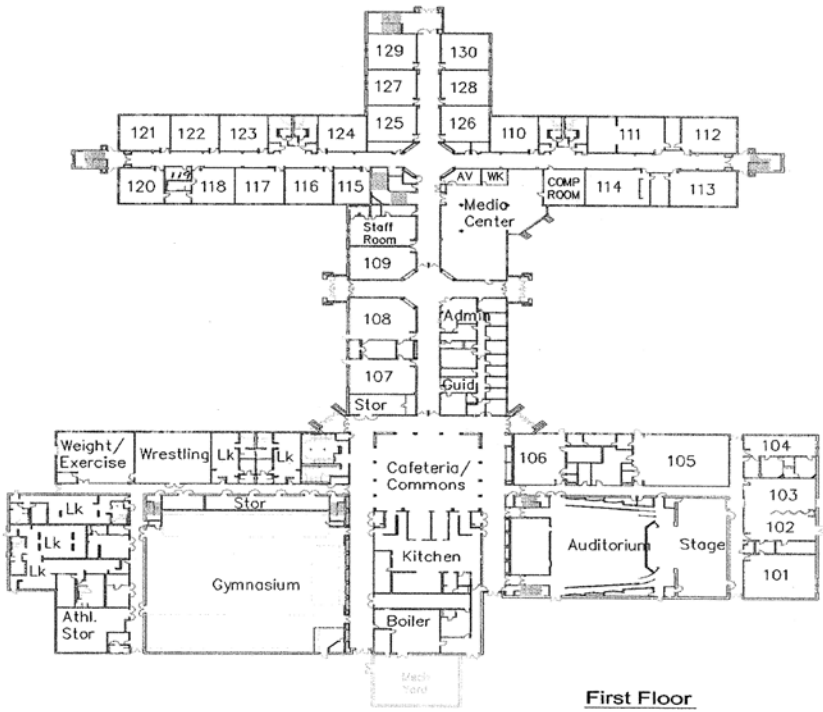
Facebook: Tippecanoe High School

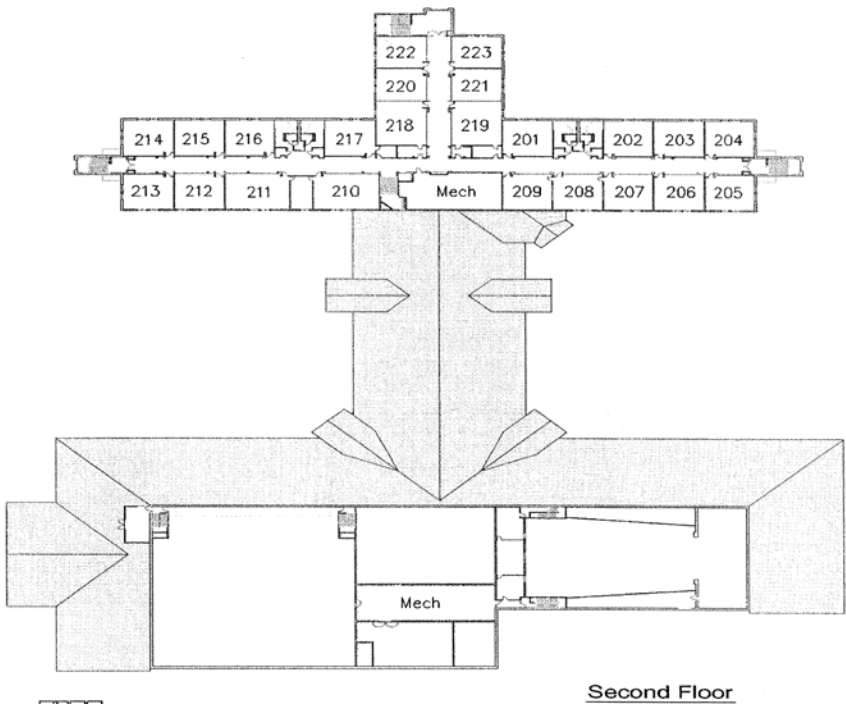
Twitter handle: @TippHS

Follow the Counseling Office on Twitter at:

@THSGUID

MAP OF TIPPECANOE HIGH SCHOOL





CHANGE OF ADDRESS

Please notify the Main Office as soon as possible of any changes in student information such as telephone number, address, etc.

SCHOOL CLOSINGS

School closings due to bad weather and other emergency announcements for Tipp City Schools will be announced on the district website, www.tippcityschools.com, and will be broadcast on major area television stations. To receive an e-mail alert about school closings or emergencies, sign up from a link on the school website homepage.

VISITORS

All visitors to the building are to enter through the South Main entrance and report to the main office, identify themselves and the purpose for their visit immediately upon arrival on school grounds of Tippecanoe High School. No person shall remain in the building or on school grounds, including any student(s) registered at THS after being requested to leave by school personnel including students presently not attending but having met graduation requirements awaiting the issuance of a diploma or graduation ceremony. Students not enrolled at Tippecanoe High School are not permitted to attend as visitors. This includes alumni. Alumni are not permitted to return to the building to visit friends or faculty members during school hours. No one should leave the main office for any other area of the building without the knowledge/permission of office personnel (ORC 3313.20; ORC 2917.211; ORC 2909.09).

Class of 2020: Important Information

SENIOR OPTION POLICY

The state of Ohio now measures the school year in hours rather than days. This complicates our traditional senior option and requires us to make modifications. Therefore, students who wish to have senior option must complete a senior portfolio to make up for the hours. Students must sign up for this as a class when making scheduling requests. The code is HR40500). The senior portfolio must be comprised of a total of 10 hours outside the normal school day. Students have the option to complete job shadowing hours, community service hours, or a combination of the two. Student will be responsible for turning in logs of their hours along with signatures from supervisors. Once the hours are complete, students will write a reflection of their experience and turn it in to their advisors by the end of the first semester. Students who have not completed this by the end of the first semester that signed up for the course will be put into an elective class for second semester and their senior option will be revoked. Students who have a failing grade in a course at the end of a term but before the end of semester (interim 1, quarter 1 etc.) will have their senior option revoked but are still responsible for portfolio requirements. Students will be given more information and forms on the senior portfolio at the end of their junior year as well as at the beginning of their senior year. CTC seniors are exempt from this requirement as they already meet the hour requirement. CCP student will be evaluated by their counselor to see if they have met the hour requirement for the state.

Students who are not on track to graduate due to credit deficiencies and/or have not met nor are on track to meet the testing requirements to graduate are not eligible for senior option/senior portfolio.

SENIOR COMMUNITY SERVICE DAY

Graduating seniors will be required to participate in a one day community service project. This will be an opportunity for seniors to give back to the community that has given so much to them. Community service opportunities will be identified and organized through advisory and the THS counseling office. Information about service opportunities will be available throughout the school year.

Class of 2020 Community Service Day: May 21, 2020

ACADEMICS

GRADING PHILOSOPHY

The Tipp City Exempted Village Schools, in an effort to communicate effectively the strengths and weaknesses of the individual student, shall report pupil progress which will be determined by the use of evaluative techniques as prescribed by the course of study for each curricular area.

GRADE COMPOSITION

Tippecanoe High School has adopted the following grading scale for the 2017-2018 school year and beyond. The changes will impact class rank for the Class of 2021. An informed GPA, a GPA reflecting the new policy, will be calculated for the Classes of 2018, 2019, and 2020. The informed GPA would be reported to colleges and for scholarship opportunities if it benefits the students in those classes, but would not be reflected in the overall class rank.

| Grading Scale: | GPA Equivalent: |
|-----------------------|------------------------|
| 97 - 100 A+ | 4.00 |
| 93 - 96 A | 4.00 |
| 90 - 92 A- | 3.67 |
| 87 - 89 B+ | 3.33 |
| 83 - 86 B | 3.00 |
| 80 - 82 B- | 2.67 |
| 77 - 79 C+ | 2.33 |
| 73 - 76 C | 2.00 |
| 70 - 72 C- | 1.67 |
| 67 - 69 D+ | 1.33 |
| 63 - 66 D | 1.00 |
| 60 - 62 D- | 0.67 |
| 59 or below F | 0.00 |

Composite grades such as semester or yearly grades are to be calculated by using numerical percentages from each nine weeks and exam (where applicable). All high school courses except Physical Education are included in the grade point average.

GRADE REPORT DISTRIBUTION

Report cards are issued at the end of each nine week period. Final transcripts will not be released with any outstanding fees or fines. Parents and Guardians are encouraged to contact teachers any time they have a concern about their student's grades and monitor their students' progress through Parent Viewer.

GRADUATION REQUIREMENTS

In order to graduate from Tippecanoe High School students (MVCTC students included) must meet all the following requirements:

1. Obtain 18 Total Points on the Ohio End of Course Exams
2. Earn 21 or more credits in the correct subject areas. (See Program of Studies)

Recommended Progress towards graduation:

5 total credits earned by end of 1st year

10 total credits earned by end of 2nd year

16 total credits earned by end of 3rd year

SEMESTER EXAMS

Students will be required to take semester exams. 1st semester exams will be given during the school week prior to Winter Break, while 2nd semester exams will be given the last week of school. Vacation days will not be granted during semester exams. Exam Schedules will be distributed to students prior to Exam Week and will also be available on the high school webpage.

WEIGHTED GRADE POLICY

Courses designated as Advanced Placement (AP), Honors (H), Accelerated, Pre-AP, and fourth year languages are eligible to be counted as weighted grades. The weighted grade will be calculated by adding 1.00 to the cumulative Grade Point Average (GPA) for AP Courses, Advanced, and Fourth –year Language Courses. A weighted grade will be calculated by adding 0.50 for Honors, Accelerated, and Pre-AP courses. Only A, B, and C grades will receive the weight. Please note: Weighted rank and GPA will be calculated at the end of each semester

AP and Honors classes transferred in from other schools that are not offered at THS will not be considered in the weighted GPA.

COLLEGE CREDIT PLUS

College Credit Plus courses will earn both high school and college credit. Under College Credit Plus, students will apply to take designated courses that if successfully completed, earn transcript college credit. There is no fee charged to the family for College Credit Plus courses and credit. More information on College Credit Plus can be found on the Counseling Office website and in the High School Program of Studies.

ATTENDANCE POLICY

Regular attendance by all students of the Tipp City Exempted Village School District is very important. Many important lessons are learned through active participation in classroom and other school activities, which cannot be replaced by individual study.

In Ohio, children are required to attend school from age six to eighteen unless the pupil has graduated from high school, is employed on an age and school certificate, or has been determined to be incapable of profiting substantially from further instruction. While it is the school's duty to enforce the compulsory attendance law, responsibility for compliance with the law rests upon the parents, guardians, or other persons having control of the child. (Section 3321.01 of Ohio Revised Code).

A. Absence from School Procedures

1. On, or before, the day of absence, a parent/guardian should call the attendance line before 8:00 am.
2. Even if the school has been notified of an absence, it is necessary to present a note to the attendance office. If a parent/guardian has not notified the school of an absence, the student must present a note stating:
 - a. Date(s) of absence
 - b. Reason of Absence

- c. Signature of parent/guardian
- d. Phone number where parent/guardian may be reached
- 3. Students who are 18 years or older are required to follow this same procedure.
- 4. If the appropriate school officials are not notified of an absence, the student will be considered unexcused. Students will not receive any academic credit for the period of time the absence is considered unexcused, and they will not be granted credit for missed class work, assignments, or exams. Students have 2 school days after they return to school to provide documentation to change an unexcused absence to an excused absence.
- B. School days will be granted for documentation of medical excuses. Students are only permitted 65 hours of excused absence each year. Beginning on the 66th hour a physician note is required. Physician's notes documenting school absences must specify the date(s) of the excused absence. Consideration may be given for students with ongoing medical conditions, suspensions, non-emergency trip absences and previous doctors' note excuses.
- C. Students who arrive to school after the tardy bell, 7:40, will be considered tardy. Students who arrive to school after 10:30 AM will be considered absent one-half day. If a student leaves early and returns the same day, they must attend four periods to be considered a ½ day of attendance. Students should report to the Attendance Window in the Main Office. Leaving the building without permission for any reason is a violation of state and local attendance laws and regulations.
- D. As cited in the Ohio Revised Code, absences from school that are excused, but count as instructional time missed are:
 - 1. Personal illness
 - 2. Illness in the student's family
 - 3. Funerals
- E. Excused absences that do not count toward the student's missed instructional time: (provided students follow the appropriate procedure below)
 - 1. College visits if the visit is pre-approved by a counselor or school administration and is verified upon return with documentation from the college visited. The College Visit Request Form must be turned **in one week prior** to the visit.
 - a. Maximum Number of Visits
 - i. Juniors- 3 during the academic year
 - Seniors- 4 during the academic year
 - 2. School sponsored activities- job shadow, field trips, community service
- F. Students requesting an early dismissal or arriving late to school because of a medical appointment will be excused if a note from the medical office is presented on the day of return.

G. UNEXCUSED ABSENCES AND TARDIES

- 1. The school administration will make the final decision whether an absence/tardy is excused or unexcused. In general, unexcused absences/tardies include (but are not limited to):
 - a. Missing the school bus
 - b. Experiencing transportation problems at home or on the way to

school.

- c. Remaining at home to complete school assignments.
- d. Missing school without legitimate illness.
- e. Oversleeping
- f. “My mom didn’t get me up”
- g. Working at a job during the school day
- h. Babysitting
- i. “Helping at home” or “Was needed at home”
- j. Senior pictures/portraits

ACTIVITY PARTICIPATION AND SCHOOL ATTENDANCE

A student who is not in attendance for a minimum of four class periods will not be permitted to participate in any extracurricular or co-curricular activity that day. This includes athletics, intramurals, clubs, organizations, plays, music performances, any type of recognition program, or any other school sponsored activity not listed, unless granted permission by the administration to attend. A student must be in attendance at the beginning of fourth period to be considered present for the school day. A student assigned to a first period Student Release Option, must be in attendance by the end of fourth period to be considered present for the school day. A student who leaves school early due to illness will not be permitted to participate in activities that day.

REQUESTS FOR SCHOOLWORK DURING ILLNESS

Students who are absent to school are encouraged to monitor classroom activities through teacher websites. Requests for homework and assignments may be made through the attendance secretary. Calls for homework after 9:00 am may not secure assignments until the following day. At the time of the request, indicate the student’s locker number and books needed. Assignments can be picked up in the school office between 2:45 and 3:30 PM. Please call ahead to confirm that assignments are ready for pick-up. Students will be given one (1) day per day of absence to make up work, up to a maximum of five days. Make up deadline for illness beyond five days will be determined by the teacher(s).

TRUANCY

1. **Habitual Truant:** A habitual truant is a student of compulsory school age who is absent without legitimate excuse from the school the student is supposed to attend for:
 - a. 30 or more consecutive school hours;
 - b. 42 or more school hours in one school month; or
 - c. A total of 72 or more school hours in one school year.
2. **Enforcement of School Attendance Law:**
 - a. When the Board has determined that a student in the District is truant and the parent has failed to cause the student’s attendance at school, the Board must require the parent to attend a truancy prevention mediation program, file a truancy complaint in juvenile court, and notify the registrar of motor vehicles.
 - b. The High School will provide written notice to parents/guardians within seven days of a child’s excused absence of 38 or more hours in a month or 65 or more hours in a year.

STUDENT LIFE

ACTIVITY CONFLICT RESOLUTION

The “performance” (athletic event, concert, play) has priority over any practice or extra rehearsal. In the event, a practice or extra rehearsal is scheduled at the same time as athletic events occur in which the student is participating, the athletic event has priority and the music member is excused without penalty. However, make-up work for grade compensation may be assigned. Conversely, in the event that the music performance conflicts with an athletic practice, the performance takes priority and non-participation by the student will not be penalized. In the event that practice occurs at the same time in music, drama, sports, etc., the practice time is divided equally between the two activities. In the event that the music performance conflicts with a game, both being scheduled at the same time, the student is permitted to choose without penalty. However, make-up work for grade compensation may be assigned. The principal will act as arbitrator and his/her decision will be final. Whenever possible, all conflicts should be handled prior to the beginning of the season/rehearsals. Although it is not the intent to punish a student, it is necessary for the coach/advisor to have a complete understanding of the availability of that student in the development of the program of that coach/advisor. At times, events must be rescheduled. If the student has two performances/events at the same time, the previously scheduled performance/event has priority over the rescheduled event. Any tournament game takes precedence over a regularly scheduled game or practice. Should any team make it to the State Tournament, the participating student will be excused from the music contest/concert to participate in this experience. Other music students, just as a part of the student body, will be expected to fulfill their music obligations.

ARRIVAL AT SCHOOL IN MORNING

1. All students will enter the building through the café doors unless they come in after 7:40 AM. Any student entering school after 7:40 AM must enter through the main entrance off the student parking lot. There is a buzzer that must be pushed so the main office can let you in.
2. No students will be permitted in the gym or any other area of the building before 7:20 AM unless preapproved by administration or released by supervising teacher.
3. Students are not expected to be in the building before 7:15 AM unless prior arrangements have been made with a staff member. Entering the building before 7:15 AM will require entry at the main entrance and buzzing in with the main office.

ATHLETIC ELIGIBILITY

Ninth grade students entering the High School are not automatically eligible. Academic eligibility for 9th grades is determined based upon eighth grade fourth quarter grades. From the first quarter on, every student athlete will fall under the eligibility policy as stated by the Ohio High School Athletic Association and Tipp City Board of Education.

*See Athletic Policy

BOOK BAGS / BACK PACKS

Book bags / backpacks are not permitted in the classroom areas unless approved by administration. They are to be placed in the student lockers on arrival at school.

CONSUMPTION OF FOOD AND BEVERAGE/LITTERING

Consumption of food and drinks is restricted to designated areas and designated times.

- Drinks- students may have a clear water bottle. Travel Mugs and Tumblers are prohibited.
- Food- should not be in the academic wing of the building unless authorized by a staff member.

CLINIC SERVICES/MEDICAL NEEDS

When a student becomes ill, s/he will need a pass from his/her teacher and must report to the office. If a student becomes ill between classes, s/he should report to the office.

'I was in the restroom sick,' etc., is not an excused absence from class. Students should sign into the clinic with the knowledge of an office secretary to avoid any question about being tardy or missing a class. The school nurse may be called from another school if not scheduled at THS, to make a determination as to whether to send the student back to class or admit the student to the clinic. **Students admitted to the clinic must have a parent/guardian contacted for release to go home sick.** Even when sent home with the knowledge and permission of the school, following a call to parents, students must return with a note from their parents for their attendance file.

EMERGENCY MEDICAL FORMS (InfoSnap Online forms)

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the school office.

HEALTH CARE NEEDS

Students with specific health care needs should deliver written notice about such needs along with physician documentation to the school office.

ELEVATOR USE

Students who require temporary elevator services must produce a physician's note stating the need for these services. Students using the elevator without permission will be subject to disciplinary consequences.

MEDICATION ADMINISTRATION POLICY

Medication administration in school is discouraged. Whenever possible, medication should be given by the parent at home. Students may not be permitted to leave school to go home and take medication. It is recognized, however, that under special circumstances some students require medication during school hours. Any medication, whether prescription or over-the-counter, (i.e., Tylenol, Advil, cough drops, etc.), will require written permission from both a physician and the parent/guardian before it can be administered by school personnel to the student. A medication authorization form is available in the school office and on the school district website. Both sides of the form must be completed. The medication will not be given to the student until the required information and signatures are obtained. Students are not permitted to carry medication of any kind during the school day without written medical documentation and the notification of the school nurse. Medication is to be brought to the office in the original container in which it was dispensed or purchased. If any information about the medication should change (i.e. dosage, time to be taken, type, etc.) a new medication authorization form must be completed. This policy applies any time the

student is under the jurisdiction of school supervisory personnel and at all events and during school transportation.

EXTRACURRICULAR EVENTS

Students are encouraged to participate in and attend extracurricular activities at Tippecanoe High School. THS places the highest priority on good sportsmanship and integrity. Parents, students, student athletes, and cheerleaders each play a fundamental role. All are asked to take responsibility for good sportsmanship and lead by example. All are asked to attend contests and events with spirit and enthusiasm, but also with courtesy and respect for opponents and their fans. It must be understood that participation in extracurricular activities as a member or spectator is not a right but a privilege. Students are expected to wear school appropriate attire to events and abide by the dress code. Inappropriate behavior may result in removal from the event along with possible disciplinary action. Basic rules of participating and spectating:

1. Showing respect for all at all times
2. Showing respect for officials/judges and their decisions
3. Knowing and following the rules of the contest/performance
4. Maintaining self-control at all times
5. Recognizing and appreciating skilled performances regardless of affiliation.
6. Be Respectful, Be Responsible, and Have Integrity

COUNSELING DEPARTMENT/COUNSELING SERVICES

The Counseling Department takes an active role in providing academic, career and personal development support and assistance to all students at Tippecanoe High School. Counselors work with students, parents and teachers to enable students to make the most of their opportunities and educational experience at Tippecanoe. Counselors facilitate individual, as well as group programs, to enable students to become aware of responsibilities, skills, resources and abilities needed to become lifelong learners, productive workers and successful citizens.

Students are encouraged to take advantage of the counseling services at Tippecanoe and consult their counselor with their social/personal concerns, as well as, career and college plans. When students need to see their counselor an appointment will be made as soon as possible during the student's study hall or at a time that least interferes with the student's academic classes. If there is an emergency situation the student will be seen without an appointment.

Parents who wish to speak to a counselor may call 937-667-6419 to set up an appointment. Email addresses can be found in the front of this booklet.

COUNSELORS

| | |
|------------------------------------|----------------|
| RACHEL EVERHART (Last Names A-F) | (937-669-6367) |
| CHRISTINE SCHMIDT (Last Names G-O) | (937-669-6365) |
| VERONICA HLAVAC (Last Names P-Z) | (937-669-6369) |

EDUCATIONAL OPTIONS

Tippecanoe High School provides alternative means by which a student can achieve the goals of the District, as well as his/her educational goals. A list of the approved

Educational Options (including Credit Flexibility) is available in the Guidance Office. Credit will be granted upon the successful completion of an approved program and will be placed on the student's transcript.

SCHEDULE CHANGE POLICY

After students register for classes, several important factors must be determined: the number of faculty required to offer the courses requested by students, the number of times each class needs to be offered every day, and the number of books and other supplies that need to be ordered.

Due to the fact that these extremely important items are based on how many students register for each class, we cannot make schedule changes after the schedules are established. Therefore, **any requests for schedule changes initiated by students or parents/guardians must be accomplished by the last day of the school year.** After this date no student or parent/guardian requested schedule changes will be considered unless there is a critical situation that will be reviewed by the principal on a case by case basis. Failing a class is **not** an automatic indication of misplacement. **Schedules will not be changed for social reasons or for requesting teachers.**

SUMMER SCHOOL/CREDIT RECOVERY

Students are encouraged to attend summer school sessions for making up credits. Summer school session information, including length and dates, will be announced during second semester. Students needing to enroll in summer school should meet with their counselor prior to enrolling.

Note: Since summer school operates on set hours for state accreditation, students must attend every day and will not be excused to go on vacation, take trips, or attend conventions. Students make the critical decision whether they will enroll in summer school or go on vacation. Also there is a fee for summer credit recovery (\$100 for ½ credit and \$150 for full credit courses)

LIBRARY / MEDIA CENTER

The Library / Media Center provides student services from research to recreational reading. Materials are loaned as follows: books - two weeks; magazines - one week; reserve and reference material - overnight. Fines - five cents per day. Students may use the center during study halls and before school. A student wishing to use the Media Center during study hall must sign-in before 7:35 AM or between class periods at least one period in advance. Such consideration enables teachers to know the whereabouts of students in attendance and expected for class. On days that teachers have classes scheduled into the center, it may be necessary to limit the number of students from study hall. Failure to comply with behavioral expectations, requests, directions or directives of the library staff may result in a temporary or permanent suspension of center privileges. Media Center staff will determine the nature and length of the suspension. Serious infractions will be referred to the administration. Behavioral expectations for Study Hall Students in the Media Center:

1. Talking is not permitted without permission of the library staff or attending teacher.
2. Seating will be limited to two persons per table unless otherwise assigned.
3. Passes will be issued on an emergency basis only.
4. Food, drinks, candy or gum are not permitted.

LUNCH/CAFETERIA

Our café offers the opportunity for parents to establish an account for student lunches. Once money has been placed in the account, it will remain there until the student leaves the district. Tippecanoe High School operates a closed lunch program. Students are not permitted to leave school grounds or invite guests (other than parents) to visit at lunchtime. Students are not permitted to order in or to eat in automobiles in the parking lot. Students are not permitted to leave the grounds to eat with family members except under extraordinary circumstances and must have prior approval from an administrator. In order to assure a good lunchroom atmosphere, observe the following guidelines:

1. Students will be orderly and polite.
2. Students will not ask other students for lunch money or items from their trays or to buy items for them.
3. Students will return their trays to the dishwasher window.
4. Students will comply with all requests made by lunchroom supervisors, cooks, cashiers or servers.
5. Students allowed the privilege of eating outside will take responsibility for the proper return of trays and disposal of trash.
6. All food and drinks must be consumed in the café or outside.
7. The gym will be open during lunch. No food or drink of any kind will be allowed in the gym.

LOCKERS

A locker's primary purpose is for storing school materials and outerwear. Lockers in the school are the property of the Board of Education (BOE) and are loaned to students.

1. Students will keep the same locker for their entire high school career.
2. Locker doors must remain closed throughout the day.
3. No tape will be used at any time on any part of the locker. Use magnets to attach items to the locker.
4. Students will not exhibit posters, papers, clippings, drawings, etc., which promotes the use of or depict drugs, alcohol, tobacco, or paraphernalia used in the ingestion of same.
5. The lockers will not exhibit materials deemed by the administration as sexually, culturally, or racially offensive.
6. Do not use any locker not assigned to you.
7. There shall not be any food stored in lockers, except for lunches in closed containers.
8. There is no expectation of privacy as regards to lockers and their contents. The BOE or its designee may inspect or search a locker at any time.
9. Fees will be assigned if a locker needs to be cleaned at the end of the year. Please keep your locker clean of clutter.
10. The BOE is not responsible for items lost, stolen or missing from a locker.
11. Locks are available in the front office if a student wishes to use one.

SAFE SCHOOL PROCEDURES

In order to provide a safe environment for our students, safe school practices must be in place and respected. During a lock down students are to take directions from the nearest staff member. In a lock down situation, students may be led by a staff member in fleeing the room or building. Staff members may also instruct students to remain in their assigned areas and remain quiet. It is important students listen to instructions and

follow the lead of staff members. Fire and tornado drills will be held throughout the year to familiarize the building occupants with the proper emergency procedures. Students are responsible for knowing exit routes and are to move quickly to the exits and safe areas following directions given by the teachers. Students should be silent when exiting during a fire drill or when moving to/waiting in a safe area during a tornado drill. Students are to remain under the direct supervision of their teacher.

SCHOOL DANCES

An organization or a class sponsors dances at THS. Most are casual except for Homecoming and the Prom. Dances are closed to anyone not enrolled at THS, except when special permission is granted with an Outside Guest Request Form for designated dances. Middle School students may not attend THS dances. Outside guests attend with the permission of the administration as long as the guest is of high school age or within reasonable limits, or not known to be a behavior problem. Outside guests are required to abide by the same guidelines as THS students. Outside Guest Request Forms are due by a specified date. Students may not re-enter the dance once they leave. Students may be denied entry if not appropriately dressed as determined by the chaperones. The THS Dance Policy can be found on page 28.

TRANSPORTATION

Bus transportation for secondary students is a privilege, not a right. All students are expected to exercise prudent behavior while riding the bus. Students who violate bus rules may be temporarily suspended or permanently denied the privilege of transportation.

Student Expectations:

1. Be at the assigned bus stop at the designated time.
2. Load / Unload at the assigned stop in an orderly manner.
3. Ride only assigned busses.
4. Aisles must remain clear with students seated at all times. Seats may be assigned by the driver.
5. Eating, drinking, and chewing gum is prohibited.
6. Electronic and or battery powered devices; especially those that receive a radio signal are prohibited. EX: Headphones, CD players, etc.
7. Scooters, skateboards and other similar items are not permitted.
8. To keep noise to a minimum, students may talk quietly with the driver's permission.
9. No items should be thrown inside or outside the bus.
10. Absolute quiet is required at all Railroad Crossings.
11. No part of the body may be outside the bus window.
12. No student shall defy, argue, or challenge the driver on any issue. Students who do this are subject to disciplinary action beyond denial of transportation.
13. Follow all rules set forth by the bus driver

Students with any concerns about any aspect of bus transportation must take the concern to the driver and/or principal.

BUS PASSES

A student needing a bus pass to ride a bus with another student or to get off at another stop may do so through the office. **Reasons should be limited to childcare purposes or an emergency situation.** A parent must call or send a note to the office indicating

the date(s) the pass is needed, where and with whom the student will be riding. A permission note or phone call from **BOTH** students' parents will be requested if going home with another student. **Due to some routes being full, bus passes may be denied if the bus is already full.**

PARKING AND DRIVING PRIVILEGES

Parents/Guardians who drive their student(s) to school are asked to observe traffic rules and model safe driving in the parking lot. Students who drive to school do so at their own risk. The Board of Education is not responsible for any vehicle or its contents. Persons who are victims of theft or damage should call the Tipp City Police Department upon discovery of such incidents, and inform the school administration. Driving to school is a privilege, not a right. Students who wish to drive to school must register their vehicle and pay a parking fee in the main office. There are a limited number of parking spaces at the high school. Parking spaces will be distributed through a lottery based on grade level beginning with senior students. Students must have a valid driver's license to obtain a parking permit. Students will park only in the student lot and only in properly marked parking spaces. The student lot is located on the south side of the building. Drivers are responsible for contents of a vehicle. CTC and CCP students must register their vehicle and pay the parking fee. Students who drive to school must park on school property in the appropriate lot. Student vehicles are subject to search by school officials whenever there is reasonable suspicion to do so.

The following regulations apply to parking and driving on school property:

1. Students will observe the posted speed limit and traffic signs; school personnel are the sole determiners of whether or not that limit is being observed.
2. All vehicles will be registered regardless of the frequency that they are driven to school.
3. Pedestrians and buses have the right-of-way. Vehicles from the south lot (Student Lot) must yield the right of way to buses.
4. Students must park in their designated parking spot and display parking permit at all times.
5. Students are not permitted to go to their cars or to be in the parking lot during the day unless they have permission from an administrator.
6. All school fees and forms must be paid and completed.
7. Parking privileges can be lost for excessive tardies. Illegally or improperly parked vehicles or those without a parking permit clearly displayed on the rear-view mirror may be towed at any time at the owner's expense. Violations of parking regulations may result in disciplinary action, which may include suspension of driving privileges, detention, Friday school, and/or suspension from school.
8. Although not our property, entering and exiting the THS parking lot in an unsafe manner may result in disciplinary action.

TEXTBOOKS

Each student will be issued textbooks as required for classroom studies. These textbooks are to be kept in the condition in which they were received. An appropriate fee will be assessed for damaged books. Replacement cost of the book will be assessed if books are lost.

WORK PERMITS

Students who are holding a part- or full-time job during the school year are required to have a work permit (ORC 3331.02(A)). The forms for this permit may be picked up in the main office. A work permit is issued for a specific job. Each time a student changes jobs, a new work permit is required. In addition, a physical is required each year.

BEHAVIOR EXPECTATIONS & DISCIPLINARY PROCEDURES

STANDARDS FOR STUDENT CONDUCT

Each student is expected to:

1. Demonstrate courtesy, even when others do not.
2. Behave in a responsible manner, always exercising self-discipline.
3. Attend all classes, regularly and on time.
4. Prepare for each class; take appropriate materials and assignments to class.
5. Meet school standards for grooming and dress.
6. Obey all school and classroom rules.
7. Respect the rights and privileges of students, teachers, and other District staff and volunteers.
8. Respect the property of others, including District property and facilities.
9. Cooperate with and assist the school staff in maintaining safety, order, and discipline.
10. Adhere to the requirements of the Student Code of Conduct (SCOC).

All students regardless of age are subject to the existing policies and rules of the school district and building. Emancipated eighteen-year-old status will be determined by the principal.

DEFINITION OF DISCIPLINARY TERMS

Classroom Discipline - Each teacher establishes basic rules of classroom conduct for students. Each teacher then establishes a series of progressive rewards for following these rules and progressive consequences for violation of these basic rules. The consequences may vary from teacher to teacher and from one grade level to the next.

Detention - A teacher or administrator may assign an after school to a student for a violation of classroom or school rules. It is the responsibility of the student to notify their parents of the detention and arrange transportation to or from school. The school is not obligated to furnish transportation to students who have been detained. Detention will take precedence over all extra-curricular/co-curricular activities and after school employment.

Friday School - Sessions are offered as an alternative to some out of school suspensions. Such sessions have the potential to help students maintain academic standing while modifying unacceptable behavior. Students will remain at school during the designated times. They will be required to bring work, etc. Skipping Friday School Sessions will lead to further disciplinary action. The school is not obligated to furnish

transportation to students who have been detained. Friday School Sessions will take precedence over all extra-curricular/co-curricular activities and after school employment.

Guidelines for Detention & Friday School Sessions:

1. Students will report to detention/Friday School on time.
2. Students must bring sufficient school work to work on for the entire assigned time. Students will not be permitted without schoolwork.
3. Talking and moving about is permitted by monitor's permission only.
4. No food or beverage or electronic devices will be permitted with the exception of calculators to complete school assigned work. Computer use must be approved by administrator. Students will be provided a laptop.
5. Sleeping is not permitted.
6. Any absence requires prior approval by an administrator or a doctor's note.

Failure to attend or removal from detention/Friday School will result in further disciplinary action that may include additional detention or Friday School assignments, In-School Restriction, or suspension.

In School Discipline (ISD) – The removal from regular classes and school related activities to a designated in-school restriction site. This may be used as an alternative to out-of-school suspension as determined by the appropriate administrative staff.

Emergency Removal - The term emergency removal shall be understood to mean the removal of a student from curricular or extra-curricular/co-curricular activities or from the school premises because the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. The time out of school will be unexcused.

Suspension – Suspension can be assigned by administration for a period not to exceed ten (10) days. A student will be provided an informal hearing with an administrator to explain his/her actions prior to an out of school suspension. On a case by case basis, suspensions may be reduced for certain infractions following completion of a Wellness Clinic. The student who is eighteen (18) or older or the student's parent(s) or guardian(s) may appeal the suspension to the Board of Education or its designee. Students/parents may be represented in all such appeal proceedings. Further appeal of an adverse decision may be presented to the Miami County Court of Common Pleas. During periods of suspension, students are not permitted to attend school; any school sponsored activity, or be on school property. This includes but is not limited to sporting events, dances, plays, etc. Governed by ORC 3313.66

Expulsion - The term expulsion shall be understood to mean the exclusion of a student from all school attendance and related activities by the superintendent. Recommendations from the administration to the Superintendent for the expulsion of a student may be carried over from one year to the next with the approval of the superintendent. During the school year expulsions may last until the end of the semester or carry-over past the end of a semester for up to eighty (80) days. The student' parents or guardians or an adult student (18 or older) may appeal the expulsion

to the Board of Education or its designee. Students/parents may be represented in all such appeal proceedings. Further appeal of an adverse decision may be presented to the Miami County Court of Common Pleas. During a period of expulsion, students are not permitted to attend school; any school sponsored activity, or be on school property. This includes but is not limited to sporting events, dances, plays, etc. Governed by ORC 3313.66

Permanent Exclusion - A student may be permanently excluded from attending any Ohio public school if the student is convicted of, or adjudicated a delinquent child for committing (if 16 years of age or older) one of the following criminal offenses: conveyance or possession of a deadly weapon on school premises, carrying or being in possession of a concealed weapon on school property or at a school activity, selling or offering to sell, or possessing a controlled substance on school property or at a school activity, assault, felonious sexual assault, gross sexual imposition, manslaughter or murder on school property or at a school activity, or complicity in any of the above described violations regardless of whether the act of complicity was committed on school property or at a school activity. Law must refer any student who brings a firearm to school referred to the criminal justice or juvenile justice system for prosecution. The Superintendent has the authority to “reduce” the one-year expulsion required by law, but does not have the option of treating the offense solely as a school discipline matter.

Any student who has been identified as having a disability and has brought a weapon to school may be immediately placed in “an alternative educational setting” for up to forty-five (45) days, and must remain in such setting during any due process proceedings regarding his/her educational placement unless the school and the parents otherwise agree.

Suspension of Bus Riding/Transportation Privileges

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the Principal [or assistant principal or other administrator] will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year. If a student’s bus riding/transportation privileges are suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

DISTRIBUTION OF LITERATURE

Any student or organization not related to school wishing to post signs or distribute literature in or around Tippecanoe High School must have written permission from the Superintendent. School related postings must have the approval of the principal. Permission for approval should be submitted at least one week in advance. Students are not permitted to distribute any material without prior approval by the administration.

STUDENT DRESS CODE

Tippecanoe High School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The high school is responsible for seeing that student attire does not interfere with the health or safety of any student that student attire does not contribute to a hostile or intimidating or distracting atmosphere for any student.

1. Basic Principle: Certain body parts must be covered for all students at all times.

Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples and navel are fully covered with opaque fabric. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

2. Students Must Wear (while following the basic principle above):
 - A shirt (with fabric in the front, back, and on the sides under the arms), AND
 - Pants/Jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress, or shorts), AND
 - Shoes
3. Students May Wear, as long as these items do not violate Section 1 above:
 - Religious headwear
 - Fitted pants, including opaque leggings, yoga pants and "skinny jeans"
 - Ripped jeans, as long as underwear and buttocks are not exposed
 - Athletic attire
4. Students Cannot Wear:
 - Violent language or images (includes innuendo)
 - Images or language depicting drugs or alcohol (or any illegal item or activity).
 - Hate speech, profanity, pornography
 - Images or language that creates a hostile or intimidating environment.
 - Any clothing that reveals visible undergarments
 - Swimsuits
 - Accessories that could be considered dangerous or could be used as a weapon

- Any item that obscures the face or ears (except as a religious observance).
- Hats this includes Hoods (except as a religious observance)

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below.

- Students in violation of Section 1 and/or 4 will be provided three (3) options to be dressed more to code during the school day:
 1. Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for remainder of the day.
 2. Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
 3. If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

*If students comply, there will be no consequence
- Students should not be shamed or required to display their body in front of Others (students, parents, or staff) in school. "Shaming" includes, but is not limited to:
 - measuring straps or skirt length;
 - asking students to account for their attire in the classroom or in hallways in front of others.

ELECTRONIC DEVICE/CELL PHONE USE

The Tippecanoe High School electronic device policy supports our understanding that students use technology via digital devices to learn. When appropriate, these technologies can be integrated into instruction to engage students and facilitate learning. While we want our students to be active contributors in our connected world, we also want them to be safe, legal and responsible. Furthermore, the use of electronic devices is a privilege, not a right.

The electronic device policy allows students to bring their cell phones, laptops, e-book readers, and tablets to school for use in classroom setting. **It is not a blanket approval for students to use these devices in any fashion they may desire. No electronic devices brought by students are the responsibility of Tipp City Schools or its staff or representatives.**

Prohibited Cell Phone Use- Red Zones: Students are prohibited from using their cell phones at all times.

Classroom Use- Yellow Zone: Use is at discretion of each individual teacher

- **Cell Phone Pocket Holders: students are required to place cell phones in the cell phone pocket holders located in each classroom when they enter class. The classroom teacher will determine when students are permitted to use their phones. Students will retrieve their phones when exiting the class.**
- Teachers may take a device from a student if the student is not following the electronic device policy of the individual teacher. Non-instructional use of these devices including texting and making phone calls during is prohibited.

Lunch/Study Hall/Hallways- Green Zones

- Students may use devices in the hallways, study hall, and at lunch.
- Students must follow any guidelines established by their study hall teachers and lunch supervisors.
- Only one earbud/headphone is permitted during lunch and study hall. Earbuds/headphones are not permitted in the hallways in order to insure student safety.

In addition, the following guidelines will be followed by students:

- Students are not to access **social media** sites during school hours.
- Students are prohibited from using a wireless communication device to capture and/or transmit **test information** or any other information in a manner consisting of fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using wireless communication devices to receive such information.
- Students are prohibited from using wireless communication devices to capture, record or transmit the **words (i.e. audio) and/or images (i.e., pictures/video)** of any student, staff member or other person in the school while attending a school-related activity, without express prior notice and explicit consent for capture, recording or transmission of words or images. Pictures and videos should never be taken in restrooms, locker rooms, or similar areas.
- Sexting: The possessing, taking, disseminating, transferring, or sharing of nude, obscene, or pornographic, lewd or otherwise illegal images or photographs by electronic data transfer may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating or sharing nude, obscene, pornographic lewd or otherwise illegal images or photographs may be punished under this Code of Conduct and may be reported to the appropriate law enforcement agencies.
- Students are prohibited from using a wireless communication device in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated harassed, embarrassed, or intimidated.

Violations of the Electronic Device/Cell Phone policy will result in disciplinary action and/or confiscation of the wireless communication device. The administration may also refer the matter to law enforcement if the violation involves illegal activity

- **1st Offense:** Handled by classroom teacher and involves a discussion about appropriate phone usage
- **2nd Offense:** Student will be permitted to pick their device up in the main office at the end of the school day.
- **3rd Offense:** Administrative Detention and loss of phone for the remainder of the day.
- **4th Offense:** The student's parent(s) or guardian will be contacted to come and pick the phone up at the end of the school day. The phone will not be returned until it is picked up by a parent/guardian. The student will also receive an administrative detention.
- **5th Offense:** The student may lose cell phone privilege's on school grounds for the remainder of the semester and administrative disciplinary action

TIPPECANOE HIGH SCHOOL DANCE POLICY

A. Ticket sales:

- Students will be informed of purchasing dates by Quick News and morning announcements as well as general building publicity.
- Upon purchasing tickets, the ticket seller will record the names of both attendees on a spreadsheet.
- **No tickets will be sold the night of the dance.**

B. Outside Guests

- Students choosing to bring a student from outside of the school population must complete the Outside Guest Request Form.

C. Dress Code: The approved school dress code applies with the following exceptions:

- Boys may wear sleeved t-shirts or undershirts. No tank tops.
- Formal/Semi-Formal apparel is expected for Prom.
- Students are expected to maintain a high level of self-respect in both dress and behavior at all times.

D. Music Policy:

- Student Senate will compose a complete list of songs for approval by the Student Senate Advisor.
- Student Senate Advisor will meet with the DJ prior to each dance to discuss song selection.

G. Breathalyzer Policy

- Students who attend Tippecanoe High School dances will be subject to a random Breathalyzer. The Breathalyzer devices can detect any presence of alcohol. Upon entering the dance, students will pick a chip out of a bag. If a red chip is pulled, the student will be required to take a Breathalyzer in order to enter the dance. If a student pulls a white chip, the student will not be required to take a Breathalyzer and will be permitted to enter the dance.

- If a Breathalyzer test comes back positive the student will be escorted to the office where the matter will be handled accordingly. A student, who had a positive test and denies being under the influence of alcohol, can request to have another Breathalyzer done with a device other than the one that indicated a positive result. After tests have been completed, if alcohol is still being detected and the student still denies they are under the influence of alcohol, the student can request law enforcement administer a Breathalyzer.
- If a student refuses a Breathalyzer test, they will not be permitted to enter the dance, and they will be taken to the office for a determination of the situation. Those students will not be allowed to leave until having a meeting with a school official and contact has been made with the parent/guardian of the student.
- All outside guests will be required to take a Breathalyzer test. Refusal to take the test will result in the guest and the Tippecanoe student not being permitted to enter the dance. The Tippecanoe student will not be permitted to leave the dance until their parent comes to the school and picks them up.
- Reasonable suspicion could result in a breathalyzer even if a red chip isn't pulled

H. Discipline

- If there is a violation to the above dancing policy, a teacher chaperone will cut off the bracelet (which must be worn at all times) that is given at the time of ticket purchase.
- If a chaperone identifies a violation, they will notify an administrator who will administer the appropriate consequence.
- If a student's action is deemed severe, an administrator may forego the warning and administer the necessary disciplinary action.

MIAMI VALLEY CTC STUDENTS

The Miami Valley Career Technology Center is an extension of our school program; therefore, students who elect to attend the career center are subject to disciplinary action based upon the Student Code of Conduct of either Tippecanoe High School and/or Miami Valley Career Technology Center. Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary action by the other school.

SEARCH AND SEIZURE

The principal (or designee) is authorized by law and board policy to search the lockers, desks, person, and personal belongings, including personal electronic devices, of a student on school grounds or at any school activity when it is reasonably deemed necessary, for the maintenance of order, discipline, safety, and in the supervision and education of students. The constitutional standard needed to justify a student search at school, overriding an expectation of privacy, is different from the standard that applies in other settings. Since school officials are not police officers, the "probable cause" standard does not apply; school officials need only "reasonable suspicion" to conduct a search. Reasonable suspicion means that the person conducting the search can articulate objective facts that led him or her to believe that improper activity was taking

place or had taken place or probably would have taken place. In addition, school searches are not generally carried out as part of a criminal investigation, although criminal charges may result as a result of the findings of a search. Student consent is not required. Students should know that there is no expectation of privacy concerning property loaned to students such as lockers; search and/or seizure of lap top or other computer devices when capable of being attached to school connecting lines, links, phone lines or other power or information sources may take place; equipment containers and all other property used by a student but owned by the Board of Education may be searched and/or seized. The use of appropriate law enforcement agencies and drug dogs may occur at any time deemed necessary by the administration.

STUDENT NETWORK & INTERNET ACCEPTABLE USE & SAFETY

To access and use the District's Education Technology, including a school-assigned e-mail account and/or the Internet at school, students must read and agree to abide by the Student Education Technology Acceptable Use and Safety Policy and Guidelines. A violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense and/or may result in disciplinary action.

STUDENT CODE OF CONDUCT AND DISCIPLINARY ACTION

The Board of Education and the Superintendent are required to establish written policies, rules and regulations of general application governing student conduct in all schools. These policies, rules and regulations are posted in each building by law and are made available in this student handbook. In addition, each principal, within the individual school, may establish certain rules and regulations not inconsistent with those established by the Board and superintendent. Teachers are supported in the effective management of their classrooms, supervision of assigned areas, and the reporting of undesirable conduct that impedes the educational process wherever it occurs.

SURVEILLANCE CAMERAS AND STUDENT PRIVACY

The use of surveillance cameras is intended to increase our students' safety and welfare. Video surveillance cameras are placed throughout the common areas of the building, school grounds and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

When a tape or digital image becomes evidence of a student violating the Student Code of Conduct, in a disciplinary action, this tape/digital image is and will remain confidential, and may be viewed by designated school officials only. If the tape/digital image shows any student other than the student involved, the other students' privacy must be protected. Therefore, the tape/digital image will be treated as any other student record, and the school has the obligation to protect the other students' identities. However, in the event of criminal prosecution, the tape/digital image may become evidence at a criminal hearing and will probably become a public record. Under such circumstances the tape/digital image is under the control of the courts not the school.

STUDENT CODE OF CONDUCT

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs.

Any conduct which causes or creates a reasonable likelihood that it will cause a disruption in, or material interference with, any school function, activity or purpose, or that interferes with or creates a reasonable likelihood that it will interfere with the health, safety or wellbeing or the rights of other students, staff or visitors, is prohibited.

In addition, this Code of Conduct includes:

1. Misconduct by a student that occurs off school district property, but is connected to activities or incidents that have occurred on school property.
2. Misconduct by a student, regardless of where it occurs, directed at a district official or employee or the property of an official or employee.

Violation of the Student Code of Conduct **may** result in verbal or written warning or reprimand, referral to guidance counselor, parental contact or conference, detention, Friday School, In-School Discipline, Emergency Removal, Referral to Law Enforcement, Suspension, or Expulsion.

This code does not and cannot define or foresee all types and aspects of student behavior; however the Board has the responsibility to set forth policies to help each student understand how to conduct him/herself in a proper manner as a good student of the school and larger community. Examples of penalties may not necessarily be applied if, in the Superintendent's discretion, circumstances warrant greater or lesser consequences. While under the jurisdiction of the school, on school property or at any school sponsored activity on or off school grounds, a violation on the part of a student of the Code of Conduct adopted by the Board of Education, Policy JFC, in accordance with Ohio Revised Code, Section 3310.20, 3316.66 and 3313.661, can result in disciplinary action.

Should there be a reason school is not in session during disciplinary action, the student will be expected to serve the disciplinary action continuing with the next school day in session.

TIPP CITY SCHOOLS CODE OF CONDUCT

1. Abuse/Harassment/Threat/Intimidation

No student shall use profane, vulgar, sexual, abusive, degrading, gang related, racial or discriminatory language, gestures, actions or contact which offends the sensibilities of another individual or individuals which serves to create a hostile, intimidating or offensive environment. This includes words or phrases spoken, written, implied through actions or in any other manner which can be considered to be slanderous, libelous, disrespectful or degrading in nature and/or words and phrases which are obscene, lewd or profane as defined by the school administration.

“Bullying” is defined as a person willfully and repeatedly exercising power or

control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

A. Physical – hitting, kicking, spitting, pushing, pulling taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.

B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.

C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

“Harassment, intimidation, bullying or cyber bullying” means any act that substantially interferes with a student’s educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

A. physically harming a student or damaging a student’s property

B. knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property

C. creating a hostile educational environment

“Harassment” includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, marital status or disability (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location).

“Intimidation” includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another’s property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

“Menacing” includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

Tippecanoe Anti-Bullying Policy

Tippecanoe High School prohibits the bullying of any student:

- a. During any educational program or activity conducted by the district.
- b. During any school-related or school-sponsored program or activity on a school bus.
- c. Through the use of any electronic device or data while on school grounds or on a school bus or through the use of computer software that is accessed through a computer, computer system, or computer network of the school district. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated under this section; or
- d. Through threats, using any of the above methods, to be carried out on school grounds, which includes threats made outside of school hours that are intended to be carried out during any school-related or school sponsored program or activity, or on a school bus.

Though an incident of alleged bullying may occur off campus and may not entail threats or acts to occur during school hours, if a student's ability to receive an education or a school's ability to provide an education is significantly impaired, as determined by the district administration, disciplinary sanctions may be imposed.

Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school sponsored function, or in a school vehicle.

Reports of bullying should be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the school's ability to investigate and address the prohibited conduct.

Any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other district employee. A report may be made orally or in writing.

If the results of an investigation indicate that bullying occurred, the school administration shall promptly respond by taking appropriate disciplinary action reasonably calculated to address the conduct in accordance with the Student Code of Conduct.

Tipp City Schools provides an anonymous tip line for students, staff, and parents to submit safety concerns or report bullying to out administration. Additional information is available at tippcityschools.com/safety.

2. Hazing

It is the policy of the Tipp City Schools Board of Education (BOE) that hazing activities of any type is inconsistent with the educational process and shall be prohibited at all times. No member of the school community shall plan, encourage or engage in hazing. Hazing is defined as the commission of any act or coercion of another, to force participation in any act of initiation into any student organization that causes or creates a substantial risk of causing emotional or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing does not diminish the intent of this policy or possible consequences for violation of the policy (ORC 2901.20, 2901.21 or 2901.22).

3. Unauthorized Physical Contact/Fighting

No student shall knowingly, or with reckless disregard, cause or threaten physical injury or imposition, or behave in such a way as to cause physical injury or imposition to a fellow student, school employee, or any other person. The following definitions are provided for guidance only. 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.

4. Attendance

No student shall fail to comply with state compulsory attendance laws and school policies, including, but not limited to truancy, tardiness, class cuts, and leaving school

without permission. Students who knowingly assist a student in leaving school without permission by providing transportation may lose their driving/parking privilege or receive further disciplinary consequences.

Consequences for being tardy:

- 1st and 2nd unexcused tardy = Warning
- 3rd unexcused tardy- Lunch detention
- 4th unexcused tardy- 1 hour detention (Wednesday)
- 5th unexcused tardy- 2 hour detention (Friday)
- 6th unexcused tardy- 3 hour detention (Friday)
- 7th unexcused tardy- 1 day In-School Discipline

*Administration reserves the right to alter the tardy discipline ladder if deemed necessary.

6. Computer network and Internet Use

No student shall violate any provision, rule, regulation, policy, directive, terms, or conditions of the Tipp City School District Computer Network and Internet Use Agreement.

7. Damage, Destruction, or Theft of Personal/School Property

No student shall knowingly or with reckless disregard cause or attempt to cause damage, destruction, or theft of school property including but not limited to buildings, grounds, equipment or materials, used on or off school property. In accordance with state law, parents may be liable for payment for the cost of repair or replacement of any such property damage caused by their children, with criminal prosecution possible. Tipp City Schools reserve the right to withhold a report card or credits from any student whose payment of such fine is in arrears.

No student shall knowingly or with reckless disregard cause or attempt to cause damage, destruction, or theft to private property while the student is on school grounds, under school authority (including transportation), or while at any school function, activity or event. **NEITHER THE SCHOOL NOR THE BOARD OF EDUCATION IS RESPONSIBLE FOR THE REPAIR OR THE REPLACEMENT OF PERSONAL PROPERTY DUE TO DAMAGE, LOSS, OR THEFT.** Students are asked to keep money and valuables at home.

8. Failure to serve or dismissal from Detention/Friday School

Failure to attend or removal from detention/Friday School will result in further disciplinary action.

9. Disruption

No student, by use of violence, force, noise, coercion, threat, intimidation, fear, active or passive resistance, or any other conduct deemed inappropriate, shall intentionally or with reckless disregard cause the disruption or obstruction of any lawful mission, process, purpose, or function of the school or its employees, or cause other students to engage in such conduct. Students who are present in or engage in activities in areas that are deemed off-limits or unsafe by the administration will be subject to disciplinary measures.

10. Sexual Misconduct

Students shall not intimidate or be a party to the intimidation of another student for the purpose of sexual interests. Students also shall not engage in any form of exhibitionism, or engage in any act of sexual misconduct, consensual or not. All of this conduct is prohibited during school or school-sponsored activities, on school grounds, on a bus or in other Board authorized transportation, or in transit to or from school.

11. False Report or Falsifying, Removing, Altering or Forging School Records or Forms

No student shall alter/forgo any official school record including parent/doctor notes, passes, or other school communications, forms or remove any school record from its official place of deposit without the permission of the records custodian; no student shall present written or spoken information which is a false account of any event.

12. Insubordination

No student shall fail to comply with the directions or reasonable requests of authorized school personnel/volunteer during any period of time or place when the student is properly under the authority of the school (this includes participating in class activities). No student will fail to give their name when asked to do so; no student will fail to report to the office when told to do so. No student shall fail to serve any assigned detention.

13. Parking/Driving/Bicycles

Violations of the school speed limit (10 mph), driving/parking in a reckless manner, or failure to comply with entrance and/or exiting procedures may result in loss of driving privileges. Students are to park in their designated parking space. Students in violation of parking/driving procedures may be subject to disciplinary action.

15. Plagiarism/Cheating

No student shall obtain by fraudulent, dishonest or deceptive means, including the use of electronic devices (email, text messages, instant messages), the work, work product, questions, answers, assignments, tests, research, or opinion of another and represent such as his/her own for the purpose of a grade or course requirement. No student shall conspire with or provide to another student the misappropriated or misrepresented work of themselves or another. The assistance of calculators, electronic translators, or other academic support devices is prohibited without the permission of a teacher. Students who cheat or voluntarily allow another student to cheat will receive a grade of 0% for each incident. Teachers should make an information referral to the principal.

16. Public Display of Affection

Personal contact is inappropriate in the school setting and may result in discipline.

17. Use/Possession of Vulgar or Unacceptable Language, Materials, or Gestures

Students who use unacceptable language, materials, and/or gestures will face disciplinary action. This includes materials on electronic devices, including sexting or possession of inappropriate material involving a minor (this is a felony and law enforcement will be contacted).

18. Out of Assigned Area

No student shall be out of their assigned area or in hallway during class time without an authorized pass. This includes leaving class prior to the bell or leaving school after arrival in the morning. Leaving school grounds without authorization will result in In-School Discipline.

19. Substance Abuse: Drugs/Alcohol/Other

No student shall possess, use transmit, trade or sell any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, inhalant, alcoholic beverage, intoxicant or any prohibited, controlled or illegal substance in any amount. No student shall imply, state or represent any substance as a drug, alcohol, intoxicant, or a controlled substance when, in fact, the substance is not genuine. No student shall possess or transmit any paraphernalia that could be used with any of the above. No student shall violate the substance abuse policy. *If THS Administration has reasonable suspicion; Juuls, Sourins, Novos or any other vaping device may be considered drug paraphernalia and the burden of proof and fee for testing would reside with the student/parent.

For students who are found in violation of drug/alcohol rules or policies, the following procedures will occur:

A. For being under influence of alcohol or drugs or possession, consumption, use, storage, production or concealment:

1st Violation:

1. Notification of parent/guardian
2. Referral to appropriate law enforcement agency where warranted
3. 10 day out-of-school suspension with recommendation for expulsion.

2nd Violation:

1. Notification of parent/guardian
2. Referral to appropriate law enforcement agency where warranted
3. 10 day out-of-school suspension
4. Recommended 80-day out-of-school expulsion

B. For supplying, offering to sell, dealing, selling, providing **

1. Notify parent/guardian
2. Notify appropriate law enforcement agency
3. 10 day out-of-school suspension
4. Recommended 80-day out-of-school expulsion

C. For possession of paraphernalia and/or use, handling, concealing, offering to sell, delivering, transmitting, buying and/making of paraphernalia

1. Notify parent/guardian
2. Possible referral to appropriate law enforcement agency
3. Possible 10-day out-of-school suspension
4. Possible 80-day expulsion recommendation

VIOLATION OF STUDENT CODE OF CONDUCT SECTION #19, IN LIGHT OF PRIOR MULTIPLE VIOLATIONS OF ANY PART OF THE STUDENT CODE OF CONDUCT, MAY RESULT IN IMMEDIATE SUSPENSION WITH RECOMMENDATION FOR EXPULSION WITH NO CONSIDERATION OF A FIRST OR REPEAT VIOLATION OF CODE #19.

20. Substance Abuse: Tobacco

No student shall smoke, use or possess any substance containing tobacco or tobacco substitutes, including, but not limited to, cigarettes, cigars, a pipe, a clove cigarette, e-cigarettes, vape pens or vaping devices, chewing tobacco, or use tobacco in any form including “dip” or “chew.” As provided for in rule 3313.751 of the Ohio Revised Code, it shall be a violation of this rule to use or possess tobacco in any form, at any time, on school premises and/or at any school activity, regardless of its location. Also, no student shall possess matches, lighters or other tobacco paraphernalia in school buildings or on school property.

For students in violation of rules or tobacco policy the following procedures will occur:

A. For possession of tobacco products

1. First Violation: 5-day out-of-school suspension (can be reduced to 3 days by completing a THS administration approved intervention)
2. Second and Subsequent Violations: 10-day out-of-school suspension with a referral to appropriate Law Enforcement Agency

B. For use of tobacco products

1. First Violation: 5-day out-of-school suspension (can be reduced to 3 days by completing a THS administration approved intervention)
2. Second Violation: 10-day out-of school suspension and recommended 80-day expulsion, not to exceed the end of the school year with a referral to appropriate Law Enforcement Agency

VIOLATION OF STUDENT CODE OF CONDUCT #20, IN LIGHT OF PRIOR MULTIPLE VIOLATIONS OF ANY PART OF THE STUDENT CODE OF CONDUCT, MAY RESULT IN IMMEDIATE SUSPENSION WITH RECOMMENDATION FOR EXPULSION WITH NO CONSIDERATION OF A FIRST OR REPEAT VIOLATION OF CODE #20.

21. Weapons

No student shall use, hold, transport, or conceal any object which would or could be considered a deadly ordinance including but not limited to guns, pellet/BB guns, starter guns, knives, clubs, bullets, and fireworks. This includes any toy presented as and/or reacted to as a weapon or an object converted from its original use to an object used to threaten or injure another. This includes but is not limited to, letter openers, pens, pencils, jewelry, etc. Criminal charges may be filed for these violations and may subject a student to expulsion or permanent exclusion from school in Ohio.

22. False Alarm/Bomb Threat/Tampering with Safety Equipment

No student shall make or call in a false alarm or bomb threat. No student shall falsely pull a fire alarm in school or tamper with safety equipment (fire extinguisher, Nightlock Lockdown device*). Criminal charges may be filed for this violation and may subject the student to suspension and/or expulsion from school.

**Nightlock Lockdown is installed at floor level and remains out of reach to anyone attempting to enter by breaking window glass etc. It uses the strength of the floor to withstand tremendous force and works on outward and inward swinging doors.*

23. Unauthorized Use of Fire

No student shall cause any flame, spark, or other form of fire to be ignited, or be in possession of a lighter or matches or fire related materials without the authorization and direct supervision of a teacher.

24. Repeated Violations of the Student Code of Conduct

No student shall repeatedly violate individual or multiple areas of the Student Code of Conduct. The Student Code of Conduct cannot, with specificity, encompass every conceivable action, which may be properly subject to discipline. The administration shall have the right and authority to suspend/recommend expulsion for conduct not specifically set forth herein, in which substantially and materially disrupts or interferes with the good order, discipline, operation, climate, social or academic process taking place in the school or which substantially and materially is, or poses a threat to the safety of persons or property.

These guidelines do not restrict the administration in interpreting and implementing consequences. The administration reserves the inherent legal right and responsibility to assign and establish procedures in the areas of student conduct where precedent has not been set. Instances or times under which any of the violations are indicated will be considered in the context of the circumstances surrounding their occurrence and/or the student's record of behavior. Repeat violations of the Student Code of Conduct may lead to suspension or recommendation for expulsion.

Violations of this code that result in suspension or expulsion must cause notification to the Registrar of Motor Vehicles and the Juvenile Court. Such notification may result in the immediate suspension of the student's driver's license, temporary permit, or prevent the issuance of either.