

Tinora High School

05921 Domersville Road

Defiance, OH 43512

Phone Number (419) 497-2621

Mr. Eric Tipton
Principal

Mrs. Lisa Schafer
Secretary

Mrs. Tricia Rinkel
Counselor A - M

Mr. Nick Siewert
Counselor N - Z

Mrs. Lisa Brown	Social Studies
Ms. Molly Closson	German
Ms. Colleen Crayton	Band
Mrs. Kara Drewes	Library
Mr. Bryan Etzler	Agricultural Education
Ms. Alexandria Ferland	English 11/12
Mrs. Traci Flory	Intervention Specialist
Mr. Aaron George	Social Studies
Mr. Brett Grime	Vocal Music
Mrs. Kim Grime	Business
Mrs. Tammy Harr	Family & Consumer Science
Mr. Jeff Harris	Mathematics
Mrs. Stephanie Helmke	NOVA/Computer Aide
Mr. Kenny Krouse	Physical Education
Mrs. Elizabeth Maurer	Science
Mrs. Jenifer McConaughy	Science
Mrs. Jean Meyer	Mathematics
Mrs. JoAnn Meyer	Spanish/Library
Mr. David Middleton	Vocal Music/ Instrumental Music
Mrs. Adelle Nofziger	Science
Mrs. Hope Prigge	Art
Mrs. Tiffany Profera	English 9
Ms. Tammy Retcher	Mathematics
Mr. Karl Schrag	Intervention Specialist
Mr. David Slagle	Social Studies
Mr. Richard Thiel	Health
Mrs. Erin Vance	Art
Mr. Michael Walker	English 10

****Cover designed by 2019 THS graduate Tristin Ackerman**

INDEX TO STUDENT HANDBOOK

SUBJECT	PAGE
Staff	1
Index	2
Student Activities (Coaches, Advisors, Class Officers)	3-4
Time Schedule	4
Non-discrimination statement	4
Student Organizations	5-6
Attendance	6-9
Absences	
Delays, College Visitation, Driver License Exam, Early Dismissal	
Eighteen Year Olds, Emergency Medical Authorization	
Extracurricular Participation, Field Trips, Immunizations, Sign-In/Out, Tardy to School, Tardy to Class, Vacations, Withdrawal from School	
Conduct	9-17
Student Conduct	
Bullying, Cyberbullying Hazing, Conduct on Buses, Other Rules, Suspension/Expulsion, Opportunity School, Saturday School, Removal from Class Prohibited Items, Detention	
High School Office Information	17-28
Guidance Department	
Grade Cards, Grades, Graduating Early, Graduation	
Honors Diploma, Honor Roll, Incompletes	
Interims Options: Credit Flexibility & Post Secondary	
Parent-Teacher Conferences, Schedule - Study Hall, Scholarships, Semester Credit and Exams	
Daily Operations	29-36
Accidents, Activity Funds, Advertising in the Schools, Announcements, Athletic Rules, Athletic Eligibility, Automobiles, Dress Code, Cell Phone Policy, Emergency Drills Free Lunch Program, Illness, Insurance, Interrogation By Police Library Rules and Procedures, Lockers, Lost and Found, Lunch Time, Medicines, Nondiscrimination, Off-Limits Areas, Posters, Programs, Searches, Social Events, Student Records, Study Hall, Telephone, Textbooks, Vending Machines, Visitors, Work Permits	
National Honor Society, Ram Relay Program	
Student Fees	37
When Help is Needed	38

STUDENT ACTIVITIES

Athletic Director
Mr. Craig Rutter

Football
Mr. Kenny Krouse

Volleyball
Mrs. Bretta Hagerty

Cross Country
Mr. Jim Winseman

Golf
Mr. Dan Gustwiller - Boys
Ms. Jennifer Saner - Girls

Cheerleading
Ms. Amanda Westhoven

Boys Basketball
Mr. Paul Wayne

Girls Basketball
Mr. Kyle Tietje

Wrestling
Mr. Nick Siewert

Wrestlerettes
Mrs. Nicole Siewert
Mrs. Crystal Slattman

Track & Field
Mr. Jim Winseman
Mr. Scott Rinkel
Mrs. Waverly Rue

Baseball
Mr. Brent Renollet

Softball
Mr. Garry Rodenberger

Archery
Mr. Eric Spiller

Band
Ms. Colleen Crayton

Variety Show Director & Show Choir-Sensations
Mr. Brett Grime

Art Club
Mrs. Hope Prigge
Mrs. Joetta Henry

FFA
Mr. Bryan Etzler

Spanish Club
Mrs. JoAnn Meyer

German Club
Ms. Molly Closson

National Honor Society
Mrs. Jenifer McConaughy

Quiz Bowl
Mrs. JoAnn Meyer
Ms. Alexandria Ferland

Ram Pages
Mrs. Tiffany Profera

Science Club
Mrs. Jean Meyer
Mrs. Jenifer McConaughy

Student Council
Mrs. Traci Flory

Tinorian Yearbook
Mrs. Tiffany Profera

Rambunctious Radicals
Mrs. JoAnn Meyer

Ram Pride

We, the Tinora High School community, believe Ram Pride is evidenced when one strives for intellectual and character growth by demonstrating Respect, Honesty, Humility, and a Positive Attitude.

BELL SCHEDULE

<u>2 Hour Delay</u>	<u>Regular</u>	<u>1 Hour Early Dismissal</u>
Class Bell - 10:05	Class Bell - 8:05	Class Bell - 8:05
Period 1 - 10:09-10:37	Period 1 8:09 - 8:52	Period 1 - 8:09-8:44
Period 2 - 10:40-11:08	Period 2 8:55 - 9:35	Period 2 - 8:47-9:22
Period 3 - 11:11-11:39	Period 3 9:38 - 10:18	Period 3 - 9:25-10:00
Period 5 - 11:42-12:14	Period 4 10:21- 11:01	Period 4 - 10:03-10:38
Period 6 - 12:17-12:47	Period 5 11:05- 11:45	Period 5 - 10:41-11:18
Period 7 - 12:50-1:18	Period 6 11:49- 12:29	Period 6 - 11:21-11:58
Period 4 - 1:21-1:49	Period 7 12:32 – 1:12	Period 7 - 12:01-12:36
Period 8 - 1:52-2:20	Period 8 1:15 – 1:55	Period 8 - 12:39-1:14
Period 9 - 2:23-2:51	Period 9 1:58 – 2:38	Period 9 - 1:17-1:51
Activity - 2:54 – 3:12	Activity 2:41 – 3:12	Activity – 1:54-2:12

****A classroom bell will ring at 8:05 a.m. as a notice for students to report to class. Classes begin at 8:09a.m.**

Non-Discrimination Statement

“In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal relay Service at (800)877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.”

STUDENT ORGANIZATIONS

ART CLUB: General purpose is to broaden a student's personal exposure in visual arts, to strengthen a student's skills through seeing and doing, to encourage the concept that art is a community service, and to promote the general education of the student through participation.

English Club: General purpose is to promote literature, creative writing and theater experiences for students who love the written word.

Fellowship of Christian Athletes: The purpose of this religious organization is to provide students with biblical teachings and moral truths by means of student-led games, lessons and worship.

FFA: The primary aim of the FFA is the development of agricultural leadership, cooperation and citizenship.

GERMAN CLUB: The main objective is to promote an interest in the study of the German language and culture through monthly meetings, field trips, banquet, and other gatherings.

NATIONAL HONOR SOCIETY:

SELECTION OF MEMBERS:

1. To be eligible for membership the candidate must have been a junior or senior candidate at Tinora the equivalent of one semester. Four County students should apply to their Four County honor society.
2. Candidates must have an accumulative scholastic average of 3.50. They must have, or be in the process of taking 3 units of English, 2 units of math, 2 units of science, 2 units of social studies, 1 unit of foreign language, and 1 unit of the arts.
3. Candidates shall be evaluated on the basis of scholarship, service, leadership, and character by all faculty members.
4. The selection of members to the chapter shall be by majority vote of the faculty council.

DISMISSAL OF MEMBERS:

Members who fall below the standards for their selection shall be warned in writing by the advisor. They will be given one semester to correct the deficiency. Flagrant violation may be cause for immediate dismissal.

RAMBUNCTIOUS RADICALS: The objective of this organization is to uphold community values through service and volunteer work.

SCIENCE CLUB: The purpose of this organization shall be to create a greater interest in science through demonstrations, informal discussion, science projects, visiting speakers, and tours of area industry, as well as tours to major museums.

SPANISH CLUB: The main objective is to promote an interest in the study of the Spanish language and culture through meetings, field trips and other gatherings.

STUDENT COUNCIL: The general purpose is to provide citizenship training through the democratic processes for all students at Tinora High School, to cooperate with the faculty and administration in promoting the general welfare of the school, to encourage and aid all activities of the school and to maintain and further school spirit in every possible way. Membership is comprised of sixteen class officers, four from each class, plus 40 additional members (preferably 10 from each class), approved by the advisor, who help with various student council projects. Student Council checks student cars for registration stickers and proper parking. All fines assessed and collected go to Student Council to be used for student events.

ATTENDANCE

Attendance Guidelines

The Ohio Revised Code provides for public school boards of education to establish guidelines to encourage regular attendance of students. The Northeastern Board of Education recognizes that regular attendance plays a very important part in the success or failure of our students.

The educational program of the Northeastern Local School District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. In order for students to get the most out of their educational experience, they must be present on a daily basis. Even though actual work can be made up, it is often done without the degree of understanding necessary to be successful. Classroom participation is vital part of a student's education.

Definitions and Requirements of Ohio Law

REPORTING AND TRACKING ABSENCES

1. Schools must track time missed due to tardiness or early dismissals. Time will accumulate to the nearest hour.
2. Attendance must be tracked and reported to nearest hour.

EXCESSIVE ABSENCE

When a student is absent from school with or without legitimate excuse for thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in one (1) school year, the principal shall notify the child's parent or guardian of the child's absences. At the same time written notice is given, appropriate intervention strategies may be implemented (see strategies below).

HABITUAL TRUANCY

A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or

more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

A district or school absence intervention team, a team of educators, district representatives and other supportive adults, will develop a specialized absence intervention plan for students who are habitually truant. Absence intervention plans incorporate academic and non-academic supports to help the student and remove barriers to regular attendance.

INTERVENTION STRATEGIES

Strategies may include:

- Consult with school nurse
- Attendance contract
- Provide counseling to student
- Request or require the student's parent to attend a parental involvement program
- Request or require a parent to attend a truancy prevention mediation program
- Notify the Registrar of Motor Vehicles of the student's absences
- Take appropriate Legal Action
- Assign to detention (Lunch, After School, Saturday School)
- Other strategies as deemed appropriate

RECORDING ATTENDANCE

Attendance shall be taken at the commencement of the school day. Attendance will be recorded as excused or unexcused. Junior High and High School students will require an admit slip from the office when s/he returns from an absence with consequences for failure to provide one.

Excusable Reasons for Absence

Parents must call the school office before 9:00AM on the day of the student's absence. This number is active 24 hours a day/7 days a week. An answering machine is available for reporting absences if school is not in session. If an absence is due to an illness, parents must give the symptoms as required by state law. Each absence must also be explained in writing and signed by the student's parent/guardian. The excuse shall be submitted to the school secretary on the day student returns to school and filed as part of the student's school record.

1. Personal Illness
 - A Doctor's note will be required if absences are exceeding the 38 excused hours in a month, 65 excused hours in a year or at principal's discretion.
 - Doctor's note must be turned in the first school day student returns.
 - Doctor's note must contain the following information: Student's name, time in and out of the office, an indication as to whether

the student can return to school following the appointment or how many days the student will be out of school, and must be signed by the doctor. The note must be written on the doctor's office stationery.

2. Illness in the Family. Documentation necessitating the presence of the student may be required at the discretion of the principal.
3. Death in the Family. 3 days unless a reasonable cause at the discretion of the principal.
4. Observation or Celebration of a Bona Fide Religious Holiday with appropriate documentation
5. Absence During the School Day for Professional Appointments (Medical, Dental, Legal)
 - Report back to school immediately after his/her appointment if school is still in session
 - Signed statement from doctor, dentist, lawyer, counselor
6. Emergency or Other Set of Circumstances at the discretion of the Principal
7. Medically Necessary Leave
8. Court Appearance
9. Service as Precinct Officer at a Primary, Special, or General Election
10. Vacation:
 - This policy goes into effect starting 2018-2019 school year: The school realizes that there are times when it is necessary for parents to take children out of school for family vacations. Board policy allows a maximum of five days (hours vary by building) for such vacation with the approval of the building principal prior to the vacation period. Any vacations not having prior approval will be considered unexcused. Students must be going on vacation with parents. Anytime over 5 days will be considered unexcused.
11. Hunting - 1 prearranged day

Absences that do not accumulate against this guideline include:

1. Field trips (This includes CCP field trips)
2. College visits, not to exceed 2 days
3. Missing due to CCP classes on 2 hour delay days.

Student Removal by a Government Agency

- No staff member shall permit or cause any student to leave the school prior to the regular hour of dismissal except with the knowledge and approval of the Principal or Superintendent, if principal is not available.
- Reasonable attempt will be made to notify parents when principal or superintendent is aware that student will be removed by the government agency.

Make-Up Work

- Students will be given the opportunity to make-up work missed due to absences. The length of time for completion of make-up work is equal to the number of days the student is absent.
- Work given ahead of a known absence will be due upon return to school.
- Student will be responsible for making-up assignments and turning such assignments into the correct teacher in the time frame above.
- Tests and in-class assignments may be completed during non-instructional time.
- Teachers may assign an alternate test or assignment if deemed appropriate.
- Once a student meets the unexcused hours limit, makeup work opportunities do NOT need to be given. They can be given at the teacher's, or principal's, discretion.

It is the policy of this school district that a parent may be charged with failing to send their child to school contributing to the delinquency of a minor, or other criminal charges relating to their attendance. These actions may be taken upon referral of the school to the Defiance County Prosecuting Attorney's Office pursuant to section 3321.19, 3321.38 or 2919.222 of the Ohio Revised Code.

BAD WEATHER DELAYS: When school is delayed or cancelled due to weather, school announcements are made on the Tinora Honeywell Instant Alert system and three Defiance radio stations: WONW, 1280 AM, WDFM, 98.1, WZOM 105.7 FM and one Archbold station WMTR 96.1FM. School delays and cancellations are also on the website for WDFM- 981MIX.COM. Do not call school to ask about delays. School phone lines are needed for other communication on these days. In the event the school day is cancelled, extracurricular events may also be cancelled. Exceptions, under special circumstances, may be made by the administration.

EARLY DISMISSAL: On occasion, a student needs to leave school early for a medical appointment. However, we encourage making appointments on non-school time when possible. Students who need to leave early must bring a parent signed note to the office before school starts in the morning. The note must include both the doctor's name and either address or phone number. We may call to verify an appointment. Before leaving school, the student must sign out in the office. Hair and beauty appointments will not be excused during school time. Legal and other appointments must receive PRIOR approval of the principal to be excused.

EIGHTEEN YEAR OLDS: Students who are 18 or older must follow the same rules and procedures as minor students.

EMERGENCY MEDICAL AUTHORIZATION: This form must be returned to the office within one week of either the first day of school each year or the date of enrollment for new students. Parents either permit or deny emergency medical treatment for the student by completing this form.

EXTRACURRICULAR PARTICIPATION OR ATTENDANCE AT

EXTRACURRICULAR ACTIVITIES: A student must be present at school by his or her lunch period and have a legitimate excuse for the morning absence in order to participate in a practice, game, contest, or meet on that day or to attend any school activity that day. Participation arrangements may be made with the principal, in advance of the absence, when the absence is not due to illness.

FIELD TRIPS: In order to complement the educational offerings, students may have opportunities to participate in field trips. All trips are an extension of our school curriculum. Students on a trip are not considered absent but are responsible for any work missed in class. School rules and expected behavior apply on all field trips. A student must have a passing grade in the course to participate in the trip. For overnight field trips, all school rules apply twenty-four hours per day for the duration of the trip. Students with excessive absences or disciplinary actions may be denied participation in field trips. Any student who has been suspended will be denied participation in all overnight field trips for the remainder of the school year. Students eligible for but not attending a field trip are required to attend school.

IMMUNIZATIONS: Ohio Revised Code 3313.671 requires students to have a complete immunization record to permit attendance at school. New students may be permitted to attend school up to fourteen days during which time records must be presented or immunization's received. Students not in compliance will be excluded from school.

SIGN IN/SIGN OUT: Anytime a student arrives or leaves the building between 8:09 a.m. and 3:12 p.m., the student **MUST** sign in or out in the office. Failure to sign in or out will result in detention or other disciplinary action. Any student leaving school for any reason during the day must have permission from the office.

TARDINESS TO SCHOOL: Any student arriving after 8:09a.m. must report to the office, sign in, and receive a pass to be admitted to class. A student will be limited to two unexcused tardies without disciplinary action each nine weeks. A third unexcused tardy and each subsequent tardy will result in a school detention.

TARDINESS TO CLASS: Students have three minutes to get from one class to another. This is sufficient time if students go directly to class and do not loiter. Students who are not in the classroom by the time the bell rings will be considered tardy. Tardiness to class or study hall will be handled by each teacher. As with tardiness to school, a third unexcused tardy, and each subsequent tardy, will result in a school detention.

WITHDRAWAL FROM SCHOOL: To withdraw and transfer to another school, a student should:

1. Bring in a parent signed withdrawal note several days prior to the student's last day,
2. Obtain a withdrawal form from the guidance office,

3. Have each teacher complete the form, and
4. Return the form to the guidance office.

Please note that a student has not been officially withdrawn from Tinora High School until such time as we have received a valid records request from another school system. Only after a valid records request has been received with the student be officially withdrawn. Student records will not be

STUDENT CODE OF CONDUCT

Each of the behaviors and/or types of misconduct below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, in-school discipline, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

1. Possession/use of drugs and/or alcohol - Possessing, using, transmitting or concealing, or being under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids, or drug-related paraphernalia. If a building principal has a reasonable individualized suspicion of drug or alcohol use, s/he may request the student in question to submit to any appropriate testing, including but not limited to, a breathalyzer test or urinalysis. (1st Offense – Up to 5-Day Suspension, 2nd Offense – Up to 10-Day Suspension, 3rd Offense and all offenses thereafter – 10-Day Suspension with a recommendation for expulsion)
2. Possession/use of tobacco - Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar devices in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Smoking of electronic, "vapor", other substitute forms of cigarettes, or clove cigarettes is also prohibited. (1st Offense – Up to 5-Day Suspension, 2nd Offense – Up to 10-Day Suspension, 3rd Offense and all offenses thereafter – 10-Day Suspension with a recommendation for expulsion)
3. Use and/or possession of a firearm - Bringing a firearm onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guideline(s) set forth in Board Policy. Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are

- in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.
4. Use and/or possession of a weapon - A weapon is any device that may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.
 5. Use of an object as a weapon - Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.
 6. Knowledge of dangerous weapons or threats of violence - Students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.
 7. Arson - Intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.
 8. Physically assaulting a staff member/student/person associated with the District - Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Physical assault of a staff member, student, or other person associated with the District, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. Assault may result in criminal charges and may subject the student to expulsion.
 9. Verbally threatening (either orally, in writing or otherwise expressed) a staff member/student/person associated with the District - Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.
 10. Misconduct against a school official or employee, or the property of such a person, regardless of where it occurs - The Board prohibits misconduct committed by a student against a school official or employee, including, but not limited to, harassment (of any type), vandalism, assault (verbal and/or physical), and destruction of property.
 11. Misconduct off school grounds - Students may be subject to discipline for their misconduct even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District.

12. Extortion - Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.
13. Gambling - Gambling (i.e., playing a game of chance for stakes) includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity.
14. Falsification of school work, identification, forgery - Falsifying signatures or data, or refusing to give proper identification or giving false information to a staff member. This prohibition includes, but is not limited to, forgery of hall/bus passes and excuses, as well as use of false I.D.'s. Plagiarism and cheating are also forms of falsification and will subject the student to academic penalties as well as disciplinary action.
15. Bomb Threats, and other false alarms and reports - Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited.
16. Terroristic Threat - Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.
17. Possession and/or use of explosives and/or fireworks - Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical-reaction objects such as smoke bombs and poppers). Additionally, possessing or offering for sale any substance, combination of substances or article prepared to produce a visible and/or audible effect by combustion, explosion, deflagration or detonation.
18. Theft, or knowingly receiving or possessing stolen property - Unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials. The School is not responsible for personal property.
19. Insubordination - Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff members.
20. Damaging property (Vandalism) - Defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, employees or others and disregard for school property.
21. Unauthorized use of school or private property - Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action.

22. Refusing to accept discipline - Students failing to comply with disciplinary penalties may face enhanced penalties for such action.
23. Aiding or abetting violation of school rules - Assisting other students in the violation of any school rule. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.
24. Displays of affection/sexual activities - Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.
25. Possession of electronic equipment - Unauthorized electronic equipment will be confiscated from the student by school personnel and disciplinary action will be taken.
26. Violation of individual school/classroom rules - Each learning environment has different rules for students. These rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with this Code.
27. Violation of bus rules (see Bus Handbook)
28. Interference, disruption or obstruction of the educational process - Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so are unacceptable.
29. Harassment and/or Aggressive Behavior (including Bullying/Cyberbullying) - The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyberbullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.
30. Hazing - Performing any act, or coercing another, including the victim, to perform any act of initiation into any class, team, or organization, that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption or risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule. All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator; teacher; coach; student club advisor/supervisor, and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.
31. Violent Conduct - Students may be expelled for up to one school year for committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a Board official or employee, regardless of

where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property.

32. Careless or Reckless Driving - Driving on school property in such a manner as to endanger persons or property.
33. Burglary - Entering a building or a specific area of a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.
34. Fighting - Engaging in adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior).
35. Lighting Incendiary Devices - Unauthorized igniting of matches, lighters and other devices that produce flames.
36. Possession of Pornography - Possessing sexually explicit material.
37. Unauthorized use of vehicles - Occupying or using vehicles during school hours without parental permission and/or school authorization.

BULLYING: Tinora High School is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. Tinora High School encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. Tinora High School administration will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the district, including activities on school property or while en route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

CYBERBULLYING: Tinora High School will not permit harassment, intimidation or bullying by electronic means using school owned equipment before, during or after school. If a student is found to have electronically bullied another student using school owned equipment, he or she will be subject to disciplinary action which can include, but is not limited to, detention, Saturday school and/or suspension as the principal deems appropriate.

Students subjected to cyberbullying or students who know of cyberbullying activity may anonymously report instances of cyberbullying to the high school office via phone or written letter. Tinora High School is committed to protecting victims of cyberbullying as well as other students from retaliatory acts after a report has been made. Students are prohibited from making false reports, and will be subjected to disciplinary action for making false accusations.

Disciplinary action can include, but is not limited to, detention, Saturday school and/or suspension as the principal deems appropriate. Additionally, the Defiance County Sheriff's office may be alerted to online comments that are harassing in nature.

HAZING: Hazing is defined as any act of coercing another, including the victim, to do or initiate any act against any student or other organization which causes, or creates a substantial risk of causing, mental or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Hazing activities of any type are inconsistent with the educational process and will be prohibited at all times. No administrator, faculty member or other employee of the District shall encourage, permit, condone or tolerate any hazing activities. No student, including leaders of student organizations, may plan, encourage or engage in any hazing.

CONDUCT ON SCHOOL BUSES: The District furnishes transportation in compliance with State law. This fact does not relieve parents of students from responsibility of supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day.

Students on a bus are under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

All buses have video surveillance cameras which record all bus routes.

OTHER RULES: Behaviors that may result in reprimand, detention, or Saturday School include:

- 1) Running or pushing in the halls or congested areas
- 2) Gambling on school property
- 3) Eating or drinking outside of the cafeteria. Non-soda products may be purchased in the lobby and taken to the cafeteria unopened during lunchtime. Bottled water or CLEAR water bottles may be permitted per teacher discretion.
- 4) Excessive public display of affection
- 5) Violation of off-limit areas, such as:
 - a) The junior high building, including the lobby and restrooms
 - b) The parking lot during school hours
 - c) Other areas that may be designated from time to time

SUSPENSION/EXPULSION: The principal may suspend a student from school, for a period of up to 10 days, for violations of the Code of Conduct. The superintendent may expel a student from school up to 80 days and in some cases for the entire year. * *(Use or possession of weapons at school, on school property or at school activities; inflicting serious physical harm to person or property at school, on school property, or at a school activity.) Students receiving an out-of-school suspension will have the opportunity to make up their work for partial credit (75%). This work will be due on the day they are to return from their suspension in order to receive credit.

SATURDAY SCHOOL: Students may be assigned to Saturday School for various rule violations or in place of a suspension, if permitted by the principal. One four-hour Saturday School is equal to one full day of suspension. Saturday School is held from 8:00 a.m. until noon. Detailed rules are provided to students when assigned. Students must be on time and in attendance or serve an all day in school suspension. In case of illness, on the assigned Saturday, a parent must phone the high school office by 8:00 a.m. the next day school is in session.

REMOVAL FROM CLASS: Students will be removed from class for disruptive behavior. First time-sent to the office for the class period; Second time-sent to the study hall for the period of three days and the teacher will send a Discipline Report to the home; Third time excluded from the course for the semester and receive a semester grade of 'F', assigned to the study hall with no hall pass privileges.

PROHIBITED ITEMS: Several items are not permitted at school and will be confiscated. These include laser pointers, squirt guns, etc. These or any confiscated items will be returned to parents, upon request. Confiscated squirt guns will not be returned.

DETENTION: Detentions may be assigned by teachers or administrators for violation of classroom or school rules. The school shall not transport students who lose their regular means of transportation as a result of detention. A teacher may assign classroom detentions for violations of class rules established by the teacher. A teacher or administrator may assign a school detention to a student for a rule infraction of the Student Code of Conduct.

Students will be expected to bring study material and work independently during a detention. All school detentions will be served. Failure to serve a detention will result in an additional detention being assigned. School detentions will be served on Tuesday or Thursday from 3:15 pm - 4:00 pm in the high school study hall. School detentions will accumulate on a semester basis. A student is limited to three detentions per semester without further disciplinary action taken. If a student is assigned a fourth detention during a semester, he/she will be assigned a Saturday School in place of the detention. Detentions accumulated beyond four will result in further disciplinary action as deemed appropriate by the administration.

HIGH SCHOOL OFFICE INFORMATION

Two school counselors are available for all students. (Mrs. Rinkel for students with last names starting A – M & Mr. Siewert for students with last names starting N - Z.) The counselors supply information, counsel, help with scheduling, and provide college and career information. Students are encouraged to meet with a counselor when problems or questions arise. However, students may see a counselor only after obtaining permission from the study hall teacher or before school, during lunch, or after school.

FEES: Fees are charged to help defray part of the cost of consumable materials in some courses and the cost of consumable workbooks. Fees will be included with the first quarter interim reports. Student’s schedules and locker assignments will be provided one week before opening day. All workbooks will be distributed by the teacher in the classroom on the first day of school.

GRADE CARDS: These are mailed home on the Friday following the end of each quarter. See the school calendar for exact dates. Report cards and course credits will be withheld for non-payment of school fees, fines, or other obligations.

GRADE SCALE: All Tinora High School classes will be graded according to the following grade scale:

A+: 97-100	B+: 87-89	C+: 77-79	D+: 67-69	F: 0-59
A: 93-96	B: 83-86	C: 73-76	D: 63-66	
A-: 90-92	B-: 80-82	C-: 70-72	D-: 60-62	

GRADES: Grades reported on student grade cards may show + or – to indicate a high or low range for a letter grade. However, these are not reflected in the grade point average calculation.

GRADUATING EARLY: The Northeastern Local Board of Education policy prohibits early graduation. However, individuals may petition the board to consider early graduation when there are unusual situations.

GRADUATION: Requirements for graduation include 21 credits for students in grade 9-12, which are distributed as shown in the Student Registration Guide. Students must meet all graduation requirements to participate in the graduation ceremony.

PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE: is presented by the U. S. Department of Education to seniors graduating from high school and who meet the following criteria:

- 1) a 3.5 cumulative grade point average through seven semesters
- 2) a standardized achievement test score (ACT or SAT) at the 85th percentile or higher in math or reading or recommendation from a teacher plus one other staff member

HONORS DIPLOMA:

Ohio has introduced new honors diploma options. Please see the screen shots below. For more information you can go to the Ohio Department of Education website (education.ohio.gov) and search for honors diploma.

Academic Honors Diploma

High school students can gain state recognition for exceeding Ohio's graduation requirements through an Academic Honors Diploma. High-level coursework, college and career readiness tests and real-world experiences challenge students.

Students must meet *all but one* of the following criteria, unless it is a minimum graduation requirement, which are [here](#) for the class of 2017 and [here](#) for the classes of 2018 and beyond. Students must meet general graduation requirements to qualify for honors diplomas.

ACADEMIC HONORS DIPLOMA	
Math	4 units
Science	4 units, including 2 units of advanced science
Social Studies	4 units
World Languages	3 units of one world language, or no less than 2 units of each of two world languages studied
Fine Arts	1 unit
GPA	3.5 on a 4.0 scale
ACT/SAT	ACT: 27 or higher/SAT: 1280 or higher

High school students can gain state recognition for exceeding Ohio's graduation requirements through a STEM Honors Diploma. High-level coursework, college and career readiness tests and real-world experiences challenge students.

Students must meet **all but one** of the following criteria, unless it is a minimum graduation requirement, which are [here](#) for the class of 2017 and [here](#) for the classes of 2018 and beyond. Students must meet general graduation requirements to qualify for honors diplomas.

STEM HONORS DIPLOMA	
Math	5 units
Science	5 units, including 2 units of advanced science
Social Studies	3 units
World Languages	3 units of one world language, or no less than 2 units of each of two world languages studied
Fine Arts	1 unit
Electives	2 units with a focus in STEM
GPA	3.5 on a 4.0 scale
ACT/SAT	ACT: 27 or higher/SAT: 1280 or higher
Field Experience	Complete a field experience and document the experience in a portfolio specific to the student's area of focus
Portfolio	Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus

High school students can gain state recognition for exceeding Ohio's graduation requirements through an Arts Honors Diploma. Dance, drama/theatre, music and visual art are areas of study in which students can earn Arts Honors Diplomas. High-level coursework, college and career readiness tests and real-world experiences challenge students.

Students must meet *all but one* of the following criteria, unless it is a minimum graduation requirement, which are [here](#) for the class of 2017 and [here](#) for the classes of 2018 and beyond. Students must meet general graduation requirements to qualify for honors diplomas.

ARTS HONORS DIPLOMA	
Math	4 units
Science	3 units, including 1 unit of advanced science
Social Studies	3 units
World Languages	3 units of one world language, or no less than 2 units of each of two world languages studied
Fine Arts	4 units
Electives	2 units with a focus in fine arts
GPA	3.5 on a 4.0 scale
ACT/SAT	ACT: 27 or higher/SAT: 1280 or higher
Field Experience	Complete a field experience and document the experience in a portfolio specific to the student's area of focus
Portfolio	Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus

High school students can gain state recognition for exceeding Ohio's graduation requirements through a Social Studies and Civic Engagement Honors Diploma. High-level coursework, college and career readiness tests and real-world experiences challenge students.

Students must meet *all but one* of the following criteria, unless it is a minimum graduation requirement, which can be found [here](#) for the class of 2017 and [here](#) for the classes of 2018 and beyond. Students must meet general graduation requirements to qualify for honors diplomas.

SOCIAL SCIENCE AND CIVIC ENGAGEMENT HONORS DIPLOMA	
Math	4 units
Science	3 units, including 1 unit of advanced science
Social Studies	5 units
World Languages	3 units of one world language, or no less than 2 units of each of two world languages studied
Fine Arts	1 unit
Electives	3 units with a focus in social sciences and/or civics
GPA	3.5 on a 4.0 scale
ACT/SAT	ACT: 27 or higher/SAT: 1280 or higher
Field Experience	Complete a field experience and document the experience in a portfolio specific to the student's area of focus
Portfolio	Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus

CAREER-TECH HONORS DIPLOMA	
Math	4 units
Science	4 units, including 2 units of advanced science
Social Studies	4 units
World Languages	2 units of one world language
Electives	4 units of career-technical courses
GPA	3.5 on a 4.0 scale
ACT/SAT/WorkKeys	ACT: 27 or higher/SAT: 1280 or higher/WorkKeys: 6 or higher on Reading for Information and 6 or higher on Applied Mathematics
Field Experience	Complete a field experience and document the experience in a portfolio specific to the student's area of focus.
Portfolio	Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus.
Additional Assessments	Earn an industry-recognized credential or achieve proficiency benchmark for appropriate Ohio Career-Technical Competency Assessment or equivalent.

HONOR STUDENT: A student must have a seven semester grade point average of 3.5 or higher to graduate as an honor student. Valedictorian and salutatorian are determined by the seventh semester grade point average.

HONOR ROLL: The requirements for the honor roll are as follows:

All A Honor Roll - All A's for the quarter. 4.0 GPA

High Honor Roll - 3.5 GPA for the quarter

Honor Roll - 3.0 GPA for the quarter

INCOMPLETE GRADES: Students who receive an Incomplete 'I' grade must complete the work within the first four weeks of the next quarter or the 'I' will be changed to an 'F'. A fourth quarter 'I' must be completed by June 15 or it will be changed to an 'F'.

EDUCATIONAL OPTIONS

CREDIT FLEXIBILITY OPTION: In 2006, the Ohio General Assembly established the Ohio Core Curriculum (Senate Bill 311), which raised expectations for what all Ohio students must know and be able to do to earn a high school diploma. The bill also directed schools to implement methods for students to earn units of high school credit based on the demonstration of subject area competency. Credit Flexibility is offered as an option for students and educators to successfully meet these higher expectations. The Credit Flexibility Option is designed to: *

Broaden the scope of curricular options available to students * Increase the depth of study available for a particular subject * Tailor the learning time or conditions needed to the student's needs. Information will be provided for this educational option. Your guidance counselors will have procedures, forms and timelines that must be strictly adhered to in order to participate.

COLLEGE CREDIT PLUS: Under this program, students may take college courses for high school and/or college credit. For more information, students and parents should inquire in the guidance office during pre-registration.

PARENT-TEACHER CONFERENCES: Conferences, scheduled after the end of the first nine week quarter, will be held on an afternoon/evening and the following morning as shown on the school calendar. Students do not attend classes on the second day of the conferences. Parents are encouraged to phone the office to make conference appointments for these days. Of course, teachers are available for conferences throughout the year.

SCHEDULE CHANGES:

The basis for building a master schedule of course offerings is the consideration of course requests made by students. When students make their course requests, it is understood that their schedule will reflect these choices as best as possible. Early spring, students will have a chance to review their course selections with a counselor and will sign their final approval.

Students are encouraged to review their educational goals with their parent/guardian and school counselor in order to tailor their schedule to meet their post-secondary plans. The following will help in selecting an appropriate program of study:

- Be sure to include all the courses necessary to meet graduation requirements.
- Thoroughly review the course descriptions.
- Be realistic about your ability and aptitude when selecting your courses.
- Consider the pre-requisites and recommendations necessary for each course.
- Consider your interests and take courses that will increase your knowledge in these areas.
- Consider entrance requirements of interested post-secondary schools and careers.

Changes to schedules must be made within the first five (5) days of the start of each semester. Students must meet with their school counselor to request a schedule change within the add/drop period.

Acceptable reasons for making a schedule change include:

- Academic misplacement (student is in a class that is too easy or difficult)
- Scheduling error on the part of the school
- Adjustments due to course failures/remediation
- Physical or mental impairment that impacts involvement in a course

When scheduling for a yearlong elective course it is expected that a student will complete the full credit. Students may withdraw from a yearlong elective only if

the first semester resulted in a failure. Yearlong core classes must be completed regardless of first semester grade.

SCHEDULES-STUDY HALL: Students are required to be scheduled in at least five academic subjects, with a **maximum of one study hall**, each semester.

SCHOLARSHIPS: Many scholarships are available to students for their college or other post-secondary education. The school counselors (Mrs. Rinkel & Mr. Siewert) will send out scholarship information through student group email for the convenience of the students. Students need to check their Tinora High School email account regularly to view these opportunities

SEMESTER CREDITS AND EXAMS:

Rationale: *This proposed semester exam schedule and revision is designed to reduce the number of high stakes tests (End of Course Exams, AP, and any other state mandated standardized test) that students are required to take while at the same time preparing them to take exams in college.*

Exam Exemption Policy:

There will be NO exam exemptions during the first semester. *All students will be required to take semester exams in ALL courses regardless of their first and second quarter grade. At the end of the second semester, students may exempt exams at the teacher's discretion as long as the following requirements are met. Teachers may choose to require students to take exams in their individual classes even if the students have met the exemption requirements.*

*As a reward for attendance and academic performance, students **MAY (at the teacher's discretion)** be exempt from an exam provided the following conditions apply:*

- 1) The exam may not be a state required test.
- 2) The student must have earned an A- or above for the course for grades 9-11 and a B- or above for grade 12. Students must maintain these grades for both third and fourth quarters. Students may have no more than six total absences and no more than three unexcused absences to be allowed to be exempt from taking an exam. School sponsored absences will not count against the student.
- 3) Students with an out-of-school suspension will not be allowed to exempt any exams.
- 4) Students with more than six tardies in a given class in a semester (3 per 9 weeks) will not be allowed to exempt that class's exam.
- 5) ALL student fines, fees and any other outstanding bills must be paid BEFORE exams will be allowed to be exempted.
- 6) Students with IEP's or 504's exemption requirements may be adjusted accordingly per agreement of Intervention Specialist and Classroom Teacher.

Bus/Transportation:

All students using the bus or school transportation must remain on the campus all day. Students who drive or who have prearranged parental transportation may arrive to report to their first exam on exam days 2 or 3 and may leave after their last exam for the day. Students who exempt an exam should report to study hall during that time if they do not leave the campus.

If a student is allowed to leave campus by transportation other than the bus during the second semester then the parents must send a note to school or complete the Exam Exemption Permission Form for each exam period that the student will be allowed to leave expressing their permission for the student to leave specifying which days and periods the student will be leaving.

First exam of the day:

Students do not need to be on site until their first exam except on the day when exams are only scheduled in the afternoon (the first day of exams each semester). If you ride the bus to school, you may use the study hall as a quiet place to study if you do not have an exam scheduled until later in the day.

Attendance:

Students arriving after the first exam of the day to take an exam scheduled later in the day must report to the office to sign in and then report to the study hall to wait for the bell. You are not to be standing at your locker or loitering in the halls.

Lunch:

The cafeteria will serve lunch during the lunch times listed on the exam schedule.

Study Hall:

Attendance is not required before your first exam or after your last exam of each day except for the half-day exam day. All students are expected to attend classes during the first half of the first day of exams each semester. However, if your study hall falls between two exams you must stay and use this time to quietly study. If you are in the building before your first exam or after your last exam each day you must be in study hall.

Hall Passes:

These will not be permitted during exams. Students who finish early will remain in the assigned classroom.

Early Exams:

Exams will not be given early, or out of sequence unless the principal approves the change in advance. ALL courses should administer an exam, or utilize a project or performance assessment as the semester exam grade. ALL students must be in attendance during the scheduled exam period regardless of exam procedures determined by the teacher.

Post-Secondary Students:

If you have a post-secondary class, you need to make plans ahead of time to ensure there is not a conflict. Do not wait until the last minute and ask for accommodations. Plan ahead!

NOVA Students:

NOVA students would take their NOVA exams during the period they are assigned to the NOVA classroom. Students may not exempt NOVA exams as this is part of the course work assigned in the NOVA classes. (per Mrs. Knape)

Semester Grade:

The semester average grade is the official grade of record for the transcript. This is the only grade used when calculating the cumulative GPA. The first quarter grade carries a weight of 2/5 while the second quarter grade carries a weight of 2/5 and the first semester exam carries a weight of 1/5.

The second semester average will be calculated with third quarter carrying a weight of 2/5 and the fourth quarter carrying a weight of 2/5 and the second semester exam carrying a weight of 1/5. If the course requires an End of Course Exam, Advanced Placement Exam (students must take the AP exam to be exempt from semester exam) or other standardized test as dictated by the Ohio Department of Education, the course exam may be exempted at the discretion of the teacher and the semester grade calculated by averaging the third and fourth quarter grades only. All other courses must give a second semester exam.

Valedictorian and Salutatorian Selection Process

The selection process will consist of 4 parts:

1. To be eligible to be valedictorian or salutatorian a student must take a minimum of $\frac{1}{2}$ of the total number of honors or Advanced Placement classes offered in the regular schedule of Tinora High School (5 total classes). In case of an odd number of classes offered, the number will be rounded down, not up (11 classes offered = 5 required) College Credit Plus classes and NOVA honors or AP level classes will count toward this total as well.
2. All students who meet requirement number one will then be placed in order according to GPA. If there is a tie for the highest GPA, those students will continue on to Step 3. If there is only one student with the top GPA, that student will be the valedictorian and the next student will be salutatorian. If a tie exists for salutatorian, those students will continue on to Step 3 to determine the salutatorian.
3. Students will be given 1 point for every honors, Advanced Placement, or College Credit Plus class taken **up to a maximum of the total number of honors and Advanced Placement classes offered in the regular schedule of Tinora High School (11 total classes)**. This includes all classes taken that give the student high school credit and factor into the high school GPA. For example, Honors Algebra 1 which is taken the

eighth grade year would count as an honors class for valedictorian and salutatorian selection.

4. If there is still a tie after Step 3, the final tie breaker will be the student's composite ACT score. The composite score must be the result on one test (no superscoring by combining the best scores from multiple tests) and the test must be completed by February of the graduating year. If a tie still exists, all students involved in the tie will be selected

These are the 11 classes that Tinora High School offers that qualify as Honors or AP classes and are counted in the valedictorian/salutatorian process:

8th Grade

Honors Algebra I

Freshman Year

Honors Geometry

Honors English 1

Sophomore Year

Honors English 2

Honors Algebra II

Honors Chemistry I

Junior Year

Honors English 3

AP American History

Honors Chemistry II

Senior Year

AP Calc

AP English 4

****All College Credit Plus classes and NOVA Honors classes count as 1 point as well.**

DAILY OPERATIONS

ACADEMIC LABS: Throughout the school day academic labs will be provided for students who need help in any subject. Students who are failing classes may be assigned to an academic lab by any classroom teacher. The student MUST report to the lab until such time as their grades have reached an acceptable passing level.

ACCIDENTS: All accidents, to either persons or property, in the school building, on the school grounds, at practice sessions or at any school-sponsored event, must be reported to the principal.

ACTIVITY FUNDS: Each club or class organization has an account in the school activity fund. All funds must be deposited and handled through this account.

All purchases must be made by turning in a requisition signed by the advisor. A purchase order will then be issued for the purchase. The bill will be paid by the school treasurer upon receipt of the items ordered. The treasurer of each organization must keep a record of all financial activity for his/her organization. A budget must be submitted each June for Board of Education approval for the following school year.

ADVERTISING IN THE SCHOOLS: No notices, advertisements or written matter of any nature on behalf of persons or organizations not officially connected with the schools will be distributed or displayed in any school building or on school property without permission of the Superintendent.

ANNOUNCEMENTS: Announcements are read at 8:09a.m., each morning and, when necessary, in the afternoon. All announcements to be included for the next day must be in the office by 2:30 p.m. Students who want announcements made about school events need to get their advisor's signature on the announcement form. All announcements must be approved by the principal.

ATHLETIC RULES:

1. All participants must have a physical and permission from their parents to practice or play. (Parental permission is on the physical card.) School insurance must be purchased or a liability waiver signed before participation in athletics begins.
2. All rules and regulations will be followed or disciplinary action will be taken by the coach in charge.
3. Additional rules may be adopted for a particular sport. These will be printed and distributed to each member of that particular sport before the season begins by the appropriate coach. A copy will be placed on file in the principal's office.
4. Actions by a particular team member or members which reflect unfavorably upon the school or team will be subject to review by the coach and disciplinary action will be taken.

5. The principal and athletic directors will be informed of all disciplinary actions taken by a coach.
6. Any suspension or expulsion from school by the principal or superintendent will automatically disqualify a student from extracurricular participation during the period of suspension.
7. Any student suspended or removed from an athletic team for disciplinary reasons may appeal within 72 hours, in writing, to the principal. All proper “due process” proceedings will be followed.
8. All rules and regulations, etc. for the Athletic Department are covered in the Athletic Department Handbook.
9. Students must be in school by his or her lunch period and have a legitimate excuse for the morning absence in order to practice or participate in an athletic event.
10. All students wishing to participate in athletics at THS will be part of the random drug testing policy.

ATHLETIC SCHOLASTIC ELIGIBILITY:

1. Although athletics is an important part of our total educational program, all athletes are reminded that their first responsibility is their academic work.
2. Eligibility is based on grades earned during the previous grading period. A student will be eligible or ineligible for the next grading period beginning with the fifth day after the end of each grading report period. Eligibility or ineligibility will remain until the fifth school day after the end of the next grading report period.
3. To be eligible, a student must have passed subjects the preceding grading period that earn a minimum of five credits per year toward graduation and achieve a grade point average of at least 1.0. In other words, he/she must have earned at least 1.25 credits during the grading period. Physical Education classes cannot be counted as one of the five classes students would need to be passing because those courses only earn .25 credits per semester.
4. Ninth graders must have passed seventy-five percent of those courses taken during the last grading period of the eighth grade to be eligible beginning in the fall.

AUTOMOBILES: Students with a valid driver's license are permitted to drive cars (no snow mobiles, four wheelers, etc.) to school provided they follow all rules concerning the use of cars:

1. Students must register their car(s) and display a parking permit on the rear view mirror. Permit tags for the previous year may be used by recording the number on the new registration card. A registration card, with parent signature, must be turned in at the office as soon as a student begins driving and a new card must be filed each year. One parking tag is provided free to a student. Additional or replacement tags cost \$1.00 each.
2. Due to construction, students are only allowed to park in the west parking lot (Along Domersville Road). Students are not to park in the

- areas past the flag pole on the south side of the school. Four County students should park in the back row of the elementary school.
3. Once a student enters the parking lot, the student must park the car and leave the car.
 4. During the school day, students are not permitted to be in a car or leave school without permission of the principal.
 5. Provided ALL students cooperate, students will be permitted to leave the parking lot ahead of the buses. DEPARTING SCHOOL BUSES HAVE PRIORITY. If the student lot is not clear when the buses begin exiting the bus lot, no student may exit onto Domersville Road until all buses have cleared the area. Students are encouraged to use the Banner School Road exit. If this departure system does not work, all student cars will be required to remain in their parking space until all buses have cleared the lot.
 6. Reckless driving or other violations will result in the following action:
 - a. 1st violation - five days loss of driving privilege
 - b. 2nd violation - ten days loss of driving privilege
 - c. 3rd violation - 90 days loss of driving privilege
 7. Failure to register a car or parking in numbered or other restricted areas will result in a \$5 fine.
 - a. Failure to pay the fine within five school days will result in a loss of driving privilege and withholding of the grade card and credits until the fine is paid.
 - b. Second violation: \$5 fine and ten days loss of driving privilege.
 - c. Third violation: \$5 fine and ninety days loss of driving privilege.

BOOK BAGS: Students may bring book bags into the school building. Once they are in the school building, they must be stored in lockers. Book bags will NOT be permitted to be carried from class-to-class or brought into the lunchroom.

DRESS CODE: Students at Tinora High School are expected to be well groomed and clothing should be clean, neat, appropriate, and in good repair. Dress or appearance that constitutes a threat to student health or safety, disrupts the education process, damages school property, or is blatant exhibitionism is prohibited. Jean shorts or dress shorts may be worn year round. This prohibits boxer, biker, spandex, frayed cut-off jean shorts, and other similar casual shorts. If frequent violations of the dress code occur, the building principal may ban all shorts. The building principal will determine what is acceptable.

To insure continuity in the school, the following are examples of inappropriate dress:

1. Tube, muscle, or tank tops; tops that expose midriff, cleavage, or tops with see-through mesh. (NO skin may show at the bottom of the shirt when sitting, standing, or raising hands.)
2. Jeans or clothes that are torn, have holes, frays are accepted as long as excessive skin is not showing. Any holes should be no higher than mid-

thigh and should not be excessively large. The principal will have final say in this matter. Pants are not to be worn below the belt line. Leggings may be worn under jeans with larger holes in order to cover excessive skin.

3. Clothing that bears messages with profanity, inappropriate wording, promotion of drugs, alcohol, or tobacco, or are overly suggestive in nature; included are pins, decals, or patches attached to clothing.
4. Flip-flops (backless sandals), hats, sunglasses, & short-shorts - except as stated above.
5. Absence of appropriate undergarments or footwear.
6. Skirts & shorts should be no shorter than arm's length or mid-thigh.
7. All leggings/yoga pants need to be covered by a dress, skirt, shorts, or garment long enough to cover all undergarments.
8. Coats, outer garments, & book bags must be kept in the student's locker throughout the school day. These items are not allowed in classrooms.
9. Jeans, pants, slacks, or shorts not worn about the waist and fastened with a belt.
10. Pocket chains, sunglasses, headphones, or other accessories which have no purpose in school.
11. All piercings (other than in the ear) must be filled by stud earrings.
12. Unnatural hair color. (Ex: blue, green, etc.)

Students who are representing THS at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

The dress code applies to all school days which include spirit dress-up events and field trips. In a case of Dress Code violation, a student may be asked to change their clothing. If other clothing is unavailable, students may be provided an appropriate set of clothing from the office for the first offense. Repeated violators will be sent home unless the violation can be corrected at school. If no transportation is available, the student will remain in the office for the remainder of the day. All class time missed will be unexcused absence. Violations may also result in reprimand, detention, Saturday School, or suspension.

CELL PHONE POLICY: Students are allowed to bring their cellular phones to school as long as the following conditions are met:

1. Students are required to access Tinora High School's wireless Internet. They are not to access their own data plans in school.
2. Students may only use their cellular phones in the hallways between classes or in the cafeteria during their lunch period. They are encouraged to have their cell phones turn "Off" during class. Teachers may collect cell phones during class if they are not turned off.
3. Cell phone use is limited to texting. No calling will be permitted. If students need to make a phone call, they must come to the office.
4. Students must follow rules and restrictions outlined in the Acceptable Use Policy

Failure to follow the cell phone policy will result in the following:

First Offense: Student's cell phone is confiscated and will be held until the end of the school day.

Second Offense: Student's cell phone is confiscated and will be held to the end of the day. Additional school punishment such as an After-School Detention or Saturday School may be given.

Third Offense: Disciplinary action as deemed appropriate by the principal.

EMERGENCY DRILLS: Fire drills will be held monthly in the building. When the fire bell rings, students are to leave the building by the exit posted in each classroom. Tornado drills will be held in the spring of the year. Directions will be given over the intercom. A lockdown drill will be held by December 1 every school year.

FREE LUNCH PROGRAM: The Northeastern Local Schools offer a free lunch program for needy students. Forms and explanation of the program are available in the office.

ILLNESS: In event of illness, a student should notify a teacher and then report to the office. Ill students will be sent home if a parent is available. The office will call home to make arrangements for a student to be picked up. A student must sign out and be picked up in the high school lobby.

INSURANCE: Students are offered the opportunity to purchase accident insurance at the beginning of the school year. If an insured student is injured, he/she should request a claim form in the office. This claim form must be signed by the principal before it is sent to the Insurance Company.

INTERROGATION BY POLICE: The school has the legal custody of students during the school day and during the hours of approved extracurricular activities. It is the responsibility of the school administration to try to protect each student under its control. Therefore:

1. Whenever possible, police officers should contact or question students out of school. When it is necessary for an officer to meet with a student at school, interrogation must be done in private with an official school representative present.
2. An effort to contact parents will be made prior to interrogation.
3. The school principal or his designee must be notified before a student may be questioned in school or taken from a class.
4. When it is necessary to remove a student from school, after notifying the principal, the police authorities should notify the parents.

LIBRARY: The library is for research purposes. Discourteous, uncooperative and distracting behavior will not be tolerated. A student will be sent back to study hall for the first and second offenses. Following the third offense, a student will lose his or her library privileges for nine weeks.

If a student's name appears on the overdue list, he or she will lose library privileges until the overdue material is returned or the fine is paid. Grade cards are

held at the end of each nine week period for overdue material. If a student's name is on the overdue list at the end of the nine week period, he or she will lose library privileges for the next nine weeks. Those students having F's on their report card will also lose their privileges. Students will be allowed to use the library for research with a pass from their teacher.

COMPUTER LAB: The computer lab is to be used for educational purposes. An acceptable use policy must be turned each year in order to maintain computer privileges.

LOCKERS: Each student is assigned a locker for storage of books, materials, coats, etc. The student is permitted to use only the assigned locker. *It is highly recommended to use a combination lock on the locker in the hall and in the locker room.* These may be purchased in the office. If purchased outside of school, the combination must be on file in the office. An unrecorded lock may be cut off at any time by the principal.

Student lockers are the property of the school and it is the policy of the Board to permit the principal to search any locker and its contents as the principal believes necessary. Searches of school property assigned to a specific student and the seizure of items in his possession may take place when school authorities have reasonable cause to believe that articles are kept in the locker, desk or other storage space, possession of which constitutes a crime or rule violation. General housekeeping inspection and random searches of lockers may be conducted.

LOST AND FOUND: A lost and found is located in the office. Students who find articles should take them to the office.

LUNCH TIME: All food must be consumed in the cafeteria. Students are not permitted to have food from outside brought in to them. Students arriving at school around lunch time (morning absence, appointments, etc) are to consume outside purchased food before coming to school and not bring food in with them. Having visitors during lunch time is not permitted.

MEDICINES: Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illness that will not hinder the health or welfare of others. If possible, all medication should be given by the parent at home. If this is not possible, it will be done in compliance with the following:

1. An appropriate person appointed by the building principal will supervise the secure and proper storage and dispensation of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
2. Written permission must be received from the parent or guardian of the student, requesting that the District comply with the physician's order.
3. A designated individual must receive and retain a statement which complies with State law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication.

4. Compliance with 2 and 3 above will be met by completion of the Northeastern Schools Medication Form (JHCD-E).
5. State law prohibits administering medicines to students at school without compliance to this policy.

NONDISCRIMINATION ON THE BASIS OF SEX: Students who feel they have been subject to discrimination on the basis of sex will discuss the matter with the Title IX coordinator. If the matter is not resolved, the student may appeal to the Superintendent. If it is not resolved at this level, the student may appeal to the compliance committee for a hearing. Final resolution of the matter will be made by this committee after investigation and a hearing.

OFF-LIMIT AREAS: The following areas are off limits to students at all times during the school day:

1. The junior high building, including the junior high restrooms and lobby (except students who ride buses before and after school and students who have scheduled classes in the junior high).
2. All parking lot areas.
3. There may be other areas that may be off-limits from time to time.

POSTERS: All posters, banners, and signs must be approved by the principal prior to posting.

PROGRAMS: Assembly programs are a valuable supplement to a student's education. Students will display proper behavior in accordance with the purpose of the assembly. Disruptive behavior, affecting others' safety, well-being, or enjoyment of an assembly program will result in disciplinary action.

SEARCHES: The principal or his designee may search a student's person or personal property when there is reasonable suspicion to believe that evidence will be obtained indicating the student's violation of either the law or school rules. When evidence is uncovered indicating a student has violated the law, the sheriff's office shall be notified.

Lockers supplied by the school and used by the students are the property of the Northeastern Board of Education. Therefore, student lockers and the contents of the lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a school rule or criminal stature. Random searches may include the assistance of dogs trained to detect the presence of drugs.

SOCIAL EVENTS: School dances are open only to high school students. Outside guests are permitted if pre-registered in the office and approved by the principal.

STUDENT RECORDS: Northeastern Local Schools follows the guidelines of the Family Educational Rights and Privacy Act (FERPA) regarding all student records. Upon request, all records and files included in the student's cumulative file will be available to parents, guardians, or the student (if he is over 18 years of age). This request must be in writing and will be granted within seven calendar

days. No records are to be removed from the school; a principal, teacher or other qualified school personnel must be present to explain any of the tests or other material. Parents who do not want directory information for their child released to colleges, universities and military recruiters should contact the high school office.

The following information may be disclosed without prior written consent except for a profit-making plan or activity. Parents should notify the school, within the first two weeks, of any items they do not wish included as directory information about the student.

1. Student's name
2. Names of the student's parents
3. Student's address
4. Student's date of birth
5. Student's class designation (i.e., 10th grade) and
6. School or district which the student attended before enrollment in Northeastern Local Schools.

STUDY HALL: The study hall is provided as a place for students to work on their school assignments. Students are required to have something to do in study hall at all times. Students with failing grades will not be permitted to listen to music or watch videos.

TELEPHONE: A student phone for local (or collect) calls is available for use in the office with permission. Phones are for use before and after school unless there is an emergency. Students will not be excused from class to use the phone and will not be called from class for a phone call.

TEXTBOOKS: Students are responsible for books loaned to them and will be required to pay for lost or damaged books. A fine will be assessed for abuse of a book. The student will pay the cost of repair or replacement of a damaged or lost book. Book covers are required on all textbooks.

VENDING MACHINES: These are available to students in the lobby after 3:20 p.m. and on non-school days.

VISITORS: Parents and adult visitors are always welcome at our school. However, students will not be permitted to have students from other schools attend class with them.

WORK PERMITS: Work permits are issued by the high school office. Forms can be picked up from the secretary. Work permits may be revoked by the superintendent or the designated issuing officer if school attendance becomes a problem

STUDENT FEES

Agriculture Ed	FFA (National fee)	\$20.00
Art	Art 1 and 2	\$30.00
	Art 3 and 4	\$30.00
	Art 5 (Independent)	\$20.00
Business	Applications 1 and 2	\$7.00
English	English Manual (freshmen only)	\$20.00
Family & Consumer Science	Global Foods Lab	\$25.00
	Culinary Arts Lab	\$25.00
Foreign Lang	Spanish 1, 2, 3 Workbook	\$10.50
Science	Biology Lab	\$15.00
	Chemistry I Lab	\$20.00
	Chemistry I Workbook	\$5.50
	Chemistry II Lab	\$20.00
	Chemistry II Workbook	\$25.00
	Forensic Science	\$25.00
	Physical Science Lab	\$12.00
	Physics Lab	\$10.00
	Physiology Lab	\$17.50
Social Studies	AP History Workbook	\$25.00
	Current Events	\$10.00
	Government	\$10.00
Miscellaneous	Agenda	\$6.00
	Supply	\$8.00
	Class	\$6.00
	Lock (Sold in High School Office)	\$4.25
	Technology Protection Fund	\$40.00

**This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in June 2019. If you have questions or would like more information about a specific issue or document, contact your school principal or superintendent, or access the document on the District's website: tinora.org by clicking on "Board of Education" and finding the specific policy or administrative guideline in the Table of Contents for that section.

When Help is Needed

Academic help

1. Teacher
2. Friend-peer/successful student
3. Counselor
4. Academic Lab

Difficulty with peers

1. Teacher/Counselor
2. Parents
3. Principal

Home and personal problems

1. Parents/Relatives
2. Counselor/Teacher
3. Outside agencies (i.e. Teenline)

Difficulty with teachers

1. Teacher - at appropriate time
2. Counselor
3. Principal
4. Parents

Drug and alcohol abuse

1. Counselor
2. Parent
3. Outside Agencies (i.e. Five County Drug and Alcohol)

Future career/job/college

1. Counselor
2. Library Resources/OCIS Web Sites
3. Person in the Field

Scheduling questions

1. Handbook requirements
2. Counselor
3. Teacher of subject area