



# **TECH PREP HIGH SCHOOL STUDENT HANDBOOK**

**2016-2017**

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## **Tulare Joint Union High School District**

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**Absences:**

The number one cause of student failure is poor attendance. Poor attendance habits started in school often carry through to adult life and are a major factor in job loss. We realize that students are sometimes unable to attend school due to illness or family emergencies. In those cases, parents are responsible for notifying the attendance office to clear the absence. Parents should call the attendance office at 687-7400 on the day their student is absent or send a note with the student on the day they return to school.

Tech Prep HS wishes to keep you informed of your student's absences. An automatic dialer, ParentLink, will call your home in the event that your child is marked absent in one or more classes that day. If you have already called in for that particular absence please disregard the phone message. If you are unaware of the absence, please call the school and ask to speak to the attendance aide to confirm the absence. In addition to the automatic dialer (ParentLink), a letter is sent home via our Attention to Attendance (A2A) program if your child reaches 9 or more period absences.

**Aeries Grade Book Home Access:**

Parents can easily access their student's grades, assignments and attendance online by creating a parent account. All you need to do is supply an e-mail account, password, and follow the on-screen instructions for setting up an account. Access to your student's grades is available through any web browser. Open up your browser and in the location or URL box type in: <http://grades.tulare.k12.ca.us>. Once an account is created multiple students can be associated with the account. A link to the aeries student information portal to check student grades can also be found on the school website at <http://tphs.tjuhsd.org> under the heading Helpful Links.

All students currently have access to the gradebook program. Their login information is their school e-mail address and the password they use to log on to school computers. These accounts are re-created daily. If a student changes their password or e-mail address it will be reset each day. Parents can get this information from their student or the administration office and can use this information to check attendance and grade data.

Once you have created or logged into your account click on the appropriate tab for student information, attendance, and/or grades.

**Arriving to School Late:**

All students arriving to school late must sign-in at the office and wait to receive a late pass from the secretary before going to class. If only a few minutes remain before the end of the period the student may be required to wait in the office until the period is over before attending the next class.

**Attendance Policy for Graduating Seniors:**

Tulare Joint Union High School District has implemented a 95% attendance policy that must be met during the senior year for participation in commencement ceremonies.

Students must be in class at least 95% of the periods during the senior year of high school to participate in commencement ceremonies. Seniors not meeting the 95% attendance requirement will still graduate and receive a diploma but will not be part of the commencement ceremonies.

This is not an excused/unexcused absence policy. It is an attendance policy. Any absence will be counted against the 95% attendance requirements including absences due to suspension. The type of absence does not matter with the following exceptions:

1. Doctor appointment or doctor mandated stay at home
2. Subpoenas to court
3. Funeral for an immediate family member
4. Participation in a school activity

It is up to the student to bring verification from the doctor or court for an exception. Otherwise the absence will count against the policy. Verification must be brought within five (5) school days upon the return of the absence.

Saturday School attendance (all four hours) may clear an absence except absences due to suspension. Banking of Saturday School credit is NOT allowed.

### **Canines on Campus:**

To help maintain a safe campus and keep the school free of dangerous contraband Canines (specially trained drug dogs) are used periodically on campus to sniff out and alert staff to the presence of substances prohibited by law or Board policy. The canine visits occur randomly throughout the school year.

### **Closed Campus (Modified):**

**It is district policy to notify parents and guardians of the Tech Prep High School modified closed campus plan at the beginning of each school year.**

Tech Prep operates a modified closed campus. Currently, the policy states that freshmen and sophomores shall remain on campus during the lunch hour. Juniors and Seniors who are in “good standing” (no major discipline problems, no attendance issues) and earning credits towards graduation, may go off campus for lunch. Junior and Senior students who fail to maintain a “good standing” may have their off campus privilege suspended. **Please note**, off campus lunch privileges can be revoked for the remainder of the grading period for the following reasons: fighting, being in possession of drugs/alcohol, being under the influence of drugs/alcohol, any matter that involves a response by police, and/or arriving to campus late from lunch on three or more occasions.

In order to be eligible for the off campus lunch privilege Junior and Senior students must have the following credits at semester:

#### **Juniors:**

- 100 credits by the beginning of the first semester of the junior year, or
- 130 credits by the beginning of the second semester of the junior year

**Seniors:**

- 140 credits by the beginning of the first semester of the senior year, or
- 180 credits by the beginning of the second semester of the senior year

As an alternative to the above and only available to students at TPHS, off campus lunch privileges can also be earned by receiving all eligible course credits in a grading period. For example, if a student does not have the required credits to go off campus for lunch at the start of a semester, but earns two credits per course at the end of a grading period, he/she may be eligible for off campus lunch privileges the next grading period.

**Parents**, you have the right to revoke the off campus lunch privilege at any time you feel necessary.

**The governing board of the Tulare Joint Union High School District, pursuant to Section 44808.5 of the Education Code**, has decided to permit the pupils in good standing enrolled at Tech Prep High School to leave the school grounds during the lunch period.

**Section 4408.5 of the Education Code further states: “Neither the school district nor any officer or employee thereof shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds pursuant to this section.”**

**Discipline:**

When a student has committed an offense in violation of education code one or more of the following disciplinary actions is considered by the school administration (much depends on the seriousness of the offense while trying to be both fair and consistent, leaving suspension as a last resort, and making the discipline progressive):

- Warning, Parent/Guardian contact, Referral to Counseling, Campus Beautification-Community Service, Restriction from School Activities, Behavior Contract (18 year olds and probationers), 1 to 5 day Suspension, Law Enforcement Notification, Transfer (SV/TAS/Adult School), Recommendation for Expulsion.

Student conduct that will be reported to Law Enforcement includes, but is not limited to:

- Possessing, selling, or otherwise furnishing a firearm
- Possession of an explosive
- Assault with a firearm, deadly weapon, or instrument other than a firearm
- Assault likely to produce great bodily harm
- Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of a controlled substance, alcohol, or other intoxicant
- Offered, arranged, or negotiated to sell a controlled substance, alcohol, or other intoxicant and sold or otherwise furnished an item represented as a controlled substance, alcohol, or other intoxicant
- Any act of a pupil that may involve the possession or sale of narcotics or a controlled substance
- Violation of the Gun-free School Zone Act of 1995, within 1000 feet of a school

- Possession of a dirk, dagger, ice pick, knife, folding knife with a blade that locks into place, razor with an unguarded blade, box cutter, taser, stun gun, pellet gun, BB gun, or spot marker gun
- Vandalizing, defacing, or stealing of school property

### **Dress Code:**

All clothing shall be neat, clean and acceptable in repair and appearance and shall be worn within the bounds of decency, safety, and good taste as deemed appropriate by school administration. No clothing, attire, jewelry, or accessories will be allowed that detracts from a safe, productive learning environment.

**1.** Footwear must be worn at all times.

**2.** Any apparel, jewelry, accessory, notebook, backpack, or manner of grooming, which, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in gangs, advocates drug use, violence, disruptive behavior or is offensive is prohibited. Gang style clothing may vary and change from year-to-year. Attire or articles of clothing including, but not limited to, hats, hair nets, gloves, bandannas, wristbands, extremely long belts, belt buckles with initials, numbered items (XIII, 13, XIV, 14, etc.) or jewelry commonly held to be related to a gang or gang activity are not permitted. No clothing or apparel that may intimidate others or provoke others to acts of violence will be allowed on campus or at any school-sponsored activity. A behavior contract is enforced based on gang associated activities.

**3.** Caps and hats are not permitted on campus. From November 1st to March 1st, beanies will be allowed outdoors and must be:

- Free of designs other than district/school logos
- Free of any gang affiliation
- Free from advocating any alcohol, drug, or tobacco product

Any beanie not deemed appropriate by a school administrator will be confiscated.

Upon approval by site administration and for sun protection, students are allowed to wear a full brim hat that is constructed of cotton or canvas material, capable of being folded up while in the classroom. These hats must be:

- Free of any type of logo or writing
- Solid white or khaki color
- Removed upon entering building

**4.** See-through, bare midriff, fishnet blouses, spaghetti strap tops (straps must be one (1) inch or wider), low cut, revealing tops, muscle shirts, strapless tops, off-the-shoulder and undershirts are prohibited. Shirts cut low under the arm will not be acceptable. No student may wear clothing that contains words that are suggestive or has suggestive double meanings of lewdness, obscenity or vulgarity.

Clothing advertising alcohol, drug or tobacco products is prohibited.

5. The length of shorts must be within the bounds of decency and in good taste as appropriate for school. All shorts, skirts, and skorts must reach mid-thigh. Biker shorts shall not be worn as outer garments.
6. Any clothing, hairstyle, piercings, or styles of dress that may cause a threat, have a negative effect, or disrupt the educational process will not be permitted.
7. Shirts must be worn at all school activities including sporting events. Bare midriffs will not be allowed.
8. No bagging or sagging clothes are permitted. Pants must fit at the waist, hips, crotch and thighs. Belts must be tucked into the pant loop. No inappropriate holes or frays will be permitted.
9. Bandannas are not allowed at school or at school-sponsored events.
10. Towels, T-shirts, folded shirts or any other clothing article cannot be worn around the neck, draped over the shoulder, or hanging from the pocket.
11. Heavy chains that may pose a danger are prohibited.
12. Sports jerseys are not allowed on campus other than those with district/school logos effective 2014-2015.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

### **Education Code 48900- Legal Code Regarding Student Discipline:**

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.  
(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another

liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

**(e)** Committed or attempted to commit robbery or extortion.

**(f)** Caused or attempted to cause damage to school property or private property.

**(g)** Stole or attempted to steal school property or private property.

**(h)** Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.

**(i)** Committed an obscene act or engaged in habitual profanity or vulgarity.

**(j)** Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

**(k)** Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

**(l)** Knowingly received stolen school property or private property.

**(m)** Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

**(n)** Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

**(o)** Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

**(p)** Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

**(q)** Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

**(r)** Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts



committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.

(D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) "Electronic act" means the creation and transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, or image.

(ii) A post on a social network Internet Web site, including, but not limited to:

(I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

**(s)** A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:

(1) While on school grounds.

(2) While going to or coming from school.

(3) During the lunch period whether on or off the campus.

(4) During, or while going to or coming from, a school-sponsored activity.

**(t)** A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an

aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

**(u)** As used in this section, "school property" includes, but is not limited to, electronic files and databases.

**(v)** For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's specific misbehavior as specified in Section 48900.5.

**(w)** It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

### **Electronic Device Policy (includes cell phone, tablet, and headphone use):**

While these items are permitted on campus it is the students responsibility to ensure that their property is safely secured at all times and these items not be used during class time or instruction except as permitted by the teacher. **The Tulare Joint Union High School District is not responsible for lost, stolen, or damaged electronic communication devices or any charges incurred as a result.**

### **Emergency Fire Drills/Evacuation/Lockdown:**

Instructions for emergency procedures are posted by the exit door in each classroom. It is important that all students follow the emergency procedures as written and follow instruction from staff as we work together to ensure everyone's safety. Failure to follow procedures may result in disciplinary action.

**Felt Tip Markers-** The use or possession of felt tip markers is prohibited on the school grounds and at all school activities.

### **Food and Drink in Class:**

With the exception of water, food and drink are not allowed in classrooms during instruction. The only exception to this rule is for the first 5 minutes of 3rd period due to the short morning break and when there is a teacher sponsored activity. Otherwise, students are encouraged to eat and drink during the morning break and lunch.

### **Graduation Requirements:**

To receive a diploma from Tech Prep High School students must:

1. Complete all district and State of California required coursework through classroom attendance and accrual of credits
2. Earn a minimum of 220 credits

**Harassment:**

California's Education Code specifically prohibits discrimination and harassment against students and staff in schools on the basis of sex, ethnic group identification, race, national origin, religion, color, mental or physical disability, actual or perceived sexual orientation or gender identity. TPHS will not tolerate harassment of any student by any other student or district employee. Any case of harassment should be reported immediately to a school administrator.

Sexual harassment includes, but is not limited to, unwelcome sexual flirtations or propositions, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the educational setting. Other types of conduct which may constitute sexual harassment include verbal abuse of a sexual nature, graphic verbal comments about an individual's body, sexually degrading words used to describe an individual, the display of sexually suggestive objects or pictures in an educational setting, and any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

**Leaving School Early:**

Students are not allowed to leave school early (before lunch or end of the school day) without parent approval. Parents/guardians can call the administration office at 687-7400 or come by in person to arrange for a student to leave school early. Students leaving school without parent approval may be subject to disciplinary action and/or loss of privileges.

**Matches or Cigarette Lighters:**

Students are not allowed to have matches, cigarette lighters, or any ignitable device while on campus.

**Metal Detector:**

The Board believes that the presence of weapons in the schools threatens the district's ability to provide the safe and orderly learning environment to which district students and staff are entitled. The Board also believes that metal detector searches offer a reasonable means to keep weapons out of the schools and mitigate the fears of students and staff. Metal detectors will be used as necessary to help provide a safe learning environment.

**Out of Class:**

Any student out of his or her assigned class during instructional time is required to be in possession of a vest. A yellow vest is for a student going to the restroom whereas the orange vest is for a student going to or being called into the office. Students out of class without a vest may be subject to disciplinary action.

**Overt Displays of Affection:**

A high school campus is not the place for overt physical displays of affection between students. Students are expected to demonstrate appropriate behavior.

**ParentLink:**

ParentLink is a parental involvement program that informs you of your student's behavior, performance, attendance, and achievement on a daily, period by period basis. You may receive one automated call per day that will inform you of any information that your student's teachers feel is important. Such information may include an update on how your student is behaving in class, whether or not your student is completing daily assignments and how your student is doing on tests and/or quizzes, or several other critical messages. This allows us another way to connect parents with their student, increasing the student's chances for success. ParentLink is also used for special messages about events at the school and to communicate school wide emergencies.

**Prescriptions and Over-The-Counter Medications:**

All medications or prescription drugs need to be checked-in at the administration office prior to the student going to class.

**Recording Fights- or Instigating Fights:**

Any use or illegal use of an electronic device (such as a cell phone, smart phone, video or digital camera, MP3 player or any device capable of audio / video recording) that violates district policy is prohibited. Any student who intentionally uses an electronic device to record a fight; or instigate, aid or abet a fight for the purpose of recording such fight will be subject to disciplinary action.

**Restroom Use:**

Known as the 15/15 rule- In addition to teacher permission and wearing a vest students can only use the restroom after the first 15 minutes of class and before the last 15 minutes of class to limit the number of students out of class throughout the period. Students are encouraged to use the restroom during breaks and between classes.

**Returning to the Comprehensive Campus:**

Students may request to return to the comprehensive campus (Tulare Union, Tulare Western, or Mission Oak) 6 weeks prior to the end of a semester. For involuntary transfers the criteria for returning to the comprehensive campus typically include:

1. Attending school regularly (preferably attendance of 85% or better)
2. Passing all classes
3. No major disciplinary issues (fighting, drug use/possession, etc...)

Students referred to TPHS via the expulsion process may have additional criteria that must be met prior to being considered for re-enrollment at the comprehensive school.

**Riding the Bus:**

Riding the bus to and from school is a privilege. Students need to remember that while on the bus they are under the supervision of the school. Students are expected to follow the directions of the driver and to refrain from boisterous or dangerous behavior. Failure to behave properly on the bus or at bus stops may result in loss of riding privileges or other disciplinary action. All buses are equipped with video cameras to ensure safety.

### **School Dance Policy:**

Any student wanting to attend the Winter Formal, Backwards Dance, and/or Prom must have a current student ID card, be dressed appropriately (school dress code is enforced), and maintain 95% attendance or above to be eligible to attend.

All discipline rules and expectations and their consequences that are in effect during the school day will be enforced during school dances. Depending on the nature of the infraction, the student may be suspended or expelled from school. Students who are in violation of the dress code or choose to participate in inappropriate behaviors, including inappropriate dancing, touching or overt displays of affection, will be asked to leave the dance. The school will attempt to immediately contact the parent/guardian when a student is found in violation of school rules and is removed from a dance. For more information on school dances and school dance guidelines please contact the Assistant Principal's office.

### **SCICON and Class Assignments:**

Participation at SCICON as a student counselor is a privilege and at the discretion of school administration. To be eligible to be a counselor students must:

- Attend SCICON training
- Attend school regularly (80% attendance or above)
- Behave appropriately (no major disciplinary issues)
- Perform well academically (80% or above in all classes per aeries gradebook or teacher comments)

A successful stay for the entire duration of the week long commitment along with a positive evaluation from adult staff at SCICON will earn the student 5 elective credits. No partial credit will be given for students who leave SCICON early due to disciplinary reasons. Students are expected to complete the original assignments, or an alternative assignment as determined by the teacher, given during the week they are away at SCICON. It is important that the student stay current with information and content knowledge that may be needed for future assignments, projects, and/or benchmark exams. Exemptions from assignments will be given when the assignment is an activity or project that requires the student to be present to complete. Any missed assignments not exempted or not completed by the student will count against the student's total points/grade in class. Also, no student will be sent to participate as a counselor at SCICON the last week of a grading period.

### **Searches:**

School officials may search any individual student, his/her property, or district property under his/her control when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, Board policy, administrative regulation, or other rules of the district or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, purses, backpacks, and student vehicles parked on district property.

### **Sports Participation:**

To be eligible to compete in sports (Volleyball, Basketball, Softball) students must adhere to the expectations listed below if they want to represent TPHS and compete against other schools in the Continuation Athletic League. Eligibility consists of:

- Passing all classes the previous grading period
- Maintaining a minimum of 80% attendance for the semester
- Not being sent home on suspension the week of the game

Please note, if there are more eligible players than there are spaces on the roster on game day it becomes the coach's discretion as to who plays and who stays behind. The Coach will select players based on:

- Participation in practice, Ability level, and Attitude

### **Tobacco Use:**

The use or possession of tobacco in any form is prohibited on the school grounds and at all school activities.

### **Use of District Technology:**

District students are only permitted to use District Technology for purposes which are safe (pose no risk to students, employees or assets), legal, ethical, do not conflict with their duties or the mission of the District, and are compliant with all other District policies. The District reserves the right to restrict online destinations through software or other means.

### **Unauthorized Sales of Food:**

Students may not sell food and other items on the campus unless they represent a school-sponsored club or activity that has received permission to sell by the ASB.

### **Valuables / Student Cars:**

Students are encouraged to leave all valuables and non-essential school items at home. While Tech Prep staff make every effort to minimize theft the school cannot be responsible for lost or stolen items. School insurance does not cover the loss of student valuables taken from a car or damage to student cars parked in the student parking lot.

### **Video Cameras on Campus:**

Video surveillance cameras are located throughout the entire campus to assist school administration and police with investigations aimed at maintaining safety and discipline.

### **Visitors on Campus:**

To help ensure the safety of the students and staff at TPHS, all non-students (including parents) must check in at the administration office and must be approved by administration before going further onto campus. In general, students are not to bring friends/siblings/other relatives to campus as visitors without prior approval from administration. Best time for former students or others to visit with teaching staff is after school.

### **Weapons:**

It is against the criminal law and school law to bring any kind of weapon, or an imitation firearm, to school. This includes any kind of knife. The education code requires that a student be expelled from school for bringing a weapon, including an imitation, or any kind of dangerous object onto the school campus. Expulsion will occur if a weapon or any dangerous object is found in the student's possession, in their backpack, in their locker, or in their car parked on campus. Furthermore, any student found in possession of a weapon or dangerous object will be arrested by the police.

In addition, articles of clothing, jewelry or accessories which could pose a threat to the physical well-being and safety of students or others are not to be worn on campus. These include, but are not limited to, such items as spiked collars, spiked rings or wristbands, brass knuckles, steel toed shoes/boots, chains worn as jewelry, and over-sized chains attached to wallets.

**INAPPROPRIATE OR PROHIBITED ITEMS FOUND ON CAMPUS WILL BE CONFISCATED AND HELD BY THE ADMINISTRATION OR THE POLICE UNTIL SUCH TIME THAT A PARENT OR GUARDIAN IS PERMITTED TO RETRIEVE THEM. ITEMS NOT PICKED UP PRIOR TO THE END OF EACH SEMESTER WILL BE DISPOSED OF AT THE DISCRETION OF THE SCHOOL.**