

*Thompson Valley  
High School*

STUDENT HANDBOOK 2010-2011  
School Website: [www.TVHSeagles.org](http://www.TVHSeagles.org)

TVHS MISSION STATEMENT

**Success:**  
*Learned and Earned*

**ATTENDANCE POLICY for 2010-11**

Attendance is an integral part of the educational process; in order for students to take full advantage of the educational opportunities afforded them, regular attendance is essential. Students who are absent or late tend to miss experiences that cannot be recreated:

- Classroom interactions between the other students and the instructor are critical to the learning process.
- Asking/answering questions about assignments occurs each day in the classroom and cannot be duplicated.

The correlation between student performance and attendance is strong. Students who have good attendance achieve higher grades, enjoy school more, and have better attitudes about themselves and others. In addition, they are more employable after leaving school.

**Excused Absences**

Taking the above statement into account, the following is a list of valid reasons that indicate an excused absence:

1. A student who is temporarily ill or injured.
2. A student who is absent for an extended period due to physical, mental or emotional disability.
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending a school-sponsored activity, or who has advance approval by the administration to attend an activity of an educational nature.
5. A student whose presence in school, on a doctor's written advice, may constitute a danger to his/her health or will seriously expose other students to a health hazard.
6. A student who has a death in his/her immediate family.
7. A student whose presence is required in court.
8. A student who is participating in an observance of his/her religion.
9. A student who has the written approval of the building principal based on special family circumstances.

Should one of these contingencies occur, it is the parent/guardian's responsibility to contact the school attendance line 970-613-7990 or send a signed note to the school detailing the reason for the absence within two school days (Day one is the day of the absence and day two is the day following the absence). After two school days have elapsed, the absence will be permanently listed as unexcused and further changes may only be made through an administrator. An unexcused absence (UNX) is defined as an absence that is not covered by one of the foregoing exceptions.

**Pre-Arranged Absences**

A pre-arranged absence is a planned absence lasting three (3) or more school days, is not school related, and the school is notified prior to the absence. *Students who are failing more than one class should not be taking a pre-arranged absence.*

The following steps should be taken at least 48 hours *prior* to any pre-arranged absence:

1. Obtain a Pre-Arranged Absence Form from the school attendance clerk. A note or phone call from the parent is required in order to obtain a form.

2. The form should be completed by all teachers affected by the absence.
3. After the form has been completed by the teachers, a parent signature is required at the bottom of the form certifying that the parent is informed and approves the intended absence.
4. The Pre-Arranged Absence Form is turned into the attendance clerk to be kept on file.
5. (Note: The student is responsible for obtaining their make-up work prior to the absence.)

### **Excessive Unexcused Absences**

The following attendance-related discipline model will be utilized for excessive unexcused absences. The process is initiated at the beginning of each semester and is cumulative for the duration of the semester. Unexcused absence accumulation totals are calculated separately for each course. No credit shall be permitted for any student for any class or portion of a class during which time the student was truant, although students are encouraged to make up this work to stay up with the rest of the class.

#### **2+ Unexcused Absences:**

Teacher/Student Interaction – the teacher will advise their student as to possible consequences of habitual truancy. Teachers will be encouraged to make a parent/guardian contact via a phone call home or in an E-mail to inform the parent/guardian of unexcused absences.

#### **4+ Unexcused Absences:**

An administrator will contact students who continue to have unexcused absences as soon as they reach their 4<sup>th</sup> occurrence or shortly thereafter. The administrator will determine appropriate discipline measures which may include, but is not limited to, being placed on an attendance contract, assigned to our work detail or serve an in-school suspension. Parents will be notified of attendance contracts or ISS.

#### **6+ Unexcused Absences (Possible Drop from Course or Possible Loss of Credit):**

An administrator, teacher, counselor or parent may initiate the process to recommend having a student dropped from class or to lose credit for the class when the student has incurred six (6) unexcused absences. Particular attention will be paid to the student's ability to earn credit and educational benefit by remaining in class, and any extenuating circumstances that may have resulted in the unexcused absences before a decision is made. Course withdrawal, whether initiated by an administrator, teacher, counselor or parent, will be recorded as FA (Failure due to Attendance).

#### **Failure due to Absences (FA) Procedure:**

Students who receive a grade of FA in a course required for graduation may retake the course on a space available basis after reimbursing the district for the student's portion of cost to the district.

#### **Make-up Work**

Students will have one school day for every day they were absent *plus* one additional school day to submit make-up work. *(For example, if a student has a one-day excused absence from school, they must submit make-up work no later than their second school-day upon return. However; it is expected that major projects, reports, papers, etc. for which due dates have been established well in advance, will be submitted on time unless alternative arrangements have been made with the teacher.)*

### **LEAVING SCHOOL**

#### **School Nurse**

Students who are ill must go to the nurse's office with a pass from a teacher to call parents in order to be excused for an illness. If a student is under a doctor's care for an extended period of time, parents need to supply the nurse's office with a medical excuse from the doctor to have the absences medically waived. Parents/guardians coming to school to pick up their child must show identification and be listed as a parent/guardian contact in the school's data base.

### **Open Campus Regulations**

If the student does not have a regularly scheduled class, the student should be off campus or in a designated area. Administrators have the discretion of suspending or terminating lunch open campus privileges at any time. If a student is scheduled to be in a class, they must be in that class or off campus, whether they are excused or unexcused from class.

### **PARKING**

For safety and security reasons, students will be required to register **each** vehicle driven in order to be able to park in the TVHS student parking lot.

- **Every vehicle must display a free window permit.**
- The student must complete an application form signed by the student driver.
- Once a permit is issued it remains with the student throughout high school.
- All tickets must be paid within 10 school days; otherwise, the next step in the sequence will be taken.
- A parking boot maybe used for parking violations and/or identification of a driver/owner vehicle. In this case, the driver/owner should not drive his/her vehicle and contact campus security.

### **SCHOOL DRESS**

School is the business and professional work environment for students. Clothing should be appropriate for school and school activities and should not distract from the learning environment. Clothing includes all forms of personal appearance including, but not limited to, shirts, pants, skirts, shoes, hats, jewelry, emblems, and badges. Determination of “inappropriate or classroom-disruptive clothing” will be at the discretion of TVHS staff members.

To create a safe environment that focuses first and foremost on student achievement, students at TVHS will abide by the following dress guidelines of modesty, safety, and cleanliness

**MODESTY** means that clothing should not be sexually revealing, indecent, transparent, or in any way disruptive to the learning process. Examples include, but are not limited to:

- √ **All shirts and tops must have sleeves.**
- √ **No bandanas will be allowed during the school day.**
- √ Clothing must cover underwear, the back, the midriff, the chest (including cleavage), and buttocks, whether sitting or standing.
- √ Half shirts, short-shorts, see-through shirts, mesh shirts, tube tops, and are inappropriate for school dress.

Clothing should not create a safety hazard, be intimidating to other students, or create an unsafe learning environment in the classroom. Students cannot wear nor have on their person anything that may be a danger to him/her or others. Examples include, but are not limited to:

- √ Clothing promoting alcohol, drugs, tobacco, gang affiliation (as determined by the Loveland Police Department Gang Unit), sexuality, profanity, racial discrimination, or any illegal activity.
- √ Any jewelry or accessories which can be used as a weapon including spiked jewelry or chains of any kind.
- √ Shoes or sandals must be worn at all times.
- √ Hats should not be a distraction to the learning environment. The appropriateness of hats will be left to the discretion of the staff.

**CLEANLINESS** means that the physical appearance of students shall not interfere with the learning environment by offending sanitary conditions and common standards of cleanliness in our culture. Students who violate this will be referred to the school nurse.

### **PBS/DISCIPLINE**

All staff members are responsible for the enforcement of school board policies and Thompson Valley High School regulations. Any student who willingly engages in any of the prohibited activities as outlined in the TVHS Student Handbook or the Thompson R2-J Discipline Code book will be subject to disciplinary action.

### **Minor versus Major Behavior Violations**

**Minor Behavior Violations** – These actions do not significantly violate the rights of others, do not put others at risk or harm, are not chronic, and do not require administrative involvement. After four attempts of the five step plan (i.e. student/teacher conference, parent phone call, teacher detention) to modify the following behaviors, the student should be referred to an administrator. Examples included, but are not limited to:

- Minor inappropriate language
- Defiance/Disrespect/Non Compliance
- Technology Violation/Property Misuse
- Disruption
- Insubordination
- Dress Code Violation

**Major Behavior Violations** – These behaviors significantly violate the rights of others, put others at risk or harm, are chronic, and require administrative involvement. Examples included, but are not limited to:

- Profanity, Verbal Harassment
- Physical Aggression,
- Habitual Minor Violations
- Drug or Alcohol Violations
- Harassment/Theft
- Dangerous Item/Knife/Weapons

### **Five Step Plan**

1. 1<sup>st</sup> offense: Student warned. Conference with teacher.
2. 2<sup>nd</sup> offense: Student warned. Parent contacted by teacher.
3. 3<sup>rd</sup> offense: Teacher assigned detention or loss of privileges. Parent contacted. student/parent/teacher/counselor intervention conference.
4. 4<sup>th</sup> offense: Teacher assigned detention or loss of privileges. Parent contacted. student/parent/teacher/counselor intervention conference.
5. 5<sup>th</sup> offense: Referral to administrator.

**Please note:** By state law the definition of “habitually disruptive student”: is a student who has been suspended 3 times during a school year. Parents will be notified upon each suspension. The law requires that a remedial discipline plan be developed after the second offense.

A disciplinary referral is sent home to parents when disciplinary action is taken. Students will be allowed to make up assignments for full points upon returning from their suspension. If you should have any questions or concerns, please contact the person who made the referral or the administrator who signed the referral form.

### **TOBACCO PRODUCTS**

Thompson Valley High School is a tobacco free/drug free environment. **The Board of Education, Colorado state law and the Loveland city ordinance prohibit the use or possession of tobacco products by any individual in or on school property. Violators will be ticketed by the Loveland Police Department.** Disciplinary action will also be taken by the school.

### **SAFETY**

#### **Weapons in school**

The Board of education will not tolerate student possession or use of weapons on district grounds. Such behavior is unacceptable, detrimental to the safety of others and destructive to a positive learning environment. Carrying, bringing, using or possessing any dangerous weapon in any school building, on school grounds, in any school vehicle or at any school sponsored activity without the authorization of the school or the school district is prohibited. Expulsion is mandatory for this conduct. Dangerous weapons include, but are not limited to:

1. Firearms, loaded or unloaded, or firearm facsimile that could reasonably be mistaken for an actual firearm.

2. Pellet or BB guns or other devices, whether operational or not, designed to propel projectiles by spring action or compressed air.
3. Any device designed to be capable of temporarily immobilizing a person by the infliction of an electrical charge.
4. Knives – knives include a fixed blade knife with a blade that measures longer than three inches in length or a spring-loaded knife or a pocket knife with a blade longer than three and one-half inches.
5. Any other weapon, device, instrument or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury.

**NO KNIVES OF ANY KIND ARE ALLOWED ON CAMPUS AT ANY TIME!**

**Student Property**

The school district assumes no responsibility for loss to students’ personal property or for items such as, but not limited to, radios, MP3 players, cameras, pagers, cellular phones, CD players, camcorders, Game Boys, electronic games, and skateboards. **Students will not be allowed to have their skateboard in the classroom.** Any type of skating in the building or on school property is prohibited -- ie. skateboards, roller blades, heelies, etc. ***AS PER BOARD POLICY JHFC -- Skateboard riding on school grounds is prohibited.*** Bringing excessive money or expensive items to school is strongly discouraged. Cell phones should be in the silent mode and are not allowed to interrupt the classroom. If they do, they will be confiscated and a parent may be required to retrieve it. Headsets, radios, IPODs or any other communication device will be at teacher discretion.

**Use of Video Cameras**

TVHS utilizes video cameras on the interior and exterior of the premises.

**USE OF INTERNET**

TVHS students have access to networked computers with Internet access for the purpose of furthering educational goals and objectives included in our approved curriculum. We believe that the benefits to students exceed any possible disadvantages. In accordance with School Board Policy, ***all*** Internet users must read and sign an *Internet Acceptable User Agreement*. These forms will be available at registration.

Students are responsible for appropriate behavior on the school computer network. Unauthorized access to the system or any action that destroys the data of others or interferes with their usage of the system will be considered an act of vandalism and result in disciplinary action according to district policy. Individuals who abuse the systems, harass other students, vandalize equipment, or use e-mail and Internet for personal use may also lose their computer privileges and/or be held financially liable for necessary repairs, replacement or restoration of data or equipment.

<b>TVHS Bell Schedule 2010-11</b>			<b>WEDNESDAY SCHEDULE</b>		
<b>Block Schedule - 7 minute passing period</b>			<b>Block Schedule - 7 minute passing period</b>		
<b>DAILY SCHEDULE</b>					
<b>BLACK</b>		<b>GOLD</b>	<b>BLACK</b>		<b>GOLD</b>
Period 1	7:38 - 9:13	Period 5	Period 1	7:38 - 8:53	Period 5
Period 2	9:20 - 10:57	Period 6	Period 2	9:00 – 10:17	Period 6
Lunch	11:04 -11:44	Lunch	Period 3	10:24 – 11:39	Period 7
Period 3	11:44 - 1:19	Period 7	Period 4	11:46 – 1:01	Period 8
Period 4	1:26 - 3:01	Period 8	Lunch	1:06 – 1:21	Lunch