

**Tehachapi High School**  
**A California Distinguished School**  
**801 South Dennison Road**  
**661-822-2130**  
**www.teh.k12.ca.us/th**  
**2018/2019**

Welcome To Tehachapi High School

Dear Parents and Students,

Welcome to Tehachapi High School. I look forward to this year and working with staff, teachers, and parents to provide a rewarding educational experience for all THS students. Please use this student planner to navigate the many excellent services and programs available at THS. Have a great year!

Scott Heitman, Principal

**Mascot.....Warrior**

**School Colors.....Green, White, and Black**

**Alma Mater**

*Memories that linger on of the days gone by,  
Memories of times we've had here at Tehachapi High.  
Stand together Warriors all  
Keep our records clear, battles fought and victories won  
Growing year by year.  
Memories that linger on of the days gone by,  
Memories of friends we've made here at Tehachapi High.  
Hail all, hail to thee.*

**MISSION STATEMENT**

THS is committed to providing a comprehensive, challenging, enriching and academic environment for all students. Through the collaborative efforts of school, students, families and community, THS graduates will be ready to succeed in and contribute to an ever-changing, complex and diverse world.

This planner belongs to: \_\_\_\_\_

**TABLE OF CONTENTS**

Topic	Page
Academic/Counseling Policies	4
Activities/Eligibility	8
Athletics/Eligibility	10
Attendance Policies	12
Bell Schedules	3
Cell Phones/Electronics	21
Citizenship	5
Communication Guidelines	21
Discipline Policies	15
Dress Code	20
Eligibility	8
Finals	3
Grading Calendar	5
Graduation Requirements	6
Library	22
Medication at School	22
Miscellaneous Policies	21
Outstanding Debts	23
Parking	23
Textbooks	23
Uniform Complaint Procedure Policy	24
Visitors	25

**Key Contacts at Tehachapi High School**

Attendance		Nancy Fjeld	822-2132
Athletics/Activities Secretary		Denise Hall	822-2137
Principal /Secretary	Scott Heitman	Debbie Haycock	822-2133
Asst. Principal/Secretary (10 & 12)	Cristy Libatique	Rebecca Miller	822-2136
Asst. Principal/Secretary (9 & 11)	Victor Morones	Tara Graves	822-2131
Athletic Director		Victor Morones	822-2135
Activities Director		Amy Watkins	822-2147
Counseling Secretary		Alicia O'Beirne	822-2146
Counselor		Randall Jackson	822-2730
Counselor			822-2701
Counselor		Matt Sterk	822-2253
Career Center		Natalie Franchere	822-2148
Librarian		Ramona Turmezei	822-2143
Special Education		Rebecca Miller	822-2136
Student Services		Tara Graves	822-2131
Student Receptionist			822-2130

Email addresses: [jdoe@teh.k12.ca.us](mailto:jdoe@teh.k12.ca.us)

Office Hours: 7:00 am – 3:30 pm

**BELL SCHEDULES**

**REGULAR DAY**

Period 1 7:30 – 8:26  
 Period 2 8:32– 9:32  
 Period 3 9:38 – 10:34  
 Break 10:34 – 10:44  
 Period 4 10:50 – 11:46  
 Period 5 11:52 – 12:48  
 Lunch 12:48 – 1:28  
 Period 6 1:34 – 2:30

**MINIMUM DAY**

Period 1 7:30 – 8:07  
 Period 2 8:13 – 8:53  
 Period 3 8:59 – 9:36  
 Break 9:36 – 9:46  
 Period 4 9:52 – 10:29  
 Period 5 10:35 – 11:12  
 Period 6 11:18 – 11:55

**TWO-HOUR DELAY**

Period 1 9:30 – 10:08  
 Period 2 10:14 – 10:54  
 Period 3 11:00 – 11:38  
 Period 4 11:44 – 12:22  
 Lunch 12:22 – 1:02  
 Period 5 1:08 – 1:46  
 Period 6 1:52 – 2:30

**FINALS – DAY 1**

12/18/18 & 6/4/19

Period 1 7:30 – 9:35  
 Break 9:35 – 9:50  
 Period 2 9:56 – 12:00

**FINALS – DAY 2**

12/19/18 & 6/5/19

Period 3 7:30 – 9:35  
 Break 9:35 – 9:50  
 Period 5 9:56- 12:00

**FINALS – DAY 3**

12/20/18 & 6/6/19

Period 4 7:30 – 9:35  
 Lunch 9:35 – 9:50  
 Period 6 9:56 – 12:00

**CALENDAR**

A calendar of school events is kept in Student Services. Any additions to the master calendar must be approved by the Principal.

**IMPORTANT DATES – Please refer to school website for current activities:  
www.teh.k12.ca.us/th**

Labor Day Holiday	September 3
Back to School Night	August 29
Veteran’s Day Holiday	November 12
Thanksgiving Break	November 19-23
Finals	December 18-20
Winter Break	December 21- January 4
Martin Luther King, Jr. Holiday	January 21
Presidents’ Holidays	February 15 and 18
Spring Break	April 15-22
CAASPP	April 1 – May 30
Senior Events – Senior Meeting	April
Prom	April 27
Memorial Day Holiday	May 27
Finals	June 4-6
Graduation	June 6
AP Testing	May 6 -17
Staff Development	September 12, October 31

## **ACADEMICS/COUNSELING POLICIES**

### **ACADEMICS-ACADEMIC INTEGRITY (CHEATING POLICY)**

Each student has a moral obligation to complete his/her own schoolwork. Cheating and plagiarism are wrong. Students who violate this policy will receive disciplinary action.

Following are examples of academic dishonesty:

Cheating on Exams:

1. Use of any materials not expressly allowed by the teacher, such as notes, tables of calculators.
2. Answers obtained by observation of another student's test or any form of communication between students during an exam.

Plagiarism:

1. Failure to use quotation marks when quoting directly from another, whether it is a paragraph, sentence or part thereof.
2. Copying phrases or ideas from a book, magazine, Internet or other source without giving credit to the author.
3. Turning in the work of another individual as your own.
4. Giving an oral presentation that is the work of another individual.
5. Purchasing a paper off the Internet and using the words/ideas as your own.
6. Obtaining assistance from another individual to the point where the paper is a collaborative effort instead of the individual's own work.

*When in doubt about the correct way to cite a source, consult Writers Inc.*

Fabrication:

1. Changing an answer on a test and returning it to the teacher with the claim that the test was graded incorrectly.
2. Inventing data for a survey or lab assignment.

Other Types:

1. Turning in the same paper in two or more classes without the consent of both teachers.
2. Working with another student when independent work is specified.
3. Allowing someone to use your work and turn it in as his/her own.
4. Falsifying a grade document.
5. Unauthorized use of an electronic device (i.e. camera phone, etc.)

### **ACADEMICS-ADD/DROP POLICY – STUDENT/PARENT INITIATED**

Requests for schedule changes must be in writing. Students may request to change their classes during the first 10 school days of the semester provided there is available space in classes to do so. There will be no schedule changes after the second week of any semester. If, after school starts, the student is considering a schedule change for second semester or has received an 'F' (failing) for a class, the student must initiate this change before winter break. No schedule changes after the second week of the semester are permitted.

Absences from classes listed on the student's schedule will be counted on the record from the first day of school for every day the student is not in class unless a student is a transfer. See 2018-2019 Course Description Book.

### **ACADEMICS-AP EXAMINATIONS:**

Students enrolled in AP classes are required to take AP exams. The exams are administered the first two weeks in May. Please check the website for dates and to complete an online registration form.

**ACADEMICS-CITIZENSHIP GRADES-MERITS**

All students begin the school year with 100 merits. At the beginning of the second semester all students' merits will be re-adjusted. If above 31 demerits they will be adjusted to 31 demerits. If 31 demerits and below they are adjusted to 0. Students who are not merit eligible at the end of the year will need to make up merits to be merit eligible.

A = 90-100 merits  
B = 80-89 merits

C = 70-79 merits  
D = 60-69 merits

Merits are added or deducted throughout the semester. Merits may be regained at the rate of four per hour with a maximum of 8 merits per day. Students may make up merits with lunch or Saturday detention, or with a staff member, parent or community organization after they have received prior administrative approval.

**ACADEMICS-FAILING GRADES –**

Ed. Code 49067 and Board Policy 5121(c) provides that when a student has accumulated more than 15 days of unexcused absences or chronic tardiness from a class in one semester, the teacher may assign a failing grade for that class.

**ACADEMICS-FINAL EXAMS –**

Final exams will be given the last three days of each semester, which includes two finals each day. If a student chooses not to attend school during finals, they have one of two options: a) with the teacher's permission, they may reschedule the final. B) with the teacher's permission, the student can accept their grade as-is, and/or the student may take a zero (0) for the final. The principal may grant an exception if a student can prove extenuating circumstances that warrant it. Seniors will have separate schedule for finals prior to the week of graduation. This schedule will be outlined in the Senior Activity Guide.

**ACADEMICS-GRADING CALENDAR**

First Quarter Progress Report	September 18
End of First Quarter Grading Period	October 16
Second Quarter Progress Report	November 13
End of First Semester Grading Period	December 20
Third Quarter Progress Report	February 12
End of Third Quarter Grading Period	March 19
Fourth Quarter Progress Report	April 23
End of Second Semester Grading Period	June 6

**ACADEMICS-GRADUATION REQUIREMENTS- through class of 2020**

English	40 credits
Math	20 credits
Algebra	10 credits
Life Science	10 credits
World History	10 credits

US History	10 credits	
Economics	5 credits	
Government	5 credits	
VAPA/LOTE/CTE	10 credits	
Physical Science	10 credits	
Physical Education	20 credits	
Health	5 credits	
Electives	75 credits	
<b>TOTAL:</b>		<b>230 Credits</b>

**ACADEMICS-GRADUATION REQUIREMENTS- beginning with class of 2021**

English	40 credits	
Math	20 credits	
Algebra	10 credits	
Life Science	10 credits	
World History	10 credits	
US History	10 credits	
Economics	5 credits	
Government	5 credits	
VAPA/LOTE/CTE	10 credits	
Physical Science	10 credits	
Elective Science	10 credits	
Physical Education	20 credits	
Health	5 credits	
Electives	65 credits	
<b>TOTAL:</b>		<b>230 Credits</b>

- A complete listing of courses offered, prerequisites and requirements are included in the 2018-2019 Course Description Book.

**ACADEMICS-GRADUATION/DIPLOMA FROM THS**

To receive a diploma from Tehachapi High School and participate in the graduation ceremony, a student must meet all the graduation requirements of Tehachapi High School. If a student who has met all of the graduation requirements leaves high school before the end of the senior year and wishes to participate in the graduation ceremony for his/her class, the student must apply to the school board for permission to do this before February 1 of that year. The board will review each request and decide on a case-by-case basis.

**ACADEMICS-SCHOLASTIC HONORS**

Valedictorian(s) and Salutatorian(s) selection is based on the highest grade point average in the graduating class covering the 9th grade through and including the second semester of their 12th grade year.

To be eligible to be a THS valedictorian or salutatorian, a student must have been enrolled at Tehachapi High School for a minimum of five consecutive semesters (excluding summer school) immediately prior to graduation.

Class rank is determined by calculating the weighted GPA as outlined in AR 5121. The students in a given class will be sorted by descending weighted GPA. The weighted GPA is a combination of non-enhanced and enhanced grade point averages. First a "raw" non-enhanced GPA will be determined using grades from all approved coursework without taking into account extra grade points.

The number of classes eligible for the "enhanced" grade points is then multiplied by a weighting factor (0.0193). The result is added to the "raw" GPA to yield a weighted GPA. This system recognizes a maximum of the first 16 semesters of classes eligible for the enhanced grade point (earned grade of C or above).

#### **ACADEMICS-ENROLLMENT REQUIREMENTS**

Students in grades 9-11 must be enrolled in six classes. Seniors must be enrolled in a minimum of five (5) classes unless designated in an Individual Education Program (IEP).

**ACADEMICS-HONOR ROLL & AWARDS**-To be eligible for an academic letter during a semester, a student must earn a minimum of 3.5 GPA, have at least four college prep academic classes from Columns 1 and 2 of the CSF list, and an A in citizenship. Letters and patches are complimentary for students who have purchased an ASB card. Qualifying students who have not purchased an ASB card may buy their letters for \$10, and patches for \$5.

**ACADEMICS-NHS** - Students nominated into NHS shall be registered students at Tehachapi High School for at least one semester prior to nomination; be in grades 10, 11 or 12th in the time they are nominated; and have a 3.0 cumulative GPA in accordance with the National Honor Society Chapter and the ASB Constitution of NHS. Further, the Faculty Council will look for students who have at least one of the following: actively involved in their class, clubs or teams for THS, in particular, hold offices for such classes or clubs or are captains of sport teams; member of either Warrior Band; Jazz Band or Show Choir (or any group that represents our school to the community). In addition, the Faculty Council is looking for students who have given back to their school and community. Service to the school is primary. After that, community service will be considered. While a Letter of Introduction is not an application, all letters will be seriously considered.

**ACADEMICS-CSF** - California Scholarship Federation is a scholastic honor organization that a student may join after each semester of their high school career if they have met the CSF criteria for membership based on classes taken and grades received for that semester. Students cannot register for membership in past semesters, so students need to see the CSF advisor at the end of every semester to submit their application and dues for membership for the immediately preceding semester. Graduating seniors can be awarded special honors and potential scholarships based on CSF guidelines.

**ACADEMICS-TRANSFER TO ALTERNATE EDUCATION SETTING** – Students must get administrative approval from Tehachapi High School and Monroe to transfer to Monroe and in order to return to THS. The request may be denied for not being on target for graduation or for not having enough credits from a comprehensive high school to graduate from THS. A denied petition may be appealed to the Superintendent.

## ACTIVITIES

### **ACTIVITIES-ACADEMIC ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES**

- Academic eligibility is determined at the end of each quarter grading period.
- Ineligibility is for the following quarter/semester grading period until the Monday following report card distribution.
- The student must maintain a minimum of 2.0 GPA to be eligible for extra-curricular activities.
- GPA excludes citizenship grades.

### **ACTIVITIES-ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES**

One or more of the following conditions will prohibit a student from attending or participating in extracurricular activities:

- 1) Truant (unexcused absence) from school on the day of the event;
- 2) Student attends fewer than four periods on the day of the event (a doctor's note is required for medical appointments that keep the student out of class more than two periods).
- 3) Any form of expulsion or suspension;
- 4) Administrative disciplinary action.
- 5) Merit, ASB, or Textbook (MAT) Ineligible
- 6) Students are responsible to get class work before the school event. School activities are not considered an absence.
- 7) Less than 2.0 GPA
  - It is the student's responsibility to make up work missed because of a school-sponsored trip. School activities are not considered absences.
  - Students traveling as part of a school-sponsored activity must ride school transportation to the event.
  - Students may return by other than school transportation only if a parent personally takes custody from the coach, faculty member, or administrator. (Any exceptions must have a written note from the parent prior to leaving school and be approved by an administrator. Forms are available through the Athletic Director and Student Services' offices.)

### **ACTIVITIES-DANCE POLICY**

1. All students must present a valid Tehachapi High School ID card when entering any school-sponsored dance or official activity. Students who can be identified by staff as being currently enrolled may attend the dance and pay an additional fee of \$2 in lieu of presenting their ID card.
2. No expelled students, junior high students nor individuals 21 years old or older are allowed as guests for dances. Student hosts are responsible for their guests and must enter and leave the dances with them. Students will have two weeks, prior to the dance, to return a completed guest pass request form.
3. Students may not leave any dance or activity and then be readmitted. No exceptions will be made to this rule. Students who leave dances or activities must leave the campus and/or dance area at once.
4. All students must be dressed appropriately (in dress code unless stated otherwise) for a dance or they will not be admitted.
5. All students must be merit, ASB and textbook (MAT) eligible.

6. Inappropriate dancing will not be tolerated. Any student caught dancing inappropriately will be given ONE warning. A second offense will result in the student being removed from the dance and a phone call home.

**ACTIVITIES - CLUBS AND ORGANIZATIONS**

To make high school more meaningful and beneficial, students are encouraged to participate in some type of school activity. In addition to the athletic program, there are many clubs and organizations that welcome participation.

ASB/Student Government	Interact Club	GSA
Art Club	FCA	Robotics
CSF	Key Club	Science Bowl
Drama Club	Mathletes	HOSA
Cups-to-you	National Honor Society	Warrior Crew
FBLA	OTAKU	Youth Alive
FCCLA	Chess Club	E-Sport Warriors
International Club	Hacky Sack Club	Literary Review Circle

**ACTIVITIES-MERITS - DEMERITS - NON-PARTICIPATION LIST** - The merit eligibility list is distributed to the high school staff each Tuesday. This list will include all students with 25 or more demerits. Students must maintain a minimum of 70 merits to remain eligible for activities. All makeup merits must be in the office by 3:00 p.m. on Monday. Merit retrieval is available at lunch, after school, and Saturday detention. Students are limited to three (3) contracts for merit retrieval per semester. Merits will be adjusted only once during the year at the end of first semester. Students with ASB & textbook debts are ineligible until paid.

**ACTIVITIES - GRADUATION/SENIOR ACTIVITIES**

Participation in senior activities will be denied (this may include participation in the graduation ceremony) for any of the following reasons:

- In-school and home suspension
- Patterns of tardies
- Unexcused tardies
- Cutting class and/or school
- Less than 90% attendance rate
- Failure to complete state testing
- Merit ineligible and/or outstanding school debts
- Senior prank that creates school disruption, disturbance, or vandalism that is an expense to the school or district or requires extra work by school/district employees

**ATHLETICS**

Participants must follow the Athletic Code of Conduct that he/she will sign before participating in any athletic event. In addition, athletes must adhere to the following:

Code of Ethics

- I. Scholarship and Attendance:

1. An athlete must maintain a minimum of 2.0 GPA, must have passed 20 semester credits the previous semester, and be currently enrolled in 25 semester credits. Failure results in ineligibility until the next grading period.
2. Athletes may use summer school to regain athletic eligibility for fall sports. The summer school grade will be used to replace the grade received in the previous 2<sup>nd</sup> semester grading period. \*NOTE-the class being replaced must be the same class taken in the previous semester.
3. An athlete must be merit eligible. If not, he/she cannot participate until they again become merit eligible. Merit eligibility is on a weekly basis. (They can practice but cannot dress out, travel or participate in any contest.)
4. All entering freshman are eligible when they enter Tehachapi High School.
5. An athlete must attend school on the day of the contest in order to participate in the contest (on a school day) unless approval for a special situation is granted by the administration.

II. Citizenship:

1. An athlete shall display good sportsmanship. An athlete's behavior shall be such that it will bring honor and credit to Tehachapi High School.
2. An athlete must follow all rules and regulations set up by the school, league, and CIF.
3. Any act or expression of vulgarity or profanity is not acceptable.  
Enforcement: Discipline set forth by Head Coach and/or THS Athletic Director.

III. Possession and/or Use of Illegal Drugs: (on or off campus)

1. Tobacco
  - a. First Offense: Ineligible for a period of 4 weeks/ 2 weeks with intervention.
  - b. Second Offense: Ineligible for a period of 9 weeks.
  - c. Third Offense: Ineligible for a period of 18 weeks.
2. Alcohol
  - a. First Offense: Ineligible for a period of 9 weeks/6 weeks with intervention
  - b. Second Offense: Ineligible for a period of 18 weeks
  - c. Third Offense: Ineligible for a calendar year
3. Other Illegal Drugs:
  - a. First Offense: Ineligible for a period of 9 weeks/6 weeks with intervention
  - b. Second Offense: Ineligible for a period of 18 weeks
  - c. Third Offense: Ineligible for a calendar year
4. Criminal Activity:
  - a. First Offense: Ineligible for a period of 9-18 weeks
  - b. Second Offense: Ineligible for a period of 18 weeks
  - c. Third Offense: Ineligible for a calendar year

**ATHLETIC RULES AND REGULATIONS**-Athletes are expected to:

- Maintain a 2.0 GPA
- Maintain Merit, ASB, and Textbook (MAT) Eligibility
- Students who are not (MAT) eligible may not participate until the following Tuesday when the (MAT) list is out.
- For CIF eligibility, a student must pass 20 credits

- of new work and may only count five credits of PE.
- Attend a minimum of four periods on the day of the event (a doctor's note is required for medical appointments that keep the student out of class more than two periods).
- Students are responsible to get class work before the school event. School activities are not considered an absence.
- Be responsible - make up work missed because of a school-sponsored trip.
- An unexcused absence on the day of the event would prohibit student from participating.
- Any form of expulsion or suspension would prohibit student from participating.
- Athletes are prohibited from the sale, possession, or use of any form of tobacco, alcohol, or any illegal drugs or narcotics. Infraction of these rules will result in the loss of privilege to participate in athletic activities for the corresponding season. Sale or distribution will also result in a recommendation for expulsion from the school.
- All athletic paperwork must be turned in before participating in any sport.
- Take and pass a physical examination each year.
- If student is participating in football, they must provide proof of health insurance. Student Accident Insurance is available for purchase if necessary.
- Take responsibility for all school equipment checked out to them. The student must pay for lost or willfully damaged equipment.
- Complete their season of sport unless a mutual agreement between the coach and the athlete is reached permitting the athlete to participate in another sport.
- The CIF requires student/athletes to sign an Ejection Policy Notification. The policy covers penalties for unsportsmanlike and dangerous play.
- If the event is held on Saturday, the student must attend the minimum four periods on Friday. Any exception will only be accepted with a written note from the principal.

#### **ATHLETICS-TRANSPORTATION OF ATHLETES**

- Transportation to and from all off-campus student activities shall be in school buses, except that the principal may authorize any school employee or parent who has completed the appropriate district form to carry students in the private car of such employee or parent.
- Adequate faculty and /or adult supervision must be provided for activities when school buses are used. It will be the responsibility of the school principal to determine adequate supervision.
- Teachers, advisors, and coaches shall assume major responsibility for the maintenance of proper and safe student conduct at all times.
- No unauthorized passengers may ride a school bus.
- Students are not allowed to drive themselves or others to athletic contests that are scheduled immediately after school.
- Students may return by other than school transportation only if a parent personally takes custody from the coach, faculty member, or administrator. (Any exceptions must have a written note from the parent prior to leaving school and be approved by an administrator. Forms are available through the Athletic Director and Student Services' offices.)

**ATHLETICS-RESIDENTIAL ELIGIBILITY**-A student that attended another high school prior to this school year may be residentially ineligible to participate in interscholastic athletics. Contact the Assistant Principal in charge of athletics regarding eligibility.

### **ATTENDANCE POLICIES**

The California Administrative Code Title V allows the following excused absences: illness; quarantine; medical/dental/optometric services; funeral services for an immediate family member; and religious instruction. The school allows for other justifiable reasons. Excessive use of unacceptable tardy reasons such as oversleeping, car trouble, needed at home, etc. may be considered as truancy/unexcused. Please ask your doctor for a note or receipt to give to attendance office if the student misses school for a medical appointment.

**ATTENDANCE MAKE UP THROUGH SATURDAY SCHOOL** – *Voluntary* Saturday School is an opportunity for students to make up a full-day absence. Saturday School operates from 8 a.m. to 12 noon on designated Saturdays as assigned throughout the school year. Students are expected to arrive on time. Students earn back 15 merits for attending Saturday School.

**ATTENDANCE-AUTOMATED PHONE NOTIFICATION SYSTEM** - An automated system is in place. This system will notify parents/guardians nightly of any period absence for that current school day.

**ATTENDANCE-CLEARING ABSENCES** - It is the student's responsibility to clear absences with the Attendance Office and with teachers. A parent or guardian should call the Attendance Office for any absence within three (3) school days or the student must bring a note from their parent upon returning to school. **After the third day, the absence becomes a cut and will become part of the student's permanent attendance record.** Calls may be made at any time, 24 hours a day, seven days a week by phoning 822-2130, press "2" for attendance, and press "1" to report the absence.

When calling in or submitting a written excuse, please include:

1. student's name
2. date(s) and/or period(s) of absence
3. specific reason for absence
4. daytime phone number of parent/guardian
5. parent/guardian signature on notes.

**ATTENDANCE-CLOSED CAMPUS** – Tehachapi High School is a closed campus. Permission is given to a student to leave campus during lunch only for seniors when a written request is received from their parents or legal guardian. The student ID card must have a lunch pass sticker attached. Students with a five period schedule must have a lunch pass sticker. Freshmen, sophomores, and juniors may not leave for lunch unless accompanied by a parent or guardian. The parent **MUST** come into the office to check the student out for lunch and return them before the beginning of sixth period. Student exit at lunch is **only** through the gate between the 700-800 buildings. The gate will be open for 10 minutes at the beginning of lunch and will reopen at 1:25. Only students with passports may exit through the administration building and there is no exit from the administration building

without a passport. Absolutely no entrance or exit from the gym doors or locker rooms. Students are required to carry ID cards at all times. Only seniors who have a minimum GPA of 2.0 and "C" in citizenship may have off-campus privileges at lunch. Juniors enrolled in Elementary Student Mentor may leave at lunch with the permission of site administration. Eligibility can be earned at the end of each quarter.

**ATTENDANCE-ENFORCEMENT**- As required by Section 48200 of CA State Ed. Code, all students through the age of 18 years are required to attend school regularly. If a student is marked absent from class by a teacher, the student's home will be contacted by the school's automated phone system. If a student feels the absence is in error, the student should go to the attendance office to find out which teacher marked the student absent, and then get a note from that teacher stating he/she was in class and return the note to the attendance office to be cleared. A record of school-home contacts regarding attendance is retained in the attendance office.

**ATTENDANCE-MAKE-UP HOMEWORK**- Teachers may assign a failing grade (F) to a student who has accumulated more than fifteen (15) days of unexcused absences from that class (E.C. 49067). It is the responsibility of the student with excused absences to make arrangements with his/her teachers to make up missed work. School policy provides a student two days for each one day of excused absence to make up missed work.

**ATTENDANCE-INDEPENDENT STUDY** - If a student knows he/she will be out of school five days or more, the parent and student may request an Independent Study Agreement from the Attendance Office for that time. The Agreement must be approved by an administrator three days in advance, dependent upon individual circumstances.

**ATTENDANCE-LEAVING CAMPUS** - Permission from the student's parent or legal guardian must be granted (by a written note or telephone call to 822-2130) before a student leaves campus during school hours. Students must secure a passport from the Attendance Office before school, during the nutrition break, or during the lunch break. If a student must leave for health reasons, the Attendance Clerk will issue a passport. A truancy will be issued if a student fails to follow proper checkout procedure and result in a loss of 10 merits.

**ATTENDANCE-PASSPORTS** - A signed hallway passport must be obtained from the teacher or office personnel. If a student leaves any classroom, including the gym and shops, without a pass, the student is considered cutting class and loses 10 merits. Parents must come to the office to get the student who has a passport for lunch. Contacts on the emergency card are for emergencies only, not for lunch passes.

**ATTENDANCE-TARDIES** – A student who is not in the classroom when the tardy bell rings is tardy. Students should make every effort to attend class on time. An adequate amount of passing time (6 minutes) is provided between classes. Once the tardy bell rings, any student not in class will report to the nearest campus supervisor, show their ID, and be assigned a detention. Students will not be allowed in class after the tardy bell without a detention slip. During 1st period only, each student is allowed two tardies per semester before being required to obtain a detention slip. Students with excessive tardies will be referred by the teacher to the vice principals' offices for further disciplinary action including Saturday Detentions or In-School Suspension/AAS.

**ATTENDANCE-TRUANCIES** - Unexcused absences are truancies/cuts. Administrators may assign detentions or suspension when a student has accrued three or more unexcused class absences. Tehachapi High School may refer the parents and student, if the student is not attending school on a regular basis, to S.A.R.T., the Student Attendance Review Team, for intervention and possible legal action. For every truancy, there is a loss of 5 merits per class up to 15 merits for a full day absence.

## DISCIPLINE POLICIES

### Positive Behavior Intervention and Supports (PBIS)

**Take responsibility**  
**Have respect for yourself and others**  
**Safety**

<b>CAUSES FOR SUSPENSION AND EXPULSION</b>
--

A student may be suspended or expelled for any of the acts listed below if the act occurs while on school grounds, while going to or coming from school, during the lunch period (on or off campus), or during, going to, or coming from any school-sponsored activity. If a student accumulates 20 days of suspension during any one academic year, that student must be recommended for expulsion. Each case of discipline must be judged individually, taking unique circumstances into account.

OFFENSE	1ST OFFENSE	2ND OFFENSE	ADDITIONAL OFFENSES
<b>Under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind [EC 48900C] #7</b>	5 day suspension and referral to other appropriate programs, parent conference, and police notification. Loss of 35 merits.	5 day suspension and recommendation for expulsion. Loss of 35 merits.	None permitted.
<b>Possession and/or use of any controlled substance, alcoholic beverage or intoxicant [EC 48900C; 48915A] #7</b>	5 day suspension; parent conference, and police notification recommended. Loss of 35 merits	5 day suspension and automatic recommendation for expulsion. Loss of 35 merits	None permitted.
<b>Possession, sale and/or trade of drug paraphernalia [EC 48900J] #21</b>	5 day suspension, parent conference, police notification. Loss of 35 merits	5 day suspension and automatic recommendation for expulsion. Loss of 35 merits	None permitted
<b>Offering or selling a controlled substance [EC 48900D, 48915C] #9</b>	Due to the potential seriousness of this offense, and the requirements of the CA Ed Code 48900, an	None permitted.	

	infraction of this rule results in a 5 day suspension, and recommendation for expulsion. Police will be notified. Loss of 35 merits		
<b>Possession of any firearm, knife [EC 48900b] explosive or other dangerous object or look-alike weapon at school or school activity[EC48900b, EC48915]</b>	Due to the potential seriousness of this offense, and the requirements of the CA Education Code 48900/Penal Sections 245 and 626.9 an infraction of this rule may result in suspension or recommendation for expulsion. Fire Marshall and/or police will be notified. Loss of 35 merits	None Permitted	None Permitted
<b>Robbery and/or extortion [EC 48915 and 48900E] #11 &amp; 47</b>	Due to the potential seriousness of this offense, and the requirements of the CA Ed Code 48900, an infraction of this rule results in a 5 day suspension and a recommendation for expulsion. Police will be notified. Loss of 35 merits	None permitted.	None permitted.
<b>Fighting [EC 48900A] [PC 415.5] #1</b>	3-5 day suspension, parent conference, possible police notification. Loss of 20 merits	5 day suspension, parent conference. Possible police notification. Loss of 35 merits	5 day suspension, possible recommendation for expulsion, Police notified. Loss of 35 merits
<b>Hate crime or violence [EC 8900.3], [PC 422.6], [EC 33032.5e] #53</b>	5 day suspension and parent conference. Loss of 35 merits	5 day suspension and recommendation for expulsion. Loss of 35 merits	None permitted
<b>Assault and/or battery without serious injury only [EC 48900A] [PC 415.5]</b>	1-5 suspension, parent conference, possible police notification. Loss of 20 merits	3-5 suspension and/or recommendation for expulsion. Loss of 20 merits	5 day suspension and recommendation for expulsion.
<b>Obscene acts, profanity or vulgarity [EC 48900I]</b>	Alternative means of correction or 1 to 3 day suspension, and parent	3 to 5 day suspension and parent conference. Loss of up to 20 merits	5 day suspension. Parent conference. Possible expulsion Loss of 35 merits

	conference. Loss of 5 to 20 merits		
<b>False fire alarm/fire setting</b> [EC 48900K], [PC 148.4]	3 to 5 day suspension, parent conference, Fire Marshall notified and restitution required. Loss of 10 merits	5 day suspension, Fire Marshall notified, possible recommendation for expulsion, restitution required. Loss of 20 merits	None permitted.
<b>Violation of closed campus policy/loitering</b> [EC 48900K]	Alternative means of correction and/or possible suspension, parent notified. Loss of 5 merits	1 to 3 day suspension or alternative correction and parent conference. Loss of 15 merits	3 to 5 day suspension and parent conference. Loss of 30 merits
<b>Theft, attempted theft</b> [EC 48900G], or <b>possession of stolen school or personal property</b> [EC 48900L] #25 or #15	Alternative means of correction or possible 1 to 3 day suspension, restitution, parent conference. Loss of 10 merits	3 to 5 day suspension and restitution. Loss of 20 merits	5 day suspension and possible recommendation for expulsion, restitution. Loss of 35 merits
<b>Vandalism/destruction of school or private property</b> [EC 48900F] #13	Alternative means of correction or 1 to 3 day suspension, restitution required and parent conference. Loss of 10 merits	3 to 5 day suspension, restitution required. Loss of 20 merits	5 day suspension, restitution required, recommendation for expulsion. Loss of 35 merits
<b>Possession or use of tobacco</b> [EC 48900H] #17	Alternative means of correction, possible 1-3 day suspension; parent conference. Loss of 10 merits	1 to 5 day suspension, parent conference. Loss of 20 merits	5 day suspension and parent conference. Loss of 35 merits
<b>Harassment, threats or intimidation</b> [EC 48900.4] #55	Alternative means of correction or 1 to 3 day suspension, and parent notification. Loss of 10 merits	3 to 5 day suspension, parent conference. Loss of 20 merits	5 day suspension and possible recommendation for expulsion. Loss of 35 merits
<b>Bias-related incident (racial, ethnic, religious, sexual orientation, etc.) or hazing, degrading (slurs) and disgracing any person attending the school</b> [EC 32051]#53	Alternative means of correction or 1 to 3 day suspension, and parent conference. Loss of 10 merits	3 to 5 day suspension, parent conference, and possible recommendation for expulsion. Loss of 20 merits	5 day suspension, parent conference, possible recommendation for expulsion. Loss of 35 merits
<b>Willful disobedience and/or disrupting school activities</b> [EC 48900K] #23	Alternative means of correction or 1 to 3 day suspension, parent conference. Loss of 10 merits	3 to 5 day suspension, parent conference. Loss of 20 merits	5 day suspension, possible recommendation for expulsion and parent conference. Loss of 30 merits

<b>Sexual harassment</b> [EC 48900.2] #51	Alternative means of correction or 1 to 3 day suspension, referral to counseling, parent notification. Loss of 20 merits	3 to 5 day suspension, parent conference. Loss of 20 merits	5 day suspension, parent notification, and possible recommendation for expulsion. Loss of 35 merits
<b>Possession or use of unauthorized articles (lasers, lighters, matches, markers, chains, pornography, skateboards, cell phones, iPods, etc.)</b> [EC 51512]	Item confiscated until parent retrieval at conference. Warning and loss of 10 merits	Parent notification; item confiscated, to be returned to parent only, alternative means of correction or in-school suspension. Loss of 20 merits	1 to 3 day suspension and parent conference. Loss of 20 merits
<b>Gambling</b>	Alternative means of correction. Loss of 10 merits	1 to 3 day suspension, parent conference. Loss of 15 merits	3 to 5 day suspension, parent conference. Loss of 20 merits
<b>Falsification, forging or altering school passes, absence re-admits or any correspondence.</b>	Alternative means of correction or 1 to 3 day suspension, parent notification. Loss of 10 merits	3 to 5 day suspension, parent conference. Loss of 20 merits	5 day suspension and parent conference. Loss of 30 merits
<b>Cheating and plagiarism</b>	Student receives a double "F" grade, conference with student, parent notification. Honors and AP students may be removed from the class. Loss of 10 merits	Student receives a double "F" grade, 1 to 3 day suspension, and parent conference. Loss of 15 merits	3 to 5 day suspension, student dropped from class and given an "F" grade. Loss of 20 merits
<b>Violation of dress code</b>	Refer to Dress Code	Alternative means of correction or 1 to 3 day suspension. Attire altered & parent notified. Loss of 10 merits	1 to 3 day suspension and parent conference. Loss of 20 merits
<b>On any other campus without permission</b>	1 to 3 day suspension. Loss of 10 merits	3 to 5 day suspension and parent conference. Loss of 15 merits	5 day suspension, parent conference. Loss of 20 merits
<b>Misuse of computers and/or the Internet</b>	Warning and alternative means of correction, possible 1 to 3 day suspension and loss of access for specified time. Loss of 10 merits	3 to 5 day suspension, parent conference and loss of access to school computers for a specified time. Loss of 15 merits	5 day suspension, parent conference and loss of access to school computers for remainder of the school year. Loss of 20 merits
<b>Upbraiding, insulting, or abusing teachers &amp; other school staff</b> [EC 48900.4; 48900.4]	Alternative means of correction or 1 to 3 day suspension and parent conference. Loss of 20 merits	3 to 5 day suspension, parent conference. Loss of 25 merits	5 day suspension, removal from class. Possible recommendation for expulsion. Loss of 30 merits

<b>Sexual assault or battery (EC 48900N) #63/29</b>	5 day suspension and recommendation for expulsion. Police notification Loss of 35 merits	None permitted	None permitted
<b>Harassed, threatened, or intimidate a pupil who is a complaining witness in a disciplinary proceeding (EC48900.4 &amp; 48915) #31</b>	5 day suspension and recommendation for expulsion. Police notification Loss of 20 merits	None permitted	None permitted
<b>Engaged in, or attempted to engage in hazing. (EC48900Q) #35</b>	1-3 day suspension, parent conference. Loss of 10 merits	3-5 day suspension Loss of 20 merits	5 day suspension and recommendation for expulsion. Loss of 30 merits
<b>Aid or abet to cause or attempted to cause physical injury to another person (EC48900t) #39</b>	1 to 3 day suspension, parent conference, possible police notification. Loss of 10 merits	1 to 3 day suspension, parent conference, possible police notification. Loss of 20 merits	5 day suspension, possible recommendation for expulsion, Police notified. Loss of 30 merits

**DISCIPLINE -CLASS SUSPENSION** - A teacher may suspend any pupil from his/her class for up to two days from his/her class period for disruptive behavior in the classroom and/or defiance to the teacher. Parent notification by the teacher is mandatory. Students will be sent to the office to be supervised in on-campus suspension.

**DISCIPLINE-DETENTION**

**Lunch Detention- Lunch detention** is assigned for tardies and minor infractions. Failure to appear and serve detention usually results in assignment of a Saturday Detention or After School Detention and loss of 10 merits. Students who attend lunch detention as a means of merit retrieval will earn four (4) merits.

**After School Detention** - After school detention is held on designated Thursday afternoons as assigned throughout the school year. Students are expected to report on time to complete detention. Failure to appear and serve after school detention without a reasonable excuse prior to the detention will result in one day of in-school suspension and loss of 10 merits. Students who attend after school detention as a means of merit retrieval will earn eight (8) merits.

**Saturday Detention** - Saturday detention is held on designated Saturday mornings as assigned throughout the school year. Students are expected to report on time to complete community service on our campus. Failure to appear and serve Saturday detention without a reasonable excuse prior to the detention will result in one day of in-school suspension and loss of 10 merits. Students who attend Saturday detention as a means of merit retrieval will earn eight (8) merits.

**DISCIPLINE-POLICE INVOLVEMENT** - School officials are not required to initiate or complete due-process procedures prior to notifying police/sheriff authorities. If police authorities are notified, a reasonable attempt will be made by the administration to contact parent(s)/guardian(s) by either telephone or mail. Any action taken by the police/sheriff authorities will be in addition to action taken by the school.

**DRESS CODE**

**Students must be covered from collarbone to mid thigh with no offensive language or images, no representation of illegal substances (including those illegal to minors only), no representation of weapons or gang affiliation.**

*The administration reserves the right to utilize administrative discretion to add or delete items on this list as needed to maintain a safe and nurturing educational environment.*

**CONSEQUENCES – DRESS CODE VIOLATION(S)**

With each violation, the student **may be required** to change inappropriate clothing, or may be sent home to change if necessary. The following consequences will be given to students who violate the dress policy:

<b>First Offense</b>	<b>Warning (Documentation)</b>
<b>Second Offense</b>	<b>Detention 10 merit loss</b>
<b>Third Offense</b>	<b>Saturday Detention Parent Notification 20 merit loss</b>
<b>Fourth Offense</b>	<b>Suspension of one to three days Parent Conference 30 merit loss</b>
<b>Fifth Offense</b>	<b>Suspension of three to five days Possible Recommendation for Expulsion</b>

**MISCELLANEOUS POLICIES**

**BUS REGULATIONS**

According to Education Code 1085, "Pupils transported in a school bus shall be under the authority of the driver of the bus. Continued disorderly conduct, or persistent refusal to submit to the authority of the driver shall be sufficient reason for the pupil to be denied transportation." Buses can only be used for home to school transportation. Riding another bus is prohibited unless prior approval is made for emergency reasons through the Vice Principal.

**CAFETERIA RULES**

The following behavior is prohibited in and around the Cafeteria:

1. throwing food
2. destroying food
3. stealing from the cafeteria or from others

4. pushing/shoving/cutting in line
5. leaving trash/food items on the tables or floor

#### **CELL PHONES/OTHER ELECTRONICS**

Such devices shall be turned off in class, except when being used for a valid instructional or other school-related purpose as determined by the teacher or other district employee, and at any other time directed by a district employee. Any device with camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person. No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to purposes related to the student's health. (Education Code [48901.5](#)) **Failure to turn over items that violate this policy to faculty and staff upon request will result in discipline ranging from detention to suspension.** If a staff member confiscates a student's phone, the phone will be held by Administrative staff until the end of the school day at which time the student may retrieve their phone. The student will receive disciplinary action: **1<sup>st</sup> time** – loss of 10 merits; **2<sup>nd</sup> time** – Saturday detention and loss of merits; **3<sup>rd</sup> time** – placement in AAS and loss of merits. Written permission will be granted for emergency use of cell phone (medical reasons require note from medical practitioner).

#### **COMMUNICATION**

##### **PARENT-TEACHER/COACH COMMUNICATION**

Communication between parent/guardian and school personnel is extremely important. If you have a concern or if a problem arises affecting your student, please follow the steps below:

Step 1: Contact the staff member who has direct knowledge of the problem.

Step 2: Set up conference with parent/student/counselor/teacher.

Step 3: Contact the Assistant Principal.

Step 4: Contact the Principal

If the communication steps are not followed, the issue in question will be referred back to the first skipped level.

**COMMUNICATION-ADDRESS CHANGE** - In order for the school to keep parents/guardians informed and to insure that contact can be made quickly if necessary, it is imperative that the attendance office be informed of any change of address or phone number (home and work) as well emergency contact information.

**COMMUNICATION-BULLETIN** - The student bulletin is read each morning and is available on the school's website. It is each student's responsibility to know about the announcements in the bulletin. Copies are also posted around campus.

##### **COMMUNICATION-MESSAGES/DELIVERIES TO STUDENTS DURING SCHOOL HOURS**

- To minimize classroom interruptions, we will **NOT** accept outside deliveries, messages, gifts, (balloons, flowers, etc.). Personal messages cannot be delivered to students during class time. **Emergency calls only please.** Transportation and appointments should be arranged **BEFORE** or outside of school hours.

**COMMUNICATION-COMPUTER USE POLICY** - A completed "Acceptable Use Policy" contract must be on file before Tehachapi students are allowed to use computers in the Library or in labs. Parents must also sign this contract. Student ID cards with computer use decal are required for any computer use. Use of computers is a privilege and may be withdrawn for violation of the Acceptable Use Policy. See *Discipline* section related to misuse of computers.

**LIBRARY** - Hours: 7:30 a.m. to 2:30 p.m. on school days.

**LIBRARY BEHAVIOR** - Each student must maintain a quiet, orderly atmosphere so that classmates can read or work. Students exhibiting disruptive behavior will be asked to leave the library. Food and drinks are not allowed in the library. Computers in the library will be used for educational purposes only (no games, no chatting). The use of this information and equipment is a privilege, not a right, and inappropriate use will result in cancellation of the privileges.

**LIBRARY PASSES** - During class time, students who come to the library must have a teacher-issued hall pass. Passes to the library will not be accepted from Substitute Teachers.

**LOST AND FOUND** - Lost articles found by someone do not legally belong to the finder. Students finding lost articles are expected to bring them to the office. A lost & found box is kept in the Administration Building.

**MEDICATION AT SCHOOL** - For dispensing of medication (over-the-counter or prescription) at school, parents will need to complete a district form requiring a physician's signature. This form can be obtained in the attendance office. All medications (over-the-counter and prescription) must be registered with the health clerk. Other medications, including over-the-counter medications should not be brought to school. If you have questions regarding this policy, please contact the District Nurse at 822-2100.

**OUTSTANDING DEBT POLICY** - Pursuant to California Ed Code 48904.3A, Tehachapi High School will hold a pupil's parent or guardian liable for any lost or damaged equipment, materials or books. Report cards and transcripts will be withheld if a student owes a fine for overdue or damaged materials. Students who owe fines may not participate in any school activities. Payment for lost or damaged textbooks is made through the library. A fee of \$20 will be assessed for any returned checks.

**PARKING** - Parking on campus, during the school day, is by permit only. Upper class students will be given priority on permits. This is a privilege – not a right. Permits must be displayed. Parking in areas other than designated spots or in staff lot may result in loss of parking privilege and even towing at owner's expense.

**PHYSICAL EDUCATION CLOTHES & LOCKS** - Tehachapi High School has dress requirements for Physical Education classes. Students are required to wear black shorts or sweats, plain white shirt with no logo, or any shirt with a Warrior Logo. Shirts, shorts, and sweats are available in the student store. Physical Education dress is required in all PE classes. A loaner set may be provided if a student fails to bring the proper clothing for class.

Students physically unable to participate in scheduled class activities will still be required to dress out for PE.

Students are issued P.E. lockers at the beginning of the school year. Only combination locks may be used. These locks are available for \$8.00, and may be used from 7th grade through high school. Any student who cannot afford the uniforms or locks may apply for student aid through their Physical Education teacher.

### **TEXTBOOKS**

Tehachapi High School furnishes textbooks free of charge to students, and fines are assessed for unusual wear and tear and for willful destruction. Pupils are asked to write their names in the front of each book in ink, in the space provided, and students must keep their books in good condition. When students drop a subject, are transferred from one class to another, or leave school, they must return the books to the library. If a book is lost or stolen, the student should report it to the library. Students who still owe money for lost or damaged books or other school materials, will be placed on the "ineligible" list for athletics and school activities.

#### **Textbook Check-out**

Students must check out textbooks during registration/orientation with a current student ID card. Fines may be assessed for damages. See below:

- Barcode missing - full cost of book
- Damages - \$3-\$10 – at the discretion of the library employee
- Lost - replacement cost
- Unusable (stained, mildewed, burned, destroyed) – replacement cost
- Lost & paid, found, returned usable - Full Refund with original receipt

**TRANSCRIPTS** –Students may request a transcript by using our online system Docufide. Students and/or parent/guardian must register at [www.parchment.com](http://www.parchment.com). This system allows current students and alumni to receive and/or send transcript requests through a simple, secure and fast process. Please note there is a fee for all official transcripts. Unofficial/self-view transcripts are available with no charge.

**UNIFORM COMPLAINT PROCEDURE POLICY** - The Governing Board recognizes that the district is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs. (See Board Policy 1312.3(a) for legal references)

The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on age, actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity that receives or benefits from state financial assistance. Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, migrant education, career technical and technical education, child care and development programs, child nutrition programs, special education programs, and federal school safety planning requirements.

The district has established procedures to address allegations of unlawful discrimination and complaints alleging violation of state or federal laws governing educational programs. It is unlawful to discriminate on the basis of ethnic group identification, religion, age, sex, color, or physical or mental disability.

1. Complaints made under this procedure shall be directed to the Superintendent.
2. You may contact the Superintendent at (661)822-2100, 400 South Snyder Avenue, Tehachapi, Ca 93561 to obtain a copy of the district's complaint procedures free of charge.
3. In addition to this procedure you have a right to appeal to the State Superintendent of Public Instruction a complaint that has not been resolved to your satisfaction by the school district within 15 days of receiving the LEA decision.
4. In addition to this procedure, you may wish to:
  - 1) Direct a complaint to appropriate agencies for investigation.
  - 2) Consult with an attorney to determine if you have legal rights that may be pursued through available civil law remedies. You may wish to contact the following low-cost or free legal services:

Greater Bakersfield Legal Assistance  
615 California Avenue  
Bakersfield, CA 93304  
(661) 325-5943

**VISITORS** - Our school policy is to welcome adult visitors who have legitimate business at school. Visitors must register in the Office before coming on campus. Parents are always welcome. All visitors must sign in and out (including parents) prior to leaving the office area to go on campus. Visitors are expected to leave campus promptly when their business is completed. Non-THS students are not permitted on our campus.

**WORK PERMITS** - A student under 18 years of age who is employed in any type of work is required by law to obtain a work permit. Students must maintain a 2.0 GPA to receive and keep a work permit. Work Permits may be rescinded for habitual truancy. Labor laws require that the work permit must be revoked when the issuing authority (THS) determines the employment impairs the education of the student.

**WITHDRAWAL FROM SCHOOL** - A student who is withdrawing from school, unless accompanied by a parent, must bring a note from his/her parent stating the reason for leaving. The withdrawal process begins with the attendance secretary. ID cards and parking permits must be turned in to Student Services. Any financial obligations are to be satisfied prior to withdrawal from school and a parent must sign a release for a student's records to be forwarded to another school.