



TROY COLLEGE & CAREER HIGH SCHOOL

CODE OF STUDENT CONDUCT

RIGHTS AND RESPONSIBILITIES AND CODE OF STUDENT CONDUCT

The Troy College & Career High School Student Handbook, including the code of Student Conduct, applies to all students in TCCHS. It is intended to outline rights of students as they exist at law and not to grant new rights which exist at law.

The Code of Student Conduct is in force:

- ~ while students go to or from school, before, after and during lunchtime;
- ~ on school property at any time;
- ~ at all school-sponsored or approved events or activities;
- ~ with respect to any misconduct toward any school employee or damage to his/her property, whether on or off school premises

Students are also prohibited from engaging in any off-campus misconduct of a serious and/or criminal nature, which poses a likelihood of danger to the health (physical or emotional) or welfare of students or District personnel (i.e., selling drugs off-campus), or which reasonably makes the continued presence of the student in the school disruptive to the educational process (i.e., committing crime off campus).

ACADEMIC EXPECTATIONS, CONDUCT AND EVALUATION

From a philosophical basis, a student's classroom evaluation should reflect the teacher's best assessment of the student's academic achievement.

It is the school's intent to maintain and encourage high standards of personal conduct. These standards include personal honesty, discipline and integrity.

Students are in school to do their own work. It is assumed that any schoolwork turned in for credit by a student is the result of that student's effort. Academic

misconduct occurs any time a student turns in work which is not his/her own. Academic misconduct is a serious violation of the Code of Student Conduct.

RIGHTS

Students have the right to:

- ~ Receive a written copy of the teacher's grading system and policies at the beginning of each course.
- ~ Receive an academic grade that is based on the teacher's grading system and that reflects the student's achievement.
- ~ Be given appropriate notice of due dates for assignments and have appropriate notice of evaluation of performance on assignments.
- ~ Be given homework assignments appropriate to the course of study.
- ~ Receive homework and other classroom assignments when absent from school.
- ~ Be given a mid-term evaluation.

RESPONSIBILITIES

Students have the responsibility to:

- ~ Use their best efforts to meet classroom expectations.
- ~ Maintain standards of performance according to their ability.
- ~ Complete and present assignments as required when due.
- ~ Come to school drug free.
- ~ Give reasonable effort to assignments. Collaboration among students on pre-approved assignments is acceptable. The copying of someone else's work is never permissible.

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ANYTIME A STUDENT DEMONSTRATES BEHAVIOR THAT PLACES HIMSELF/HERSELF OR THE PROGRAM IN JEOPARDY, THEY CAN BE REMOVED FROM THE PROGRAM FOR THE REMAINDER OF THE SESSION.

IN ADDITION, SOME OF THE FOLLOWING VIOLATIONS OF THE CODE OF STUDENT CONDUCT MAY CONSTITUTE CRIMES. IF A STUDENT ENGAGES IN CRIMINAL BEHAVIORS, THE APPROPRIATE AUTHORITIES WILL BE CONTACTED.

DISCIPLINE FOR VIOLATIONS CAN BE DISMISSAL FOR THE REMAINDER OF THE SESSION OR LONGER FROM THE TROY SCHOOL DISTRICT.

ACADEMIC MISCONDUCT

Plagiarizing, cheating, including copying or supplying class work, homework, tests, etc. for personal benefit, or gaining unauthorized access to test material through such behavior as going into a teacher's file or looking through a teacher's desk.

Discipline Procedure:

1. Contact parent/guardian. (each offense)
2. Receive E on assignment. (each offense)
3. Situation discussed with review committee to determine if student can remain in program. (second offense)
4. Removal of student for remainder of session/program. (third offense)

ALCOHOL USE

A student either smells of alcohol, has used alcohol, or is under the influence of alcohol.

Discipline Procedure:

1. Breathalyzer - .02 or higher, parents will be contacted to pick up student.
2. Student will be removed from the program for remainder of session/program.
3. Student must be attending some form of substance abuse counseling prior to re-admission to the program.

ALCOHOL POSSESSION

A student possesses any form of alcohol.

Discipline Procedure:

1. Parents contacted to pick up student.
2. Student will be removed from the program for remainder of session/program.
3. Student must be attending some form of substance abuse counseling prior to re-admission to the program.

AGGRAVATED ASSAULT AND BATTERY

Striking or unlawful touching of a victim 1) without a weapon and infliction of an injury, or 2) with a weapon or other object used as a weapon.

Discipline Procedure:

Student will be removed for the remainder of the session/program.

ARSON

Any act of utilizing unauthorized fire, smoke or explosives which represents a risk of danger to life or property.

Discipline Procedure:

Student will be removed for the remainder of the session/program.

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BREAKING AND ENTERING

Breaking and entering any school building, facility, office, room, storage space or other enclosure without authority to do so.

Discipline Procedure:

Student will be removed for the remainder of the session/program.

COMPUTER LAB RULES

Each student will be required to take full credit of integrated technology before graduation. Because the labs will be in constant use, rules have been established to minimize maintenance.

- ~ No one should be in a computer lab without an instructor or an instructor's permission.
- ~ No food or drinks in any computer lab.
- ~ No outside disks or CD ROMS allowed.
- ~ No disks are to leave the lab.
- ~ No tampering with the equipment.
- ~ No misuse of the software.
- ~ No sending messages on the computer.
- ~ Internet agreement must be signed before using.

Anyone who fails to comply with any of the above rules will be placing himself or herself in jeopardy of losing credit for the class or other appropriate disciplinary consequences.

ELECTRONIC ACCESS CODES

The unauthorized use of electronic passwords or misuse of electronic equipment for any reason, including, but not limited to, accessing, controlling, or disabling technological devices or services.

Discipline Procedure:

1. Contact parent/guardian.
2. Sent home for the day with loss of hours.
3. Determination made by committee if student will be allowed to return.

FALSE ALARM, BOMB THREAT, OR TAMPERING WITH ANY FIRE SAFETY DEVICE

The deliberate or intentional act of setting off a false alarm, calling in a bomb threat, or tampering with any fire safety device.

Discipline Procedure:

Student will be removed for the remainder of the session/program.

FELONIOUS ASSAULT

Striking with a weapon with the intent to do bodily harm

Discipline Procedure:

Student will be removed for the remainder of the session/program.

FIGHTING

Aggressive physical contact between two or more individuals. This includes horseplay, wrestling, slapping, etc.

Discipline Procedure:

Student will be removed for the remainder of the session/program.

GAMBLING

Participation in games of chance for money, other things of value and/or inappropriate conduct.

Discipline Procedure:

First Offense – Warning

Second Offense – Sent home for the remainder of the day.

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HARASSMENT

Harassment because of sex, race, color, national origin, religion, height, weight, handicap or disability of students by other students is unacceptable and is unlawful. Harassment includes, but is not limited to, unwelcome comments, gestures (written or verbal), bullying, or other behavior which creates an intimidating, hostile, or offensive environment.

Discipline Procedure:

1. Contact parent/guardian.
2. Sent home for the day with loss of hours.
3. Determination made by committee if student will be allowed to return.

INAPPROPRIATE DRESS

A manner of dress and/or grooming which is detrimental to health or safety or that interferes with school work or creates classroom or school disorder. This includes manners of dress which have inappropriate messages, i.e. Drugs, alcohol, vulgarity or messages which denote violence or violent acts and are perceived to be inconsistent with Troy School District policies. Shoes and shirts must be worn in school.

Discipline Procedure:

First Offense – Warning (if possible, clothing turned inside out).

Second Offense – Sent home for remainder of the day with full absences for hours missed.

INSUBORDINATION

Verbal or non-verbal refusal to comply with a reasonable request or directive. This includes failing to complete an assigned disciplinary action.

Discipline Procedure:

1. Contact parent/guardian.
2. Sent home for the day with loss of hours.
3. Determination made by committee if student will be allowed to return.

LEAVING CAMPUS

Students may not leave campus without permission during the school day other than lunchtime.

If a student chooses to leave the campus during class time without permission, he/she must accept the consequences of his/her actions. Loitering on school property, including the parking lot, will not be tolerated. Leaving the campus also includes stepping out of the building during the school day other than lunch time without permission. Students who violate this policy will be marked absent for the remainder of the day.

LOITERING

The act of being in an unauthorized place, lingering aimlessly in and about school or refusing to leave when directed to do so by school personnel.

Discipline Procedure:

1. Warning/asked to leave.
2. Contact appropriate authorities.

MARIJUANA USE OR POSSESSION OF OTHER ILLEGAL SUBSTANCES

A student who smells of, uses, possesses or is under the influence of marijuana.

Discipline Procedure:

1. Parents/Guardians contacted.
2. Student sent home with loss of hours.
3. Whether or not a student will be allowed to return to the program will be determined by a review committee.
4. If removed, the student must be in a substance abuse counseling program to reapply for admittance.

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PHONES, iPADS, IPODS, ETC.

No student shall use or display telephones, etc., on school property during normal school hours during class time.

Discipline Procedure:

First Offense – Item will be confiscated and returned to parent/guardian after 1 week.

Second Offense – Item will be confiscated and not returned until the end of the session.

ROBBERY OR EXTORTION

The act of obtaining or attempting to obtain money, goods, services or information from another by force, the threat of force or by coercion.

Discipline Procedure:

Student will be removed for the remainder of the session/program.

SALE AND/OR DISTRIBUTION OF DRUGS AND ALCOHOL

Selling and/or distributing alcohol or illegal substances that may include, but are not limited to: marijuana, controlled substances, or imitation (counterfeit) controlled substances.

Discipline Procedure:

Student will be recommended for expulsion to the Superintendent of Schools.

SMOKING, VAPING, POSSESSION OR USE OF TOBACCO or VAPING PRODUCTS.

Possession, holding, smoking, sale or transfer of any tobacco products or any other use or possession of tobacco products (i.e., cigars, pipes, cigarette, snuff, chewing tobacco, e-cigarettes, e-liquid, personal vaporizer, cigalike, disposable e-cigarette, vape batteries, lighters, etc.

Discipline Procedure:

First Offense – Warning with one day absence

Second Offense – Removal of student for remainder of session/program.

TRANSPORTATION

All students are responsible for their own transportation.

1. Those who drive must have the following:
 - a. Valid driver's license.
 - b. Proof of insurance
2. Students who drive must leave their cars and enter the building immediately upon arrival.
3. Students are not permitted to return to the parking lot during the class day except for lunch period.
4. A student who drives to Niles and displays unsafe or unlawful driving practices or violates any of the above rules may lose his/her driving privileges.

TRUANCY

Absence from school without authorization or failure to follow proper check-in and check-out procedure.

Discipline Procedure:

1. Contact parent/guardian.
2. Loss of hours if leaving without permission.

MISUSE OF ELECTRONIC ONLINE INER/INTRA HARDWARE/SOFTWARE

Student using school inter and/or intra online services (including email) for illegal, inappropriate or obscene purposes.

Discipline Procedure:

1. Contact parent/guardian.
2. Sent home for the day with loss of hours.
3. Determination made by committee if student will be allowed to return.

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STATUTORY VIOLATIONS

Students who commit the following offenses in violation of state law are subject to suspension or expulsion consistent with the student's due process rights and state and federal laws:

1. Arson or criminal sexual conduct in a school building or on school grounds.
2. Possession of a dangerous weapon on school property, in school vehicle or at a school-related activity.
3. Physical assault against a school employee, volunteer or contractor on school property, in a school vehicle, or at a school-related activity.
4. Verbal assault against a school employee, volunteer or contractor on school property, in a school vehicle or at a school-related activity.
5. Physical assault against another student on school property, in a school vehicle or at a school-related activity.
6. Bomb threats or other similar threats directed at a school building or other school property.

Discipline Procedure:

Students who commit offenses 1, 2 and/or 3 above shall be permanently expelled; students who commit offenses 4, 5 and/or 6 shall be suspended or expelled for up to 180 school days.

Students who are expelled shall be referred to the appropriate county department of social services or community mental health agency. The parent, legal guardian and/or student shall also be notified of the referral.

Students who commit offenses 1 and 2 shall be referred to the criminal justice or juvenile delinquency systems and assaults described in offenses 3 and 4 above shall be reported to appropriate state or local law enforcement officials as required under state law.

Each student subject to expulsion shall have his/her situation reviewed by the superintendent on a case-by-case basis, in accordance with the requirements established by state law.

This policy is intended to place the District in compliance with applicable law, and the superintendent is hereby authorized to take whatever actions are necessary to ensure such compliance.

STEALING, POSSESSION OR TRANSFER OF PROPERTY OF OTHERS

The act of taking, possession of or transferring the property of another without the consent of the owner.

Discipline Procedure:

Student will be removed for the remainder of the session/program.

VANDALISM

The destruction, defacing or damaging of school property or the property of others.

Discipline Procedure:

Student will be removed for the remainder of the session/program.

VULGARITY

Written or spoken language, sign language, gestures, apparel or actions, etc. that are offensive, obscene or vulgar.

Discipline Procedure:

1. Warning.
2. NCHS Community Service.
3. Sent home for the day with loss of hours.

WEAPONS/DANGEROUS INSTRUMENTS – POSSESSION OR CONCEALMENT

The possession or concealment of any kind of weapon or dangerous instrument (i.e., knife, gun, metal knuckles, etc.) or any other item deemed to be a weapon.

Discipline Procedure:

This behavior is expressly prohibited by state and federal law and violations of the same require expulsion from the school district.

APPEAL PROCEDURE

Troy College & Career High School promotes an environment where students are treated fairly. An appeal procedure is in place to assist students who feel that they were treated unfairly.

A student may be removed from the school while the appeal is taking place if it is the opinion of the Director or Supervisor that the student's presence in the school may pose a threat to the health and safety of the other students or staff. Removal can also be decided if the student's presence in the school may create disruption within the school.

An appeal must follow the necessary steps:

Director Review

1. Written description must be turned into the Supervisor within 24 hours of the situation.
2. The Supervisor will meet with the student, other parties' concerned (parents, students involved) and the Director, to discuss the situation. This will take place within two days of receiving the written report.

Deputy Superintendent Review

If the student is not satisfied with the outcome when meeting with the Director, the paperwork will be turned over to the Deputy Superintendent. The Deputy Superintendent will review the case within two school days. An immediate and final decision will be made, at which time the student, family and TCCHS director will be notified.

The decision of the Deputy Superintendent is final.

GRIEVANCE PROCEDURE

A grievance is a charge by a student that there has been a violation, misinterpretation or inequitable application of an established school policy or regulation, or if the student feels that he/she has been treated unfairly or been denied due process.

Informal Grievance Procedure

A student is encouraged to discuss any concerns that he/she may have with the appropriate staff members before filing a formal grievance. An uninvolved staff member can serve as the student's ombudsman to assist in solving the grievance informally. It is the student's responsibility to contact the staff member to accompany him/her to the conference.

If the student does not feel that the issue was properly resolved, he/she may initiate the following formal grievance procedure.

Formal Grievance Procedure

The student must obtain the Grievance Procedure form from the academic advisor, fill out the necessary information and turn it in to the Supervisor within two school days of the incident.

Within two school days of the date of the filing, the Supervisor will meet with the parties involved in order to resolve the issue as quickly as possible. Parents may accompany the student into the meeting. The Supervisor must communicate the decision in writing to the student, parents, and the staff member on the student grievance form within two school days of the meeting.

The student may appeal the decision to the Director of TCCHS within two school days of receiving the Supervisor's decision. The director will review the information, possibly meet with the parties involved and communicate their decision to all participants within two school days of receiving the information.

The student may appeal the Director's decision by filling out Student Appeal Form #2. That form can be obtained from the Director's Office. This must be done within two school days of receiving the Director's communication. The form then needs to be returned to the Supervisor who will advise the Deputy Superintendent that a request for an appeal has been received.

The Deputy Superintendent will review the situation, which may involve meeting with all parties. Parents

may accompany their son/daughter. The Deputy Superintendent will communicate his/her decision to all parties within three school days.

The decision of the Deputy Superintendent shall be final and binding upon all parties.

ANTI-DISCRIMINATION GRIEVANCE PROCEDURE

Any student or employee of the District who believes that he or she has been discriminated against, denied a benefit, or excluded from participation in any District educational program or activity on the basis of sex (including sexual harassment), race, color, religion, national origin, age (employees only), height, weight, marital status, or handicap shall file a written grievance with the Executive Director – Personnel Services, who is the designated compliance administrator. Grievance forms may be obtained in the Personnel Department. Individuals are encouraged to discuss their concern informally with the staff member involved before a formal grievance form is filed. The compliance administrator can often help in attempting to resolve the grievance and will, if the individual desires, accompany him or her at all meetings with staff members.

Formal Grievance Procedure

Step 1: If a grievance is not resolved informally, the individual shall submit a written grievance form to the immediate supervisor or administrator within 10 work days of the incident. The procedure will then be as follows:

1. No later than the next work day – administrator or Supervisor must send copy of grievance to Assistant Superintendent – Human Resources.
2. Within 5 work days of grievance filing date – supervisor or administrator meets with grievant.
3. Within 3 work days of meeting – supervisor or Administrator gives written answer to grievant on grievance form.

Step 2:

4. Within 3 work days of receipt of answer – grievant (if not satisfied) must appeal to the Assistant Superintendent – Human Resources.
5. Within 10 work days of receipt of appeal – Assistant Superintendent – Human Resources (or Deputy Superintendent – K-12, if appropriate) meets with grievant.
6. Within 5 work days of meeting – Assistant Superintendent – Human Resources or Deputy Superintendent gives written answer.

Step 3:

7. Within 3 work days of receipt of answer – grievant (if not satisfied) must appeal to the Superintendent.
8. Within 10 work days of receipt of appeal – Superintendent meets with grievant.
9. Within 5 work days of meeting – Superintendent gives written answer. This decision is final and binding on all parties.

Additional Provisions

The Superintendent, Deputy Superintendent – Instruction, K-12, or Assistant Superintendent – Human Resources may designate representatives to act for them in their functions as described above.

A grievance or appeal not filed within the specified time limits will be conclusively deemed abandoned. Failure of any administrator or supervisor to hold a meeting or render a decision allows automatic appeal to the next level. Time limits may be extended only by mutual written agreement.

All records concerning a grievance will be treated confidentially. No record of a grievance will be kept in a staff member's personnel file if the final decision is that there was no reasonable basis for the grievance. No record of a grievance will be kept in the grievant's file.

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As a student in the Troy College & Career High School program, I will abide by the following contract. If I choose not to meet these conditions, I am choosing to exit from this program for the remainder of the session. I understand I may reapply at the beginning of the next session.

RESPONSIBILITY

Initials

In order to be responsible, I will take charge of my own schooling experience. I understand that once enrolled in Troy College & Career High School, I am acknowledging that this is a final school decision within the Troy School District system and therefore, I am not eligible to return to my original Troy high school

ABSENCES

Initials

I will be in school each day and be on time to classes, ready to actively participate in learning. I understand that at the beginning of each session, I am allowed to miss 4 days or 24 class periods. If I miss more than 4 days, I am choosing to exit from the program and will have to reapply for the next session. I understand there is no difference between excused and unexcused absences. These days are to be used as insurance for sickness, court dates, transportation problems, etc.

CLOSED CAMPUS

Initials

I understand this is a closed campus and that I may not leave the building except during the designated lunch time. If I leave the building without permission for whatever reason, I understand that I am leaving for the remainder of the day.

RESOURCEFULNESS

Initials

To earn credit for a class, I will complete daily assignments and I will complete the requirements for that class. I will make an effort to do my best in all my classwork.

RESPECT

Initials

I will be considerate of students and teachers in Troy College & Career High School and of people in the rest of the building. I will not use objectionable language in the school building. I will not display inappropriate behavior on school property. I will not deface the classrooms or materials I use. I will not enter school under the influence of drugs or alcohol.

WELL BEING

Initials

I understand that if I do anything which may jeopardize the effective and safe functioning of myself or the program, I will be asked to leave the program for the remainder of a day OR even the entire session.

SUBSTANCE ABUSE

Initials

I understand that any time if I am under the influence of any substance illegal for my age, I will be in danger of incurring a day's absence and/or being dropped from the program. Re-admission will be re-evaluated by a review committee of staff members.

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STUDENT HANDBOOK

I have received a copy of the Student Handbook and agree to follow the stated procedures.

Initials

We, the Troy College & Career High School staff, promise not to break our contract to provide you with a courteous, cooperative, caring, consistent learning environment.

Student Name (Printed) _____

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Supervisor Signature _____ Date _____