

2025-2026
Terrebonne High School
7318 Main Street
Houma, Louisiana
70360

Principal: Trisha Melancon
Assistant Principals: Sheri Ezell, Justin Ward, Troy Wininger



Tiger Pride

Main Office 985-303-4836
Fax 985-303-4948
Guidance Office Fax 985-303-4949
Cafeteria 985-303-4851
Nurse's Office 985-303-4936

TABLE OF CONTENTS

Our School	4
Mission/Vision Statement	4
School Calendar	4
Bell Schedule	5
Grading Scale	6
Alma Mater	6
Athletics/ Public Conduct	6
General Information	
Counseling Center	7
Library	7
Emergency Drills	7
Drug Testing	7
Medication	8
Bullying/Sexual Harassment/Hazing	8
Debts Owed	8
Care of Textbooks	9
Student Pick-Up/Drop Off	9
Student Vehicles/Registration	9
Visitors	9
Announcements	9
Discipline	
Student Code	10
Honor System	10
Zero Tolerance	10-11
Alternate Schedule	11
Student Searches/Use of Metal Detectors	11
Student Behavior Expectations	12-13
General Courtesy Rules	13
Cafeteria General Rules	13
Assemblies	14
Hall Passes	14
Dress Code Policy	
Glossary of Terms	14-15
Regulations	15-16
Consequences	17

Student ID Cards	17-18
Attendance Policy	
Tardy Policy	18
Attendance Requirements	18-19
Truant Policy	19
Homework During Absence	19
Check Out Policy	19-20
Technology	
Cell Phone Usage Guidelines	20-21
School Telephone Use	21
Computer Use Rules	22

Any situation not covered in this handbook will be dealt with by a member of the administrative staff.

OUR SCHOOL

In existence since 1908, Terrebonne High School is the second oldest accredited high school in Louisiana. The Southern Association of Colleges awarded the accreditation in 1914. The class of 1908 graduated one student and has steadily grown since that time. The school building site has changed four times, and the class of 1941 was the first to graduate from the present facility. For a complete history of Terrebonne High School, its curriculum, programs, and other information, log on to our website

MISSION STATEMENT

Terrebonne High School mission is to Engage, Educate and Empower Every Student, Every Day.

VISION STATEMENT

To provide academic excellence to our students. To maintain this aim, our THS faculty strives to educate every child by providing a rigorous curriculum, an appropriate learning environment and opportunities for participation in clubs and challenging extracurricular programs where we stress teamwork, discipline, class, and character.

committed to providing a high-quality education in a safe environment, fostering community pride, and graduating students who are college or career ready.

[2025 - 2026 School Calendar](#)

THS BELL SCHEDULE

Move to Homeroom	7:10AM	7:16AM
Homeroom	7:16AM	7:20AM
1st Period	7:20AM	8:12AM
Move to 2nd Period	8:12AM	8:16AM
2nd Period	8:16AM	9:08AM
Move to 3rd Period	9:08AM	9:12AM
3rd Period	9:12AM	10:04AM
Move to 4th Period	10:04AM	10:08AM
4th Period	10:08AM	11:00AM
Lunch A	11:00AM	11:30AM
5 th Period Lunch B	11:04AM	11:56AM
5 th Period Lunch A	11:34AM	12:26PM
Lunch B	11:56AM	12:26PM
Move to 6th Period	12:26PM	12:30PM
6th Period	12:30PM	1:22PM
Move to 7th Period	1:22PM	1:26PM
7th Period	1:26PM	2:20PM
Bus Dismissal	2:20PM	

GRADING SCALE

A - 90-100

B - 80-89

C - 70-79

D - 60-69

F - Below 60

ALMA MATER

The praises of Terrebonne High School sing.

Our voices raise on high.

Her glorious name to the breezes fling,

'Til echoes rend the sky.

For noble deeds, for honor bright,

For truth's unbroken sway.

For victories won in virtue's fight.

We herald her fame today.

ATHLETICS

ATHLETIC ELIGIBILITY

Student-athletes must have earned at least 6 credits the preceding year, must have a 1.5 GPA for the previous semester or year, have a signed parental consent form, and must have a physical exam. All LHSAA rules will apply. Log on to our website for more information.

Seniors: Any senior with 20 or more credits, must earn 2.0 credits in the Fall semester with no failures.

PUBLIC CONDUCT AT ATHLETIC EVENTS

Any student/fan who demonstrates unsportsmanlike conduct at any extra-curricular activity will be disciplined and banned from all activities. This includes but is not limited to derogatory comments and profanity or gestures directed to officials, the opponent's team, fans, or support groups such as cheerleaders, dance groups, or band. For further information, contact the Athletic Director.

GENERAL INFORMATION COUNSELING CENTER

The guidance counselors provide a variety of services to students, parents, and teachers which include counseling, academic and occupational information, orientation, education and work placement. The guidance office is open before school and during lunch with a counselor available at all times. In order to speak to a counselor, a student must complete the online counselor form. Students are allowed to meet with a counselor between classes. Each student is assigned to a specific counselor and will be monitored during his/her entire academic career at THS. 12th grade counselor Krista Savoie, 11th grade counselor Lyle Naquin, 10th grade counselor Ashley Jefferson, and 9th grade counselor Haley Adams.

LIBRARY

Students may come to the library to browse for books, read, work on assignments, or do research during A or B lunch. Students must conduct themselves in a very orderly manner at all times in the library. Talking, eating, or drinking will not be allowed without permission. All debts must be cleared before checking out new items.

EMERGENCY DRILLS

Emergency drills and fire drills will be held throughout the school year and monitored under the THS Crisis Plan/Committee. During an emergency drill, students **must quietly follow the instructions of the teacher.**

DRUG TESTING

Beginning with the 1999-2000 school year, the Terrebonne Parish School Board passed a plan that allows for the random drug testing of all students involved in extracurricular activities.

MEDICATION

According to school board policy, students cannot take, have in their possession, or be given non-prescription medication such as Tylenol, aspirin, cold medications, ointments, etc. by school personnel during school hours. Students also may not possess prescription medication. If prescription medicine must be taken during school hours, written parental consent, and a completed doctor's form must be on file in the Main Office. It is the student's responsibility to report at the proper time for medication. A parent or guardian must bring all medicine/medications to school. Students in possession of any medication (prescription or over-the-counter) will be subject to disciplinary action. Contact the Main Office for more information.

BULLYING/SEXUAL HARASSMENT/HAZING

The Terrebonne Parish School Board states that intimidation, harassment, hazing, and bullying (physical, verbal, relational, and cyber bullying) are not acceptable. Use of social media for bullying/harassment/hazing will be addressed by administration when reported. THS encourages students/parents to report any bullying/harassment/hazing. Sex and gender discrimination is unlawful. State criminal law such as laws against child abuse prohibits sexual harassment.

DEBTS OWED TO SCHOOL

If a student owes a debt of any kind to the school which is not paid in a timely manner, that student will not be allowed to participate in any extra-curricular activity sponsored by the school. Debts carry over from year-to-year, and they also carry from school-to-school. Once the debt is cleared or an acceptable payment plan is agreed upon and implemented, then the student will be restored to all privileges accorded to all students in good standing. The Terrebonne Parish School Board has entered into an agreement with Envision, Inc. for the collection of all returned (NSF) checks issued to schools. Envision will contact you in order to collect the face amount of the worthless check plus the state allowed collection fee which is currently \$25.00. The following information is required on all checks written to school: Full name, Street address (not P.O. Box), Phone number where you may be contacted, and Child's name on Memo line.

CARE OF TEXTBOOKS

Students are responsible for textbooks issued to them. Students not returning textbooks at the end of each semester and at the end of a school year (or upon withdrawal from school) will be charged full textbook replacement costs. The student's name and amount owed will be placed on the textbook debt list until cleared.

STUDENT PICK-UP/DROP-OFF RULES

Students may be dropped off or picked up only in front of the school on Main Street. All students will enter school through the bus circle. Students may not arrive prior to 6:55 AM.

STUDENT VEHICLES/PARKING PERMITS

Each student must register vehicles driven to school. Parking permits cost \$20.00 and will be available in the Main Office. The permit should be visible on the rear windshield corner and be easily seen. Each student registering a vehicle will receive a copy of the driving and parking regulations. Violation of driving and parking regulations will result in loss of parking privileges and/or disciplinary consequences. Students must park in the student parking lot only. Students are not allowed to park in the church parking lot.

VISITORS

All visitors must report to the Main Office immediately upon arrival. Students are required to direct visitors to the Main Office. Students are not allowed to have visitors during school hours. No fast food, plate lunches, flowers, food, balloons, gifts, etc. will be delivered to students during school hours. Such deliveries will be turned away at the office.

ANNOUNCEMENTS

Announcements are read to all students over the intercom each morning, through school broadcasts, or posted online. Students are accountable for all information announced or posted.

DISCIPLINE
STUDENT CONDUCT CODE- RIGHTS AND
RESPONSIBILITIES

Students have the right to pursue through study and self-application, a quality education at public expense and to attain personal goals through participation in the entire school program. In order to obtain a quality education, students are expected to consistently practice our school maxim, **THS: Take Responsibility, Have Respect, Show Leadership**. It is the goal of this administration, faculty, and staff to provide each student with a quality education and to see that these students grow in a mature and responsible fashion.

HONOR SYSTEM

For those students not abiding by the honor system in examinations, the following guidelines will be used:

1. A student who is guilty of cheating on a daily quiz, weekly assignment, major test, or semester/final examination will receive a grade of “F” on the test or assignment and will receive a major office referral.
2. Testing irregularities and plagiarizing: A student who fails to follow teacher-prescribed testing procedures (e.g. silence, facing forward, not having test notes or study sheets in the testing areas, etc.) shall be given a grade of “F” and shall not be permitted a further evaluation on the same material. Turning in the copied work of another or plagiarizing will be dealt with in the same manner.
3. The consequence may also include removal from an office or position of responsibility, loss of eligibility for scholarship consideration or for special awards or recognition, and possible disciplinary action.

ZERO “0” TOLERANCE VIOLENCE PREVENTION PROGRAM

Violence: Once a physical fight takes place as determined by the principal/designee/SRO, the City Police/Sheriff’s Office will be called if deemed necessary. Each participant in the fight will be arrested, if deemed necessary, handcuffed, and taken into custody, unless it can be established that one or more students were the sole aggressor(s), and the other involved student(s) acted only in self-defense. **Firearms/Weapons:** A student who possesses, sells, distributes, displays, transfers, or uses any firearm/explosive/weapon of any type, including a look-alike, shall

be suspended, and the principal shall recommend expulsion. **Alcohol/Tobacco/Drugs/Vapes:** A student who possesses, sells, distributes, transfers, uses, or is under the influence of alcohol, a controlled substance, a legal substance, or vape to attain a mood-altering effect, and any equipment or device for preparing or taking drugs shall be immediately suspended from school, and the principal shall recommend expulsion. Full details on the prohibition of firearms/weapons and alcohol and drugs are provided in the Terrebonne Parish School Board Code of Student Conduct.

ALTERNATE SCHEDULE

Emails are sent each morning to all students with a list of teachers that will be on alternate or have a sub and the email will be posted on the office door. Students should check their emails daily and report to their alternate classes. A copy of his/her alternate schedule was given in the fall and at the beginning of the Spring semester. Students were shown in the fall how to locate their alternate schedules through the Student Progress Center and participated in a Mock Alternate Schedule in the fall. If the alternate teacher listed is absent, a student should report to the table in front of the Main Office to be dispersed by a teacher. Any student that does not report to their assigned alternate teacher or to the table for dispersal but their alternate teacher is present will receive one day of Out of School Suspension.

STUDENT SEARCHES

School officials are empowered to conduct reasonable searches of a particular student and school property when there is reasonable suspicion that the student may be in possession of drugs, alcohol, weapons, or other materials in violation of school policy or state law. Property (cars, lockers, book bags, purses, pockets, etc.) shall remain under the control of school officials and shall be subject to search. Students are responsible for all items found on their person or in their possession including in cars, lockers, book bags, purses, pockets, etc.

USE OF METAL DETECTORS

[Refer to TPSD policy H-3.2b regarding use of metal detectors.](#)

STUDENT BEHAVIOR EXPECTATIONS

1. Students are obliged to follow instructions from any teacher at any time. Teachers will not make unreasonable requests of students.
2. Maintain a free flow of traffic (stay on the right side) in the halls, stairs, and walkways.
3. Excessive or loud noise is prohibited on campus.
4. Students are to leave campus in an orderly manner at the designated time. Only students directly supervised by a teacher may remain in the halls.
5. Students are not to go to their cars during the school day unless permission is given by an administrator (including lunch recess). Students may not remain in their cars upon arrival to campus.
6. Upon arrival on campus, students may not leave campus without checking out through the Main Office. Even if the 7:10 AM bell has not rang, you must check out prior to leaving campus.
7. Students should report to the Student Circle when arriving at school. In the event of bad weather, they will report to the designated gym. They are to stay off the playing floor. No food or drinks are allowed in the gym.
8. Use or possession of tobacco products or vapes is prohibited.
9. Altering or forging of any official school document such as doctor's excuses, teacher notes, etc. is prohibited and will result in disciplinary action.
10. No student shall use, possess, or operate any electronic telecommunication, gaming, audio or video device in any classroom in accordance with the Cell Phone Usage Guidelines.
11. Any threat, verbal or written, will be taken seriously.
12. Obscenities/inappropriate material of any kind, verbal or written, will result in disciplinary action.
13. State law prohibits students from carrying firearms, knives, or other implements which can be used as weapons. This regulation includes sharp combs, manicuring devices, game items, jewelry, etc.
14. Non-compliance with any rule, verbal or written, will result in disciplinary action.
15. Exterior building doors may not be propped open and must be closed in a secured manner at all times.
16. Students may not purchase any vending machine products during instructional time.

17. Cell phones and headphones of any type are to be silenced/stowed away in the student's school bag at all times.
18. Hood/hats/beanies are not to be worn inside of the building.
19. Students are not to deface IDs or Chromebooks.

GENERAL COURTESY RULES

Stairwells/Hallways: Walk to the right and keep moving; have hall pass during class time; respect others' space; talk quietly; use appropriate, non-offensive language or gestures.

Main Office: Be respectful; follow dress code, including shirt tucked, ID on; sit in designated areas and wait your turn; follow all directives.

Classrooms: Be in your seat when the tardy bell rings; be respectful of teacher, fellow students, and visitors; be prepared for class with materials; be attentive and participate from bell to bell; use appropriate language at all times; remain seated until the bell rings; follow dress code including shirt tucked, ID on.

Alternate Classes: Sit in assigned seat; no food or drinks allowed; follow directions and procedures; work only on specific assignments.

Bus loading: Respect duty teachers and bus drivers; walk in designated areas; refrain from horseplay; board the bus in an orderly fashion; obey all bus rules.

Restrooms: Keep walls and floors clean; be respectful; be polite and flush; wash hands with soap before exiting; dress for success before exiting. No loitering.

CAFETERIA GENERAL RULES

1. Students who are in line are to stay in single file and not cut the line. The line dividers are not to be touched or rearranged by students.
2. Once students leave the serving area, they may not return to the serving area.
3. Students will walk to and from the cafeteria in an orderly manner, staying in line.
4. Students must wear an ID to eat or will be placed at the end of the line.
5. Students are to stay seated until they are finished eating, and then leave the cafeteria after clearing their table and floor in their area.
6. Food, drinks, straws, utensils, etc. may **not** be taken from the cafeteria.
7. Place paper goods, food, tray, and utensils in the proper area.

ASSEMBLES

Assemblies and special programs are held throughout the year. Students are expected to be courteous to other students, teachers, and guests. Students will follow this procedure: (1) Enter the auditorium through your assigned door and take your seat quietly in your assigned area. (2) Talk as little as possible. (3) Applaud when appropriate, but do not whistle, boo, or stomp your feet. (4) Always give courteous attention to the speaker-no heads down or hoods on. (5) Failure to follow procedure will result in exclusion from future assemblies and disciplinary action. (6) Assemblies are instructional time and no cell phones are allowed.

HALL PASSES

In order to leave class for any reason, students must have their Student Hall Pass filled out stating name, date, time, teachers' initials, and specific destination. Students are not allowed out of class during the first and last 10 minutes of the class period. Students out of class without their hall pass will be disciplined. Students will get 10 passes per nine weeks.

DRESS CODE POLICY

All students attending Terrebonne Parish Schools are required to adhere to the Board's mandatory uniform policy. New students to the parish will be given two weeks from the date of enrollment to obtain the required uniform.

Uniforms shall be worn as follows:

Boys: Solid White or Crimson collared shirt, khaki or black pants, shorts, or joggers.

Girls: Solid White or Crimson collared blouse, khaki or black pants, pleated or straight skirt, shorts, skorts, or jumper.

GLOSSARY OF TERMS

Uniform Style Pants: Uniform pants must be black or khaki in color (no white allowed). No jean material will be acceptable. Pants may have partial or full elastic at the waist (joggers are allowed). Pants must have straight legs. Jumpsuits, overalls, or coveralls are not allowed. Pants may be pleated/not pleated, cuffed/not cuffed. If pants have a belt loop, a belt must be worn. Shorts, Capri or full-length pants will be allowed. Shorts must conform to regulations and must be no shorter than five inches (5") from the knee when standing. Skirts must conform to regulations and must be no shorter than two inches (2") from the knee when standing. The small discreet brand name will be permitted.

Turtlenecks: Must be worn under a uniform shirt and/or uniform jumper.

Sweatshirts/Sweaters: Pullover hooded sweatshirts, long sleeve with ribbed collar, wrist, and waist, sweaters that are black, white, navy, khaki, gray, or the designated school color, possessing no labels, logos, print, or embroidering except for the official school logo will be permitted. THS or regular sweatshirts with hoods (no logos other than THS) are allowed.

Cumbersome: Heavy or large items which may cause a safety problem to the wearer or create a visual or auditory distraction.

Jean Material: Denim or corduroy material.

Ornate: More than one bracelet/necklace. More than two rings per hand. More than two earrings per ear. Large, dangling, or bright objects that are distracting or noisy.

Oversized Uniform: More than one size larger.

Straight Legged Pants: The measurement of the cuff from seam to seam is less than or equal to the measurement from seam to seam at the knee.

Body Armor: shall mean bullet-resistant metal or other material intended to provide protection from weapons or bodily injury.

DRESS CODE REGULATIONS

1. All students will wear the designated school uniform clothing as outlined in the uniform policy. All clothing must be worn as designed by the manufacturer. (No tying outerwear around the neck). The wearing of uniforms which are oversized, baggy, sagging, torn, or extremely tight fitting is prohibited. *Waistbands should be worn on the waist.* Cut off shorts are not acceptable.
2. Pants must be hemmed, and side slits are not permitted.
3. Belts may not be more than one size larger than the waist.

4. Shirts must be worn tucked in at all times. Undergarments must not be visible. Blouses must be buttoned/worn so as not to reveal cleavage.
5. Uniform shirt collars must be visible when wearing a hooded sweatshirt/sweatshirt/sweater.
6. Shorts and jumpers may be worn not shorter than five inches (5") from the knee.
7. Skirts may be worn not shorter than two inches (2") from the knee.
8. Footwear must be worn to school, and students are encouraged to wear socks. When socks, leggings, or stockings are worn, they may be any color, and have stripes or logos as long as they are not distracting, doesn't contain offensive language or graphics, and is a solid material with no holes.
9. **Footwear must have a closed front, fully closed back, and possess a hard bottom sole. Slippers, slides, sandals, backless shoes, flip-flops, crocs, champions, yeezys and moccasins are not allowed.**
10. Body piercing (except for ears) that is visible will be prohibited. (Ex. nose, lips, tongue, eyebrows, etc.) Students may be asked to remove Band-Aids if there is suspicion that it covers a piercing. Jewelry will be confiscated. Clear savers are allowed.
11. Students will not be allowed to wear ornate or cumbersome jewelry. Earrings larger than a quarter are not acceptable.
12. Optional: The name and/or logo of the school may be professionally sewn/printed on the shirt, sweatshirt, or sweater.
13. Student's hair must be groomed in such a manner that it will not draw undue attention. **Only naturally occurring hair colors are allowed.**
14. Male hair length must be of even distribution. The hair must be clean, well-groomed and neat at all times
15. Caps, hats, chains, headwear of any kind, and non-prescribed glasses are not permitted and will be confiscated.
16. Students may not wear body armor.

*The principal may exercise discretionary authority in the interpretation of the aforementioned rules and anything which necessitates judgment as to what is appropriate.

DRESS CODE VIOLATIONS CONSEQUENCES:

See [TPSD/Uniform Policy](#). Habitual violations will result in disciplinary consequences. Students will not be allowed to wear any items deemed inappropriate for school as determined by the Administration (e.g., athletic equipment, steel toe shoes / body armor of any kind).

First and Second Offense: Record in Grade book, warned (student will call home to correct the infraction). Office referral is not necessary.

Third-Fifth Offense: Office referral, parent notification, In-School Detention, and correction of infraction.

Fifth Offense: Office referral, parent notification, In-School Detention, and correction of infraction.

Sixth Offense: The student will be issued a temporary card by the teacher, referred to the office, and assigned In-School Suspension.

Subsequent Offenses: Out of school suspension

STUDENT I.D. CARDS

IDs are the property of the school and shall be presented upon request.

Students who walk away from a teacher attempting to get their name for any reason will be suspended. Any student who refuses to give a teacher their name will be issued an in-school suspension. Students will be required to wear their I.D. cards displayed **face up** over the upper chest area in a visible manner while at school. I.D. cards must be worn throughout the school day at all times while on campus beginning at 6:55am. IDs must be surrendered upon demand to a teacher. No student may use another student's ID for any reason. IDs defaced in any way will result in disciplinary action. The following consequences will be in effect for not wearing the student I.D. card:

First and Second Offense: The student is warned, issued a temporary card, and the offense is recorded by the teacher.

Third-Fifth Offense: The student will be issued a temporary card by the teacher, referred to the office, and assigned In-School Detention.

Sixth Offense: The student will be issued a temporary card by the teacher, referred to the office, and assigned In-School Suspension.

Subsequent Offenses: Out of school suspension

NOTE:

1. I.D. code violations will be accumulated by term (fall and spring).

2. A student can purchase a temporary ID for \$1 in the morning from 7:05 - 7:20.
3. If an I.D. is lost or stolen, the student will be responsible to pay a fee of \$5.00 for a permanent replacement.
4. I.D. code violations outside of the classroom should be referred to the office.

ATTENDANCE TARDY POLICY

Unexcused or unsubstantiated tardiness to class will be handled on a semester basis for discipline reasons. Unexcused or unsubstantiated tardiness to school will be handled on a yearly basis for truancy reasons. The consequences are listed below:

First and Second Offense: The student is warned, issued a temporary card, and the offense is recorded by the teacher.

Third-Fifth Offense: The student will be issued a temporary card by the teacher, referred to the office, and assigned In-School Detention.

Sixth Offense: The student will be issued a temporary card by the teacher, referred to the office, and assigned In-School Suspension.

Subsequent Offenses: Out of school suspension

*Tardies to homeroom accumulate per semester.

ATTENDANCE REQUIREMENTS

- I. Students are expected to attend school every day. The school does not condone skip-out days.
- II. Excused Absence: Doctor's excuse, Court, death in the family, extreme emergency (flooding, fire, hurricane, etc.) – allows make-up work and does not count against state required attendance.
- III. Procedures for makeup work:
 - a. Present written documentation with the reason for the absence to school officials within three days of returning to school.
 - b. Arrangements must be made with the classroom teacher the first day of return to school to make up for work missed within five (5) days of return to school. Extended periods of absence will be handled on an individual basis. Work not made up will result in an automatic "F" on all work missed.

- IV. Absences Due to Suspensions: Students missing school as a result of any suspension shall be counted as absent, but makeup work is allowed.
- V. Minimum Attendance Requirements
- a. A secondary student can miss no more than five (5) days in a ½ unit course or ten (10) days in a 1 unit course and still be eligible to receive credit.
 - b. Excused absences shall not be included in the five (5) day or ten (10) day limitation of absences per class.
- VI. Exceptions to Minimum Attendance Requirements
- a. Any exceptions to the above policy shall be made only after a review by the School Administrator and/or CWA.
- VII. A student must be present for 50% or more of the student's scheduled class periods to be eligible to participate for that day in practice or competition.

TRUANT POLICY

The Truancy Policy now includes Tardy. Tardy, for the purpose of notification, shall include but not be limited to being late to school or leaving or checking out of school unexcused prior to the regularly scheduled dismissal time at the end of the school day. However, it shall not include reporting late to class when transferring from one class to another during the school day. If a student checks out unexcused prior to dismissal, he/she is tardy unexcused.

HOMEWORK DURING ABSENCE

Students absent for three consecutive days should request homework. All homework requests should be made before 10am to the Counseling Center.

CHECK OUT POLICY

Students must officially Check Out of school by officially signing out in the main office with a parent/guardian or permissible person.

- Any parent/guardian or approved person checking out a student must furnish a picture ID before checking a student out.
- Persons listed on a student's information sheet may check out a student but must be at least 18 years old and not currently enrolled as a student.

- Student information sheets must be signed and dated by a guardian before taking effect.
- No verbal or telephone approval will be accepted for any check outs.
- Students will not be allowed to check out after 2:00.
- Student Self-Check Out is allowed for students in the 11th or 12th grade with a self-check out form completed, signed by guardian, and approved by administration.

TECHNOLOGY

Cell Phone Usage Guidelines

The following guidelines apply to all electronic communication devices including but not limited to cell phones, tablets, communication features of smart watches, headphones/earbuds, laptops, gaming devices etc.

1. Devices must remain powered off/stowed during instructional time. Use of devices is **prohibited in classrooms.**
2. Use of devices is **prohibited while on school campus.**
3. Use of devices is **prohibited during tests/exams.**
 - 0 **Electronic devices found to be powered on, in sight, or in use during an test/exam will result in an office referral, and the student will automatically receive an F for not following testing protocols.**
4. Earbuds/Headphones - only used in class, must be wired and plugged into the computer. NO bluetooth/wireless earbuds/headphones.
5. Electronic bullying/harassment will not be tolerated and will be subject to disciplinary consequences as outlined in TPSD Code of Conduct.
6. Use of devices for distribution of drugs or contraband is prohibited.
7. Recording of sound or visual images is prohibited without the consent of the person being recorded or photographed.
8. The school and district assume no liability for loss, damage, or theft of any electronic device brought onto campus for any purpose.
9. Students must **check out through the office.** Students cannot just call/text home and leave.

10. Any student who violates the TPSD Acceptable Use Policy (see TPSD Code of Conduct) will be subject to disciplinary consequences.
11. Failure to follow procedures set forth will result in disciplinary consequences as outlined in the TPSD Code of Conduct Electronic and Telecommunication Devices Policy.

Use of devices will result in the following consequences:

First Offense: The phone/electronic device will be confiscated. Parent(s)/Legal guardian(s) will be called to pick up the phone. Warned and recorded. Parent-Student Contract will be issued.

Second Offense: The phone/electronic device will be confiscated. Parent(s)/Legal guardian(s) will be called to pick up the phone. Parent-Student Contract will be issued. Students will not be allowed to have phones at school for 2 weeks.

Third Offense: The phone/electronic device will be confiscated. Parent-Student Contract. Students will lose privileges for the rest of the school year.

Fourth Offense and subsequent offenses: The phone/electronic device will be confiscated and students will be recommended for expulsion.

Failure to turn in the device when requested will result in an office referral and contract violation

First Offense	1 Day ISS
Second Offense	1 Day OSS
Third Offense	2 Day OSS
Fourth Offense	Expulsion Recommendation

Phones submitted to the office are never returned to the student. A parent or guardian will be contacted.

SCHOOL TELEPHONE USE

School telephones are to be used for official business only. Students will always be called to the phone in case of an emergency. The office phone is available for students to use in case of a personal emergency.

COMPUTER USE RULES

All THS internet services are filtered for student use in the classrooms. Students are responsible for good behavior on computers at school. Computer files, including e-mail, are not private. The use of the school's computer and networks, software, data files, and intellectual property is a privilege and is intended for educational purposes only. **Chromebook covers must remain on at all times.** The privilege may be revoked or other disciplinary action taken for violations of any of the following rules.

Students May Not:

1. Share computer account IDs and passwords except when authorized.
2. Create, copy, receive, or use data, language, or graphics which are obscene, abusive, or otherwise inappropriate.
3. Access, change, or delete intellectual property belonging to others, including programs or data files not owned by the user, without their expressed permission.
4. Steal or destroy the school's computer hardware or peripherals (printer, mouse, monitor, etc.)
5. Steal or destroy computer software, data files, or intellectual property owned by the school or other persons.
6. Violate or attempt to violate the security of the computer/network system.
7. Take unauthorized action which denies access to, disrupt, or destroy the service of the computer/network system.
8. Make unauthorized or unlawful installation of personal computer software on the school's computer or networks, including, but not limited to, games, virus programs, and applications software. Student-provided software must be used only in accordance with the license agreement.
9. Use computers, networks, or peripherals, to commit a forgery or to create a forged instrument.
10. Use the computer, networks, software, and data files or intellectual property in any unauthorized way.