



**TRINITY HIGH SCHOOL**  
**PARENT-STUDENT HANDBOOK 2011-12**



REVISED 8-19-11

**TABLE OF CONTENTS**

**ACADEMICS.....4**

    FINAL EXAMS.....4

    GRADES.....4

    GRADUATION REQUIREMENTS .....4

    INCOMPLETE GRADES.....4

    PHYSICAL EDUCATION .....4

    POWER SCHOOL PARENT VIEW .....5

    REPEATING CLASSES.....5

    REPORT CARDS .....5

    SCHOOL WEBSITE & SCHOLARSHIP INFORMATION .....5

    TRANSCRIPTS.....5

    TRANSFERS.....5

**APPEARANCE & DRESS.....5**

    DRESS CODE.....5

    P.E. UNIFORMS .....6

**ATTENDANCE .....6**

    ABSENCES: SHORT TERM INDEPENDENT STUDY.....6

    EXCUSED ABSENCES .....7

    VERIFICATION OF EXCUSED ABSENCES .....7

    MAKE-UP WORK DUE TO ABSENCE .....7

    ATTENDANCE AND EXTRA-CURRICULAR ACTIVITIES.....7

    CUTTING CLASS.....7

    EMANCIPATION AND 18 YEAR-OLD STUDENTS.....8

    SUSPENSION SCHOOL WORK .....8

    TARDINESS .....8

    TRUANCIES.....8

    UNEXCUSED ABSENCES.....8

    SENIORS .....8

**CONDUCT ON CAMPUS .....9**

    CELL PHONES AND OTHER MOBILE COMMUNICATION DEVICES .....9

    DRIVING TO SCHOOL .....9

    GYM LOCKER ROOM .....10

    INAPPROPRIATE DISPLAYS OF AFFECTION.....10

    LITTER.....10

    WEAPONS ON SCHOOL PROPERTY .....10

**EXTRA CURRICULAR ACTIVITIES.....10**

**SCHOOL & PERSONAL PROPERTY.....10**

    LOST/DAMAGED TEXTBOOKS AND EQUIPMENT .....10

    LOST AND FOUND.....10

LOCKERS AND P.E. LOCKERS .....	10
SKATEBOARDS, ROLLERBLADES, AND BICYCLES .....	11
VEHICLE PARKING REGULATIONS .....	11
<b>RIGHTS AND RESPONSIBILITIES OF THE STUDENT AND PARENT .....</b>	<b>11</b>
SCHOOL RESPONSIBILITIES .....	12
SUSPENSION .....	12
TRINITY ALPS UNIFIED SCHOOL DISTRICT SEXUAL HARASSMENT POLICY (AR 5145.7) .....	14
<b>SCHOOL POLICY .....</b>	<b>15</b>
ACADEMIC DISHONESTY .....	15
BALLOONS AND GIFT DELIVERIES .....	15
CAFETERIA .....	15
DANCES .....	15
DETENTION .....	15
DISCIPLINARY ACTION OTHER THAN DETENTION .....	16
DISCIPLINE POLICY .....	16
DRUG AND ALCOHOL POLICY .....	16
LEAVING CAMPUS .....	16
LEAVING CAMPUS AT LUNCH TIME .....	16
OFF LIMIT AREAS .....	17
REFUSAL TO HARM OR DESTROY ANIMALS .....	17
SEARCHES .....	17
SERIOUS INFRACTIONS OF SCHOOL POLICY .....	17
USE AND POSSESSION OF TOBACCO PRODUCTS .....	17
VENDING MACHINES .....	17
VISITORS PASSES .....	17
WORK PERMITS .....	17
<b>TRANSPORTATION SAFETY PLAN .....</b>	<b>18</b>
<b>STUDENT SUPPORT .....</b>	<b>19</b>
ALTERNATIVE PROGRAM FOR CREDIT .....	19
ASB LOGO (DISCOUNT) .....	19
ASSESSMENT .....	20
CLASS CHANGES .....	20
COUNSELING SERVICES .....	20
CREDIT .....	20
FAMILY LIFE/ SEX EDUCATION .....	20
HEALTH SERVICES .....	20
INSURANCE .....	20
LIBRARY .....	20
LIBRARY RULES .....	20
MEDICATION POLICY .....	21
SENIORS .....	21
STUDENT STUDY TEAMS .....	21
WORK RELEASE .....	21
<b>EXPECTATIONS OF ATHLETES .....</b>	<b>22</b>

**ATHLETIC / ACTIVITY CODE OF CONDUCT ..... 26**  
INTERNET/NETWORK ACCEPTABLE USE TERMS AND CONDITIONS ..... 32  
DISCIPLINARY GUIDE ..... 32  
INTERNET/NETWORK ACCEPTABLE USE TERMS AND CONDITIONS ..... 33

# **ACADEMICS**

## ***Final Exams***

Finals may be given in all subject areas and take place at the end of the second and fourth grading periods of the semesters in December and June. Students and parents should be aware that finals might not be rescheduled without teacher and administrative permission.

## ***Grades***

Student success is a joint responsibility of the student, parent and school. Teachers are available to provide extra help when needed and to discuss your work with you and your parents. Student progress can be checked on PowerSchool. Grades are issued as followed: A - Excellent; B - Good; C - Average; D - Poor; F - Fail; INC. - Incomplete; CR - Credit; NM - No Credit.

## ***Graduation Requirements***

### **1. Recommendation**

Students must receive a recommendation of the Principal as to general character, conduct and citizenship.

### **2. High School Exit Exam**

Student must successfully pass the English and Math portions of the High School Exit Exam.

### **3. Units Requirement**

240 credits based on a seven-period day

### **4. Subject Requirements**

English	40 credits	
Social Sciences	30 credits	<i>(World History, US History, Civics / Economics)</i>
Mathematics	30 credits	<i>(Including Algebra 1)</i>
Science	20 credits	<i>(Must include a physical and a life science)</i>
Physical Education	20 credits	
Fine Arts/Foreign Language	10 credits	
Vocational Education	10 credits	
Electives	80 credits	

## ***Incomplete Grades***

Students who receive an Incomplete Grade must make up the assigned work within three weeks (21 days) following the grading period in which the incomplete was given.

## ***Notice for AP Students***

All students taking the AP test must score at least a 2 in order to receive the automatic enhanced grade-point average and AP class designation on their transcript. If a student receives a C- or above in class and a 2 or above on the AP test, h/she will receive an automatic enhancement of grade-point average and AP class designation on their transcript. Any student who (a) scores a 1 or less on the AP test, or (b) does not take the AP test, or (c) does not receive a C- or above in class, is subject to, at teacher's discretion, loss of the AP designation/grade-point enhancement for that class. Teachers still retain the academic freedom to modify student grades for their individual classes, including the retention of AP designation and an enhanced grade-point average even if the student receives only a 1 on the AP examination. Parents may qualify for the College Board Financial aid package, in which the AP test cost is discounted.

## ***Physical Education***

All 9<sup>th</sup> grade students are required to take the Physical Fitness Test. Students not passing the Physical Fitness Test are required to enroll in a physical education course the following year. For the second year P. E. requirement, beginning

in the 10<sup>th</sup> grade, the Principal may allow up to 10 units of credit for P. E. to be earned through participation on school athletic teams. Students who participate in two consecutive extracurricular sports during one semester can earn 5 credits and students in three consecutive sports in one school year can earn 10 credits (maximum credits earned is 10). Students cannot get credit for P. E. through credit recovery.

### ***Power School Parent View***

PowerSchool Parent View is a convenient home-to-school collaboration tool that allows parents/guardians of Trinity High School students to keep track of their student's academic progress online via an easy-to-use web site. Parents/guardians may visit the password-protected site to view their students' grades, and attendance. Parents/guardians can also easily communicate with teachers via e-mail or receive automatic e-mail notification of unexcused absences, tardies, missing assignments, or failing grades. They can view their child's student information through the PowerSchool web site <http://parents.trinitywolves.org> after they have registered and received a User ID and Password. To maintain the integrity of student data, the PowerSchool application is a "read-only" system.

### ***Repeating Classes***

With the approval of the principal or designee, a student may repeat a course in order to raise his/her grade. Both grades received shall be entered on the student's transcript. The highest grade received shall be used in determining the student's overall grade point average with the lower grade going toward elective units. No unit credit will be given for a grade of "F".

### ***Report Cards***

Student grades are reported every three weeks. Permanent semester grades are given twice per year. Report cards recording student progress other than semester report cards serve as Interim Reports. Interim Reports are meant as an update notice to allow the student to make necessary improvements before permanent grades are issued. However, for the purpose of determining academic eligibility for the participation in extra-curricular activities the nine week Interim Reports of each semester, and the Semester 1 and Semester 2 grades will be used.

### ***School Website & Scholarship Information***

Trinity High has an official website [www.trinitywolves.org](http://www.trinitywolves.org) which includes a daily bulletin and has a calendar of all school events and important testing dates. Information on local, state and national scholarships is available in the counseling center. Scholarship opportunities are often posted in the daily bulletin, the THS website and in the counseling center. For all seniors and their parents, the local scholarship application offered by the Trinity Scholarship Foundation is available online in October.

### ***Transcripts***

Transcripts of grades are available from the registrar in the counseling center. Students are responsible to notify the registrar where to send transcripts. Transcripts may not be issued to students or sent to prospective employers or colleges if the student has outstanding bills or fines. A transcript request must be completed. If the student is less than 18 years of age, a parent / guardian must also sign the request. You can go online at [trinitywolves.org](http://trinitywolves.org).

### ***Transfers***

If a student is leaving THS permanently due to moving away, entering the service, or enrolling in another school, the student must get a check out form from the main office.

## **APPEARANCE & DRESS**

### ***Dress Code***

Student appearance and dress shall be within the boundaries of regulations covering health and safety and shall be of a nature that would not interfere with the educational process. The following are the dress code guidelines at Trinity High:

1. Title V of the CA Administrative Code states that students must be neat and clean and schools have a right and responsibility to reasonably enforce this standard.
2. For purposes of health and safety, shoes or comparable footwear with rubber or leather soles shall be worn.

3. Students with long hair shall be required, for reasons of safety, to provide and wear a hair net or head band in those classes where long hair might be a hazard or detrimental to the required performance of the class.
4. Students, whose appearance is so unusual as to cause obvious distraction to other students from the educational process, shall be sent home to correct their appearance.
5. Hats, visors, hoods, and/or sunglasses are not to be worn in class or at assemblies by any student regardless of gender. Any headwear that prohibits eye contact with a THS staff member is prohibited.
6. Shorts must have a 4 inch inseam or longer. Skirts must NOT be more than 6 inches above the knees when standing.
7. State law allows schools to ban all gang-related clothing and styles and all such items of dress are prohibited at Trinity High School. "Sagging", chains, bandannas, headbands or other items inspired by or reminiscent of gang culture are forbidden. Pants must fit at the waist and at the inseam and seat. Spandex must be worn under pants, shorts, or skirts which have large holes above mid-thigh.
8. Boys may NOT wear sleeveless T-shirts, tank tops that have excessively low cut armholes or sleeveless undergarments.
9. Tops worn by girls shall have two, 1 inch or wider, shoulder straps that cover undergarments. Tops must be long enough to cover the top of pants, when standing, with arms outstretched. No bare midriffs, see-through or fishnet tops, halter-tops, tube tops, half-shirts, midriffs, low-cut blouses, or backless tops may be worn. Any top deemed suggestive or inappropriate by THS staff is unacceptable.
10. Clothing may not have suggestive or inappropriate wording or images printed thereon.
11. Reasonable rules for appearance for those who participate in extracurricular activities may be established and enforced. These rules may not supersede the dress code. Students are expected to keep their shirts on at all times, even when playing in physical education activities or sports.
12. Clothing advertisement and artwork depicting alcohol, drugs, tobacco and offensive materials may not be worn.

Any student not meeting the above standard or who goes to school without proper attention having been given to personal cleanliness and neatness of dress, will be required change the item(s) of clothing in violation of the dress code. A parent will be required to bring an appropriate change of clothing or the school may provide a change of clothing to correct the dress code infraction. Students who are required to change clothes will leave clothing items that violate dress code in the office until the end of the school day, or clothing may be sent home with parent. Due to the rapid changes in society, it may become necessary to modify the dress code during the course of the school year.

### ***P.E. Uniforms***

Students enrolled in P.E. classes are required to dress down for P.E. every day. Students must wear a Trinity High School P.E. uniform or may opt for plain black, gray, red or white shorts and a plain T-Shirt of the same color. Uniforms may be purchased from the ASB office.

## **ATTENDANCE**

Regular attendance is vital to a student's success in school. Grades may be lowered due to absences, tardiness, or truancies. All students are expected to be on campus or involved in school-sponsored activities for the full extent of each day. Parents and students are reminded that absence from any part of the school day is undesirable and should be avoided if at all possible by planning appointments and vacations at times that do not conflict with school. Attendance is reported to the office every period. If school must be missed, notify the school. Please make every effort to have students attend at least part of the school day.

### ***Absences:***

#### ***Short Term Independent Study***

Student absences due to family trips and personal reasons are not excused absences. Parents may request short-term independent study for students needing to be absent for five days or longer for family emergencies and extenuating illness reasons (surgery, etc). The request must be in writing and approved by the administration at least two weeks prior to the independent study request dates. If short-term independent study is not authorized, make up work will not be given. Students granted short-term independent study will be assigned unexcused absences until the work has been completed. Teachers are **not** required to give opportunities for make-up work for any other reasons other than those listed under the CA Education Code.

## ***Excused Absences***

Absence shall be excused for the following reasons: illness; quarantine; medical, dental, eye doctor, or chiropractic appointments; attendance at a funeral service of a member of the immediate family; or jury duty.

Students may be excused to participate in religious instruction or exercises. In such instances, the student shall attend at least the minimum school day, and the student shall be excused for this purpose no more than four school days per month. (Ed. Code 46014)

## ***Verification of Excused Absences***

When students who have been absent return to school, they must present a satisfactory explanation verifying the reason for the absence. The following methods may be used to verify student absences:

1. Written note, phone call, fax or email to the attendance secretary from the parent or guardian containing the following information:

- The date the note was written
- The student's name
- The number of days and exact dates of the absence
- The exact reason for the absence
- Signature of the parent or guardian

2. Parents may call in an absence (623-6127 extension 201) on the morning of the absence.

3. Visit to the student's home.

Absentee notes must be turned into the office and are due no later than **THREE** school days from the absences.

Students failing to clear absences within **THREE** school days will be considered truant.

## ***Make-Up Work Due to Absence***

Students failing to clear their absence within **THREE** school days will be considered truant by classroom teachers.

Teachers are **not** expected to accept make-up work from students failing to clear their absences within **three** school days from the date the student returns to school.

## ***Attendance and Extra-Curricular Activities***

All students at THS are encouraged to participate in extra curricular activities. Students are reminded; however, that class work always takes precedence over extra curricular activities. Being organized and knowing what is expected will help students and teachers alike.

Students involved in extra curricular activities are responsible to make up all work in a timely manner. Whenever possible, the student is to make an effort to turn in assignments before leaving for the activities. A due date is a due date.

Teachers are not expected to re-teach lessons missed due to students' participation in extra curricular activities.

Students are responsible to get notes from a fellow classmate. Students are responsible for completing class time assignments missed as well as homework missed within 24 hours of the period missed due to activities.

Students missing quizzes and tests due to extra curricular activities are expected to make up the missed quizzes and test either before the activity or on the day they return from the activity. Teachers may require students to come before school or after school to make up missed work.

Although teachers may make exceptions to the above guidelines, students involved in extra curricular activities are to do their best to keep up with their classes.

## ***Cutting Class***

Cutting class (**Period Truancy**) is a serious infraction. There is no "allowable cutting". Teachers must account for students assigned during any class period or study hall. A failing grade will be given for all class work, tests and quizzes, labs or presentation missed due to cutting. Other consequences may include teacher assigned detention, administrative detention, parent conference, and referral to SARB.

## ***Emancipation and 18 Year-Old Students***

Regardless of age, all students at THS are treated equally under school policy. While students who are 18 years old or older are adults in society, they are still subject to all school policies and guidelines as younger students in the THS district. This policy includes attendance rules and guidelines.

## ***Suspension School Work***

Students suspended from school may not be allowed to make up class work during the suspension. Refer to teacher classroom policies provided to all students at the beginning of the school year.

## ***Tardiness***

Being late to class without a valid excuse is considered a tardy. Tardiness will result in a warning to the student on the first occasion. After the warning, three (3) additional tardies will count as an absence. Teachers have the option to administer additional penalties for tardies on a class by class basis as well as a positive incentive for punctuality. In addition, when a student receives five (5) tardies, a warning to parent/guardian and student will be sent home. On the sixth (6th) tardy, a final notice is sent explaining that each tardy hereafter will result in assigned detention. For each tardy thereafter, a referral will be sent to the school Administrator for discretion to discipline.

Students do not have the right to make up missed work due to tardiness. Teachers may include attendance, including tardies, in their grading policy. This means that a teacher is within his/her rights to lower a student's grade due to excessive tardies. Check the teacher's first day handout for each classroom policy.

## ***Truancies***

Students shall be classified as *truant* if absent from school without a valid excuse three full days in one school year or tardy or absent for more than 30 minutes during the school day without a valid excuse on three occasions in one school year, or a combination thereof. Such students shall be reported to the Principal or designee (Ed. Code 48260). Penalties for truancies include: Lowered grades, loss of extracurricular activity participation, parent notification, hour for hour detention, possible suspension, and possible loss of credit and/or referral to SARB. This Policy may include Saturday school to make-up for lost credits due to truancies, excessive absences or tardies.

Students failing to clear their absence will be considered truant by classroom teachers until the absence is cleared. Teachers are **not** expected to accept make-up work from students failing to clear their absences within **THREE** school days from the date the student returns to school.

## ***Unexcused Absences***

"Unexcused" absences include family trips, baby-sitting, caring for a friend or relative, taking your birthday off, fishing, hunting, missing the bus, not having anything clean to wear, appointments for haircuts, shopping, and other excuses that are not listed as "excused". Unexcused absences will be treated as truancies. *Teachers are not required to give students extra time to make up work due to unexcused absence.*

If you are absent for other than valid reasons, but with the knowledge and permission of your parents, and have not received **special permission** prior to the absence, you will receive an UNEXCUSED ABSENCE. You will not be able to make up the schoolwork missed during the absence including homework and tests.

## ***Seniors***

All students are required to maintain a seven period day. Administration may waive one or two periods on the requirement for seniors if the student will meet graduation requirements on a reduced day, has citizenship and attendance that meet administrative approval (no SARB referrals) and does **two** of the following:

- Scores advanced or proficient on STAR English and Math Content Standards
- Has a least a 2.5 cumulative grade point average
- Passes the California High School Exit Exam (CAHSEE)
- Has a valid work permit and documented employment for the waived periods
- Completes a college course on a college campus

## **CONDUCT ON CAMPUS**

### ***Cell Phones and Other Mobile Communication Devices***

Cell phones are not to be used during class, in the bathrooms or in the locker room at any time. Cell phones are to be turned off and concealed during class time, while in the bathroom and while in the locker room. Cell phones may only be used on buses with the driver's approval. Cell phones may be out and in use during non-class time, i.e. before and after school, at lunch, passing time, nutrition break, and during athletic contests after school time. For purposes of this policy rallies and assemblies are considered class time.

Locker room and bathroom cell phone use penalties START with the 2<sup>nd</sup> Offense consequence.

Consequences for violation of this policy:

- 1<sup>st</sup> Offense – phone confiscated for remainder of day – parent notified, incident logged. Student picks up phone after school in school office.
- 2<sup>nd</sup> Offense- phone confiscated for three days, logged, parent informed. Student and parent pick up at end of third day.
- 3<sup>rd</sup> Offense- phone confiscated for one week/seven days (includes one weekend). Student suspended\* for three days. Parent may pick up phone at end of day seven.
- 4<sup>th</sup> Offense- phone confiscated for 14 days; student suspended\* for 5 days; student prohibited from having a phone at school for remainder of the school year. Parent may pick up phone at end of day fourteen.

\* Education Code 48900(k)- Grounds for suspension: Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

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 health-related purposes. (Education Code 48901.5)

Students may possess or use on school campus personal electronic signaling devices including, but not limited to, pagers, beepers, and cellular/digital telephones, as well as other mobile communications devices including, but not limited to, digital media players, personal digital assistants (PDA's), compact disc players, portable game consoles, cameras, digital scanners, and laptop computers, provided that such devices do not disrupt the educational program or school activity and are not used for illegal or unethical activities such as cheating on assignments or tests.

A student who violates this policy shall be subject to discipline in accordance with Board policy and administrative regulation.

### ***Driving to School***

Traffic enforcement on school grounds will be implemented. Students who drive vehicles to school shall park in designated student areas. Any student exhibiting irresponsible driving on the school grounds may have driving privileges revoke and/or the sheriff notified. Students may not take vehicles from campus during morning breaks without permission from the principal or her designee. Students are not to park in staff parking lot or behind the school. The on-campus speed limit is 5 miles per hour. No parking is allowed in red zones or fire lanes. The privilege of having motor vehicles on school property will be denied if it becomes detrimental to the health, safety, or welfare of the school community. All state motor vehicle laws apply on campus. All vehicles on campus are subject to search by school personnel.

## ***Gym Locker Room***

The boys and girls locker rooms are off limits during all times except at the beginning and end of class periods for students enrolled in PE. Students are reminded that the school is not responsible for items stolen from the locker room.

## ***Inappropriate Displays of Affection***

THS is "hand holding only" campus. Inappropriate displays of affection may result in detention and/or suspension. See Discipline policy.

## ***Litter***

THS takes pride in having a clean and orderly campus. Trash bins and recycling bins are plentiful and need to be used. Please respect your campus.

## ***Weapons on School Property***

Weapons and dangerous objects of any type are strictly forbidden on school grounds. Students may not bring knives of any shape or size on campus. Students may not bring laser pens to school. Any student found with weapons on campus may be recommended for expulsion based upon circumstances.

## **EXTRA CURRICULAR ACTIVITIES**

Extra Curricular activities are an integral part of our school curriculum and as such must contribute to the well being of all participants. Participants are reminded they represent the school and community and their actions must be a credit to both. All school rules apply in all extra curricular activities.

Students will become ineligible for extra curricular activities, such as field trips, athletics, and clubs if they have poor attendance and/or have poor grades in other classes and/or have unresolved discipline issues. See Athletic/Activity Code of Conduct for guidelines.

## **SCHOOL & PERSONAL PROPERTY**

### ***Lost/Damaged Textbooks and Equipment***

Students are responsible for textbooks and any equipment that is lost or damaged while in their possession. Any damage beyond the normal use to textbooks and equipment will be charged to the student. Students must pay for lost or damaged books and equipment before new items will be issued. Students may not be issued equipment, uniforms, or transcripts until all bills are cleared.

### ***Lost and Found***

The school is not responsible for lost or stolen items. A lost and found box is located in the front office. The box will be cleaned out at the end of each quarter. Use common sense when bringing valuables to school.

### ***Lockers and P.E. Lockers***

Students will be issued their locker at the beginning of each school year. ONLY a Trinity High School lock is approved for use on P.E. and other school lockers. Students are responsible for their P.E. locks. Any lock other than the THS lock will be removed. THS and the TAUSD are not liable for articles placed within lockers at any time. Articles placed within lockers, including textbooks, are the sole liability of the individual who has chosen to use the lockers.

It is recommended that lockers be used only during the school day. All articles should be taken home at the end of each day and for the weekend. Adherence to this recommendation will help prevent theft.

- Students are responsible for payment of textbooks lost or stolen from lockers.
- Students must use their assigned locker only. Any damage or needed repairs to lockers should be reported to the secretary in the administration office.
- Students are not to share lockers or their locker combinations.
- Students who write on or deface lockers will be subject to disciplinary action. Defacing lockers is considered vandalism and restitution must be made.

- Items located in a student's locker or cars are considered to be in the student's possession.
- The administration may check lockers at any time for health and safety reasons.

## ***Skateboards, Rollerblades, and Bicycles***

Skateboards, roller blades, and bicycles may not be used on school property.

## ***Vehicle Parking Regulations***

THS has a responsibility for the health, safety and well being of all students and staff who are on school property.

1. To bring a vehicle on to school property is a privilege granted to students who comply with school rules and the California DMV Code.
2. Students are to drive in a safe and careful manner at all times.
3. Parking on campus is by PERMIT only. Parking permits may be obtained in the main office by filling out and signing an "Application for Student Parking Permit". Photocopy of drivers' license and proof of insurance is required.
4. Vehicles are to be driven at 5 MPH or less while on school property.
5. Vehicles are to be properly parked in the areas marked in the front parking lot only.
6. Parking anywhere on campus, other than the front parking lot, is by daily permission only.
7. Students will be denied the right to bring the vehicle on campus if in continued violation of the rules. Students will be warned only once.
8. A school administrator may search any vehicle parked on school property or law enforcement officers if there is reasonable cause to believe the vehicle contains illegal substances and/or weapons. The student driver will be at the vehicle at the time of the search. DMV codes require all passengers in a car to have a seat belt, buckled.
9. State law forbids any guns and weapons to be on school property. This law includes pistols, rifles and bows and arrows.
10. Students are not to use vehicles as lockers.
11. Failure to park within posted student parking areas may result in 3 detentions (per violation) or revocation of parking permit.

## **RIGHTS AND RESPONSIBILITIES OF THE STUDENT AND PARENT**

### ***Student Rights***

The US Constitution and California State laws protect students' rights to a safe learning environment. *"All students and staff of public school have the inalienable right to attend campuses which are safe, secure and peaceful."*

### ***Student Responsibilities***

Respect the authority of teachers, administrators, and other school employees.

Comply with school and district standards of conduct.

Attend school on a daily basis and be punctual.

Come to class prepared to work with the necessary books and supplies.

Be attentive in class.

Follow classroom rules and regulation.

Complete work and homework on time.

### ***Parent Rights***

The right to information regarding their child's achievement and behavior.

The right to expect an appropriate education for their child in a safe environment.

The right of due process is explained in the "Parent Rights and Responsibilities" booklet, which is provided in the "Back to School Packet" and is also available upon request in the school office.

### ***Parent Responsibilities***

- Understanding the right of the school and the Board of Trustees to maintain standards of behavior for all students.
- To discuss the school rules with their child to make sure they understand the rules and what is expected.
- To send their child to school each day and on time.
- To provide a suitable area for study at home.
- To keep informed of their child's scholastic achievement.

***Please refer to the booklet, "Rights of Parents, Legal Guardians, and Students for further information.***

## ***School Responsibilities***

District staff will demonstrate the appropriate school and classroom behavior in their attitudes and in their communication with students and parents.

### ***Staff will:***

Establish an atmosphere in which productive learning can take place.  
Enforce District policy and school rules fairly and consistently.  
Involve students in an on-going, self-evaluation process.  
Communicate with students and parents regarding academics and behavior.

### ***Administration will:***

Support teachers and staff as they carry out their responsibilities.  
Enforce California Education Code, District policy, and school rules to insure a safe educational environment for all.  
Communicate school rules and consequences to students and parents.

### ***Establishment of Policies, Rules and Regulations***

The Trinity High School Board of Trustees has established written policies and regulations governing student conduct in schools. Trinity High School has also established written rules and regulations consistent with those established by the Board.

### **Areas of Prohibited Student Conduct**

Nothing herein is intended to restrict the exercise of legitimate first amendment rights. Any conduct that causes or creates a substantial disruption or interference with any school function or activity or creates a reasonable likelihood that it will interfere with the safe, secure, peaceful campus or interferes with the rights of others is prohibited.

## ***Suspension***

A pupil **may be suspended or expelled** from school for acts which are described in Ed. Code Section 48900 and are related to school activities or attendance which occur at any time including, but not limited to, any of the following:

- (1) While on school grounds;
- (2) While going to or coming from school;
- (3) During the lunch period whether on or off campus;
- (4) During, going to, or coming from a school sponsored activity. The following is a list of offenses for which a student may be suspended or expelled from school (Ed. Code 48900):
  - (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.  
(2) Willfully used force or violence upon the person of another, except in self-defense.
  - (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive or other dangerous object unless, in the case of possession of any object of this type, the pupil has obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
  - (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, marijuana, or an intoxicant of any kind.
  - (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance, listed in Chapter 2 (commencing with Section 11053) of the Health and Safety Code, an alcoholic beverage, marijuana, or an intoxicant of any kind and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, marijuana, or intoxicant.
  - (e) Committed or attempted to commit robbery or extortion.
  - (f) Caused or attempted to cause damage to school property or private property.
  - (g) Stolen or attempted to steal school property or private property.
  - (h) Possessed or used tobacco, or any product containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.  
However, this section does not prohibit use or possession by a pupil of their own prescription products.
  - (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
  - (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia as defined in Section 11014.5 of the Health and Safety Code.
  - (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
  - (l) Knowingly received stolen school property or private property.
  - (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is as substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliation against that pupil for being a witness, or both.
- (p) A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
  - (1) While on school grounds.
  - (2) While going or coming from school
  - (3) During the lunch period whether on or off the campus.
  - (4) During, or while going to or coming from, a school sponsored activity.
- (q) A pupil who aids or abets, as defined in Section 31 of the PC, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to the provisions of this section. Except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (r) A superintendent or principal may use their discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.
- (s) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities. Am 2001

In addition to the reasons specified in section 48900, a pupil **may be suspended** from school **or recommended for expulsion** if the superintendent or the principal determines that the pupil has committed sexual harassment as defined in Section 212.5. In addition to the reasons specified in Sections 48900 and 48900.2, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in subdivision (e) of Section 33032.5

CA Ed. Code Section 48915 (a) describes those disciplinary offenses in which the principal or the superintendent shall **immediately suspend** and **shall recommend expulsion**, and the governing board **shall expel** if it is determined that a pupil has committed any of the following acts at school or at a school activity off school grounds unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstance:

- (1) Causing serious physical injury to another person, except in self-defense.
- (2) Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
- (3) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis.
- (4) Robbery or extortion.
- (5) Assault or battery, as defined in Sections 2540 and 242 of the Penal Code, upon any school employee.

CA Ed. Code Section 48915 (b) describes those disciplinary offenses in which the principal or the superintendent **may suspend** and **may recommend expulsion**, and the governing board may order a pupil expelled upon finding that the pupil committed an act listed below (CA Ed. Code 48900 (a-e)). A decision to expel shall be based on a finding of one or both of the following:

- (1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
- (2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

CA Ed. Code Section 48915 (c) describes those disciplinary offenses in which the principal or the superintendent **shall immediately suspend** and **shall recommend expulsion**, and the governing board **shall expel** if it is determined that a pupil has committed any of the following acts at school or at a school activity off school grounds:

- (1) Possessing, selling or otherwise furnishing a firearm.
- (2) Brandishing a knife at another person.
- (3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing within Section 11053) of Division 10 of the Health and Safety Code.
- (4) Committing or attempting to commit a sexual assault as defined in subdivision of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.

**EC 48900.2** Suspension – Sexual Harassment

In addition to the reasons specified in Section 48900, a pupil **may be suspended** from school or **recommended for expulsion** if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5.

For the purposes of this chapter, the conduct describes in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive. 1992

**EC 48900.3. Suspension for Hate Violence**

In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, **may be suspended** from school or **recommended for expulsion** if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233, Am 1999

**EC 48900.4. Suspension/Expulsion – Prohibited Actions**

In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual or reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment. 1994

**EC 48900.7. Suspension/Expulsion – Terroristic Threats**

In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.

***Other Courses of Action***

The superintendent, principal, teacher, any employees, or other persons authorized to be in charge of a school function, are authorized to take such action in connection with student behavior as is reasonable or necessary. Such action shall be taken to help any student to further school purposes or to prevent any interference. Action may include counseling, class suspension, parent conference, assignment of additional work, requiring the student to remain at school after regular school hours or restriction of extracurricular activities.

***Trinity Alps Unified School District Sexual Harassment Policy (AR 5145.7)***

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when: (Education Code 212.5)

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status or progress.
2. Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidation, hostile or offensive educational or work environment.
4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

1. Unwelcome leering, sexual flirtations or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures or gestures.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
7. Touching an individual's body or clothes in a sexual way.
8. Purposefully limiting a student's access to educational tools.
9. Cornering or blocking of normal movements.
10. Displaying sexually suggestive objects in the educational environment.
11. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

A copy of the district's sexual harassment policy shall:

1. Be included in the notification that is sent to parents/guardians at the beginning of each school year. (Education Code 48980) (*cf. 5145.6-Notifications Required by Law*)
2. Be displayed in a prominent location near each school principal's office. (Education Code 212.6)
3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester or summer session. (Education Code 212.6)
5. Appear in any school or district publication that sets forth the school or district's comprehensive rules, regulations, procedures and standards of conduct. (Education Code 212.6)

The principal or designee shall take appropriate action to reinforce the district's sexual harassment policy. These actions may include:

1. Removing vulgar or offending graffiti.
2. Providing staff in-service and student instruction or counseling.
3. Taking appropriate disciplinary action as needed.

## **SCHOOL POLICY**

### ***Academic Dishonesty***

Academic dishonesty is defined to be the copying or taking of someone's work and representing it as your own, allowing someone to copy work, or taking a test, quiz, or exam in a dishonest way. Any student caught being academically dishonest will receive a zero for their part in that activity. Repeated offenses will result in administrative consequences. (See Discipline Policy)

### ***Balloons and Gift Deliveries***

Occasionally, parents and friends have balloons and gifts delivered to the school to be given to a student. We ask they are delivered after 3:00 p.m. and we will call the students at the end of the school day to pick them up.

### ***Cafeteria***

The cafeteria provides balanced meals to all students at a reasonable cost. Breakfast hours are from 8:00 - 8:20 a.m. Lunch is available during regular lunch hours. Free and reduced lunch forms are available to all students who qualify. The cafeteria charges students by their ID numbers. We want to keep lunch charges to a minimum so students are not allowed to charge more than \$10.00. To get 2<sup>nd</sup> meals, students must have money on their account or pay in cash. Pre-payments can be made in the office or in the cafeteria during business hours.

Students are expected to behave in a polite and orderly fashion while in the cafeteria. Students are expected to throw away all garbage and leave the cafeteria clean after eating

### ***Dances***

School dances are for all regularly enrolled students of Trinity High School. Students may request a dance guest pass from the administration 48 hours before the dance. Guests must be currently enrolled in high school. Special exception to this rule will be considered for Winter Ball and Prom. Under no circumstances will dance guest passes be issued to persons older than 19 years of age. The administration reserves the right to turn down requests for guest passes. Students must have, on file in the Office, THS Dance Guidelines & Permission form.

All dances end no later than 12:00. Dances may end at 12:30 a.m. during football season, with the exception of Homecoming, which may end at 1:00 a.m. If you leave a dance early, you must sign out and the administration or advisors in charge may notify your parents. If you leave a dance, you will **NOT** be allowed to re-enter. Loitering on school grounds is prohibited.

### ***Detention***

Any staff member may refer a student to the administration for a violation of school rules and policies. Referral to the office will result in consequences appropriate to the offense including, but not limited to, detention.

The administration will assign detention hours. Students' assigned detention will check in with the detention monitor upon arrival. Students' assigned detention will bring homework or an assignment will be provided. Parents are responsible for arranging transportation home if after-school detentions or Saturday School are assigned.

If you are excused or absent on the scheduled detention date, you automatically will serve your detention on the next scheduled detention day you are in school. **YOU MAY NOT RECEIVE NOTICE OF THE MAKE-UP DATE.** Failure to attend detention will result in an additional detention. Seven missed detentions will result with a one day in school suspension.

## ***Disciplinary Action Other than Detention***

At the discretion of the administration, alternative consequences to detention may be assigned. These include, but are not limited to: Essays related to the behavior; campus cleanup; community service; student contract; written letters of apology; loss of off-campus privileges; loss of driving privileges; profanity essay and parent conference.

## ***Discipline Policy***

Public Schools are required to provide equal learning opportunities for all students. In order for an individual to exercise his/her individual rights, he or she must be able to exercise self-discipline. The success of education at Trinity High School depends on the basic concept of individual self-discipline and self-control.

In addition to the regular curriculum, good citizenship must be taught, which includes demonstrated respect for the rights of others. The school cannot ignore its responsibilities by permitting students to act in an objectionable manner or to disregard rules and regulations adopted for the benefit and safety of all individuals.

## ***Drug and Alcohol Policy***

Unlawful possession, using, or being under the influence of any controlled substance is against school and district policy. Violation will result in a five-day suspension, notification to law enforcement and possible recommendation for expulsion. Unlawful selling or furnishing of any controlled substance shall result in recommendation for expulsion.

## ***Leaving Campus***

If a student should have to leave school before the end of the school day for any reason other than lunch, the student must first report to the attendance office and present verification of reason for leaving. The student will be given a blue Off Campus Pass prior to leaving campus. If a student fails to check out properly, administrative consequences shall be relegated. Students who leave at lunchtime and do not return to their afternoon classes will receive a truant unless their parent or guardian has called and given Special Permission **prior** to 11:30.

## ***Leaving Campus at Lunch Time***

Students in grades 10, 11, and 12 and that have a cumulative GPA of 2.0 and above, may leave campus during lunch provided a signed permission slip is on file in the office and the student has an **OFF CAMPUS PASS on their ID card**. Students leaving campus during lunch must leave in a vehicle and must return in a vehicle. Students are expected to return to campus and be on time for the period following lunch. Students with habitual tardiness or absentee records will lose off campus privileges.

Students who leave at lunchtime and do not return to their afternoon classes will receive a truant unless their parent or guardian has called and given special permission. The campus and parking lot will be closed to all students during the morning break. Students are not allowed to use vehicles as a locker. The parking lot will also be off limits during the passing time between classes. Students may not leave campus.

1. During lunch, the campus will be closed to all 9th grade students. Freshman may not leave campus during this time unless they qualify for an exception as listed in item #10 of this policy.
2. Only students in grades 10, 11, and 12 and that have a cumulative GPA of 2.0 and above, may leave campus during lunch provided a signed permission slip is on file in the office and the student has an **OFF CAMPUS PASS on their ID card**.
3. Students may not walk off campus during lunch.
4. Students with written permission slips will have the corner of their student ID punched by the ASB Advisor. The student ID must be in a student's possession at all times while off campus. A student must show the pass to community merchants, peace officers and high school staff upon request.
5. Leaving campus at lunch is a privilege that may be denied due to discipline problems, excessive tardies and/or truancies.
6. Students leaving campus must return to campus before the tardy bell (for the period following lunch) rings. Students with excessive tardies and/or truancies will be denied off campus lunch privileges.
7. Students permitted to leave campus may not loiter near Alps View, the C.D. Hall or the Trinity County jail area.
8. Exceptions to the above rules will be made at the discretion of the school administration. If for any reason a student needs to leave campus and does not have written permission on file, the parent will need to write a note of request. Please include in the note the name of the student, the date, and time the student will be off campus, the reason, and parent signature.
9. Administration discretion applies to all above rules.

10. Exceptions to the above rules will be made at the discretion of the school administration. If for any reason a student needs to leave campus and does not have written permission on file, the parent will need to write a note of request.

**NECESSARY FORMS MUST BE ON FILE AND STUDENTS MUST HAVE AN OFF-CAMPUS CARD PRIOR TO LEAVING CAMPUS DURING LUNCH**

### ***Off Limit Areas***

Baseball, softball and football fields, tennis court area, and outside basketball area are off limits when not in class. Both sides of the paved trail to the CD Hall are off limits **AT ALL TIMES!** The parking lot is closed during all class and break times. **Bally road** is also off limits for safety reasons.

### ***Refusal to Harm or Destroy Animals***

The governing board supports the right of students to refrain from participating in instruction that involves dissecting or otherwise harming or destroying animals when they have a moral objection to such activities. (Ed. Code 32255) Students who wish to refrain from such instruction shall notify the teacher and provide a note from their parent or guardian sustaining the objection. An alternative assignment and/or project will be assigned whenever possible. This right applies to all 9-12 courses, **except** classes and activities conducted as part of agricultural education that provides instruction on the care, management and evaluation of domestic animals.

### ***Searches***

School officials may search individual students and their property when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law or the rules of the district or the school.

Any school locker may be opened and inspected without student permission at any time and reason or when school officials have reasonable suspicion that the search will disclose evidence of illegal possessions or activity or when odors, smoke, fire and /or threats to student health, welfare or safety emanate from the locker. *Any items contained in a locker shall be considered to be the property of the student to whom the locker was assigned.*

### ***Serious Infractions of School Policy***

Serious infractions of school policy may result in the loss of privilege to participate in extracurricular activities. These may include, but are not limited to, class trips, field trips, athletics and dances.

### ***Use and Possession of Tobacco Products***

The use or possession of tobacco products is strictly prohibited on Trinity Alps Unified School District property. THS is a tobacco-free campus.

Smoking, possession or the use of any tobacco product will result in a combination of administrative consequences. All tobacco and tobacco related materials would be confiscated. Law officials could be contacted to issue tickets. (Ed. Code 48900 (h))

### ***Vending Machines***

Several vending machines are available to students. Use of these machines is limited to breaks and lunch hours. Students may not use the vending machines during class time or study hall. It is essential that students care for and respect the machines.

### ***Visitors Passes***

All visitors must sign in at the main office.

### ***Work Permits***

State law requires students under 18 to obtain work permits to engage in work. Applications for permits are available in the ASB office during lunch and after school. Students requesting work permits for jobs during school hours must see the counselor prior to requesting an application. Special permission for work release to work is at the discretion of the administration.

# **TRANSPORTATION SAFETY PLAN**

At the beginning of the school year, each student enrolled in school will receive a copy of the transportation Safety Handbook. Parents must read and discuss the handbook with their children, sign and return the form acknowledging receipt of the safety plan, before their children ride the bus. The same procedure will apply to children enrolling after the start of the school year.

State Law requires that the school bus driver activate the flashing red lights any time the bus is stopped to load or unload students. The law does provide for exemptions from this requirement under certain circumstances. A list of exempted bus stops is included in this safety plan.

## **1. Walking to and from bus stops**

- a. Students shall use walkways whenever possible.
- b. Students shall obey all traffic signs and signals.
- c. Students shall stay out of the roadway whenever possible.

## **2. Conduct at bus stops**

- a. All rules of conduct that apply at school also apply at school bus stops.
- b. Students shall stay out of the roadway at school bus stops.
- c. Students shall arrive approximately 5 minutes early to their bus stop.
- d. Students arriving at their bus stop after the flashing red lights have been turned off will not be allowed to board the bus.

## **3. Boarding and exiting the bus**

### *Boarding:*

- a. Students shall stand calmly at their bus stop.
- b. Students shall remain at designated spot until the driver opens the door.
- c. When the driver opens the door, students shall proceed calmly, in single file to the bus.
- d. Students shall take their seats promptly and quietly.

### *Exiting:*

- a. Upon stopping of the bus, students shall calmly and quietly walk down the aisle to the top of the stairwell.
- b. When the driver opens the door, students shall exit the bus and proceed immediately to their destination; home classroom, cafeteria, gym, etc.
- c. Students must not remain in the danger zone around the bus - 10 feet from the bus in all directions.
- d. Students shall not cross the road for any reason after exiting the bus.
- e. Students shall not return to the bus for any reason without first getting the attention of the bus driver from outside danger zone -10 feet from the bus.

## **4. Stops where student must cross the road**

- a. Boarding: Preschool through 8th grade:** Students will remain at the bus stop in a quiet and orderly fashion. The bus driver will shut off the bus and turn off the red flashing lights. The driver will proceed to the center of the road when safe and tell the students to cross. Students will cross between the driver and the front of the bus. Students shall board the bus and go directly to their seats.
- b. Boarding: Grades 9 through 12:** Students will remain at the bus stop in a quiet and orderly fashion. The bus driver will shut off the bus and turn off the red flashing lights. Students will make eye contact with the driver. When safe, the driver will tell the students to cross the road. Students shall cross straight across the road, board the bus and go directly to their seats.
- c. Exiting: Preschool through 8th grade:** The bus driver will shut off the bus and activate the flashing red lights. Students shall remain on the bus until the bus driver directs the student to follow him/her off the bus.
- d.** Students shall wait in front of the bus until the driver walks to the center of the road and then tells the student to cross. Students shall cross between the driver and the bus. Students shall cross directly to the opposite side of the road, and then proceed immediately home. Students shall never, for any reason, go back across the road.
- e.** Students shall at all times, follow the directions of the bus driver.
- f. Exiting: Grades 9 through 12:** Students shall remain on the bus until the bus driver opens the door and tells them to cross.
- g.** Upon exiting the bus, students shall proceed at a 45-degree angle from the front of the bus to a point where they can see down the road behind the bus. When traffic is clear or stopped, students shall proceed straight across the road to the opposite side and go directly to their homes.
- h. Alternative stops:** If a student must go to a stop other than their designated stop, he/she must have a permission slip signed by their parents or legal guardians, or notification from the school office. The permission slip must contain the following information: Student Name; Requested Destination; Date for request; Signature of parent or legal guardian; Verification signature of approval from the school office.
- i.** If a student's parent or legal guardian is at a regular bus stop, other than the student's regular bus stop, the student may be released to the parent or guardian.

### **5. Conduct while on the bus:**

- a. Remain seated while the bus is in motion. Face forward!
- b. Keep hands, head, etc. inside bus at all times!
- c. No littering!
- d. Limit conversations to seats near you. Do not yell to students several seats away.
- e. No glass containers or sunflower seeds allowed.
- f. No pets or animals may ride on the bus.
- g. No harassment of other students or the driver will be tolerated.
- h. No throwing of any object, any time!
- i. When bus stops, keep aisle clear - legs and objects out of pathway.
- j. Courteous and appropriate language is to be used. No profanity allowed.
- k. Be respectful of others and their property.
- l. Always obey the bus driver.
- m. Listen to the bus driver and follow all rules for a safe and pleasant ride.

### **6. Consequences for students who do not follow bus rules:**

- a) School buses provide transportation to and from school and school related activities. Students riding the bus and then choosing to be truant from school will have bus-riding privileges revoked.
- b) Students who do not comply with bus rules will be not be permitted to ride the bus.
- c) Bus privileges may be revoked for any period of time the bus driver and /or the administration deem necessary for students in violation of bus rules.
- d) Students who lose bus privileges must find their own transportation to and from school.
- e) Students do not have excused absences due to lack of transportation.

### **7. Authority of the driver**

Pupils transported in a school bus shall be under the authority of, and responsible directly to the driver of the bus, and the driver shall be held

responsible for the orderly conduct of the pupils while they are on the bus or being escorted across the street or highway. Continued disorderly conduct or persistent refusal to submit to the driver shall be sufficient reason for a pupil to be denied transportation. The school governing board of trustees shall adopt rules and regulations to enforce this provision (5 CAC 14103).

### **8. Safety and Emergency Procedures**

- a) CA Ed. Code 39831.5 requires that once each school year, every student that rides a school bus receives instruction in emergency procedures and bus evacuation.
- b) As part of the instruction, students shall evacuate the school bus through the emergency exit doors.
- c) Prior to departure on any field trip, students shall receive safety instruction that includes, but is not limited to, location of emergency exits and location and use of emergency equipment.
- d) All bus rules shall apply to activity trips as well as home to school transportation.
- e) School bus drivers at all times shall carry out their duties with the utmost concern for student safety in accordance with state law.

## **STUDENT SUPPORT**

### ***Alternative Program for Credit***

There may be occasions when a student might wish to obtain academic credit to fulfill Trinity High School's graduation requirements. Opportunities to obtain academic credit may include but are not limited to:

Summer School (when offered)    Independent Study    Course work Community College  
Correspondence Courses    Adult Education

Approval Procedure: All courses taken for credit must be submitted to the student's counselor prior to enrollment in order to ensure the granting of THS credit. Forms are available in the counseling office.

### ***ASB Logo (Discount)***

The cost of an ASB discount logo is determined yearly. . ASB logos are used for reduced admission to many activities including athletic events, dances and yearbook purchases. Logos will be incorporated into the school ID when purchased.

## ***Assessment***

Students shall be assessed periodically to measure mastery of basic skills and shall be provided with additional instruction and opportunities to meet the standards established by the district. Each spring, all students in grades 9-11 will be given the STAR test. The scores from this standardized test may be used to determine eligibility for honors classes. All students must pass the High School Exit Exam.

## ***Class Changes***

Due to number of class requests and class size, students may not always get the classes of their first choice. Class changes are not always possible. Students may not request a class change because they would prefer a different teacher. Students wishing to change their schedule due to graduation requirements or inappropriate placement must request class changes in writing, or through the counseling office.

**Students may not request class changes after the semester begins.** Exceptions may be made with approval of the administration. Students dropping classes six weeks or more after the beginning of each semester will be given a failing grade for the class (Board Policy).

## ***Counseling Services***

Trinity High School offers counseling services for educational and vocational planning. During the year, students have the opportunity to meet with the counselor to discuss educational goals and post high school plans.

The counseling office is also available to help answer questions concerning Conflict Management, Scholarships, ROP, Career/College Information, CA Guidance Reports, Student Information, transcripts and address changes.

The counselor is available to help students through personal crisis, confusion in decision-making, and all personal issues that might cause concern or worry. We urge you to make appointments as the need arises.

## ***Credit***

Five (5) units of credit are earned for each completed semester class. Students must be enrolled in at least seventy (35) credits per semester at THS.

## ***Family Life/ Sex Education***

Family life and sex education are part of the 9th grade curriculum and may be discussed in appropriate upper level courses. Parents may request in writing that their child not attend the class when instruction in which human reproductive organs and functions, process, or diseases are described, illustrated or discussed. This includes HIV and AIDS prevention instruction. Alternative assignments will be provided.

## ***Health Services***

If you become ill, ask a teacher for a pass to the office and report directly to the main office secretary. **DO NOT:**

1. Leave the school without permission for any reason.
2. Spend the period in the bathroom trying to recuperate.
3. Report to the office without a pass unless there is an extreme emergency.

## ***Insurance***

Trinity High School does not carry accident insurance on students. A low cost insurance plan is available for purchase and is included in the beginning of the school year packet and available at the office.

## ***Library***

The Library will be open from 8:00 a.m. to 3:30 p.m. for the use of students, parents, and teachers. It is the student's responsibility to verify material checked in/out at the time of transaction. Students are responsible for lost materials and will be charged for them.

## ***Library Rules***

1. If you are on a pass, hand the pass to the librarian or assistant upon arrival.
2. No eating, running, or excessively loud noises.
3. Please leave books and other materials, which you have looked at, but do not wish to check out, on the tables.

4. Be sure to check out your materials in plenty of time before the bell rings.
5. All books and other material must be checked out before leaving the library.
6. Some reference books may be checked out with the librarian's approval.
7. Return all books on or before the due date.

## ***Medication Policy***

Students may not carry tablets, capsules, inhalers or any other form of prescription or over the counter drugs. This is a violation of District policy unless:

1. A Permission to Administer Medication form is completed and on file in the main office.
  2. The medication is brought to school by the student and immediately given to the secretary in the main office.
- All medication should be in a clearly marked container with the student's name, date, and name of drug, prescription number, name of physician and pharmacy, and direction for administration. To ensure the safety and well being of all students, students may not carry medication with them during the day.

## ***Seniors***

It is important that all seniors recognize that participation in graduation is a privilege, not a right. Seniors who owe any fees must pay all fees prior to graduation in order to participate in the graduation ceremony.

## ***Student Study Teams***

Sometimes it is necessary to have a meeting to discuss strategies to assist a student in becoming more successful at THS. This is known as a Student Study Team (SST). The team consists of the student, their parent(s), teachers and administrators. Parents are encouraged to contact their student's teacher(s) as the first step. Sometimes the student needs extra help with only one or two classes. If this does not meet the student's needs, the SSTs are formed as a support service for students. A simple request to the counselor by the student, parents or teachers is all that is required. Please do not hesitate to request a SST if you need extra help.

## ***Work Release***

Seniors may request work release for the last period of each school day. Work release is limited to students who are on track for graduation and employed each day during this class period time slot daily. Students granted work releases are **not** permitted to be on THS campus during the work release class period. Students will lose their work release privilege if they fail classes or abuse their release time.

### ***Work Release:***

1. Student must be a senior on track for graduation.
2. D's or F's on the transcript during the ninth through twelfth grade may prohibit approval of the work release.
3. Student must be enrolled in thirty (30) credits, during the semester of the release.
4. The work release must be for the last period of the school day.
5. Students may not be on campus without written approval from the office during the release time.
6. The request form must be completed and signed by the parent and counselor.
7. Requests must be submitted to the counselor prior to the first day of school of the first semester.

# **ATHLETIC PARTICIPATION POLICIES**

The policies pertaining to student-athletes are intended to enhance the quality of the experiences available through educational athletics by providing a program based on proper discipline and positive values.

Being a Trinity Alps Unified School District (TAUSD) student-athlete carries with it a tremendous amount of responsibility. A student who elects to participate in athletics is voluntarily making a choice of self-discipline and dedication. This necessitates a strong emphasis on good training habits. Your conduct at school, practice and games affects the image people have of TAUSD schools and our local community. Strive to represent your school and community with pride and dignity. It must be understood that students who choose not to follow the rules set forth by the TAUSD School's athletic department and, as appropriate, the California Interscholastic Federation guidelines may be denied the privilege of participation in athletics. These policies were established with the athletes' well-being and fitness in mind. We are striving for excellence and want our athletes to work to be their best. You have accepted the challenge of athletic participation. Now you must set goals and make a personal commitment to achieve those goals.

## **Philosophy**

Interscholastic athletics shall be an integral part of the total school program. The purpose of athletics is to foster optimum growth - physical, mental, social and moral - of the participants. Emphasis shall be upon teaching "through athletics" in addition to teaching the skills "of athletics". We believe that our athletes are students first, and that their experiences in athletics are a vital part of the total education available at Trinity Alps Unified School District.

## **EXPECTATIONS OF ATHLETES**

### **Participation**

Athletics is voluntary. Participation is not required for graduation and thus, being on a sports team is a privilege which must be earned and not a right. With that privilege come responsibilities to maintain the established standards of conduct of this district as defined in the Activity Code, The "Six Pillars of Character" contained in the Code of Conduct for Interscholastic Student-Athletes, and the principles contained in "Pursuing Victory with Honor" both on and off the field.

### **Athletics as a Part of the Educational Program**

Athletics are just one of many parts of the education program that is provided students. The reason students are in school is to learn and therefore academics will always come first. Maintaining academic eligibility is the student's responsibility, not that of coaches or teachers.

Eligibility can also be lost because of poor attendance or citizenship.

Participating in athletics and being on a team may mean sacrifices. The commitment an athlete makes to his/her team and coach requires that choices be made and priorities kept.

### **Being a Part of the Team**

Athletes learn many skills to play their chosen sport but the most important skill that must be learned is teamwork.

To be successful, every member of the team must work together to make the whole greater than the sum of the parts.

### **Coming Ready to Play**

Athletes should come to practice on time, ready to listen and ready to learn.

Athletes should be prepared physically and mentally for the season. This includes training in the preseason and taking care of your body and mind during the season.

## Conduct On and Off the Field/Court

*On the field/court:*

Athletes are respectful towards their teammates, coaches, opponents, fans, and officials. They play by all the rules of the game all the time.

*On campus:*

Athletes set an example of good citizenship. They help promote school spirit and they should strive to be positive leaders in school activities.

*In the classroom:*

Athletes show respect for teachers and fellow students.

*At all times:*

Athletes represent their team, school and community. Athletes should be conscious of their appearance and manners at all times.

## Sportsmanship

Athletics mean more than competition between individuals or teams representing different schools. It is a means of learning the lessons of life.

Winning and losing are a part of competition and should be done with modesty in victory and graciousness in defeat.

## “Six Pillars of Character” for Interscholastic Student-Athletes

Interscholastic athletic competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. The highest potential of sports is achieved when participants are committed to pursuing victory with honor according to six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship (the "Six Pillars of Character"). This Code applies to all student-athletes involved in interscholastic sports in California. I understand that, in order to participate in interscholastic athletics, I must act in accord with the following:

### TRUSTWORTHINESS

*Trustworthiness* — be worthy of trust in all I do.

*Integrity* — live up to high ideals of ethics and sportsmanship and always pursue victory with honor; do what's right even when it's unpopular or personally costly.

*Honesty* — live and compete honorably; don't lie, cheat, steal or engage in any other dishonest or unsportsmanlike conduct.

*Reliability* — fulfill commitments; do what I say I will do; be on time to practices and games.

*Loyalty* — be loyal to my school and team; put the team above personal glory.

### RESPECT

*Respect* — treat all people with respect all the time and require the same of other student-athletes.

*Class* — live and play with class; be a good sport; be gracious in victory and accept defeat with dignity; give fallen opponents help, compliment extraordinary performance, show sincere respect in pre- and post-game rituals.

*Disrespectful Conduct* — don't engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks of a sexual or racial nature, trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.

*Respect Officials* — treat contest officials with respect; don't complain about or argue with official calls or decisions during or after an athletic event.

### RESPONSIBILITY

*Importance of Education* — be a student first and commit to getting the best education I can. Be honest with myself about the likelihood of getting an athletic scholarship or playing on a professional level and remember that many universities will not recruit student-athletes that do not have a serious commitment to their education, the ability to succeed academically or the character to represent their institution honorably.

*Role-Modeling* — Remember, participation in sports is a privilege, not a right and that I am expected to represent my school, coach and teammates with honor, on and off the field. Consistently exhibit good character and conduct yourself as a positive role model. Suspension or termination of the participation privilege is within the sole discretion of the school administration.

*Self-Control* — exercise self-control; don't fight or show excessive displays of anger or frustration; have the strength to overcome the temptation to retaliate.

*Healthy Lifestyle* — safeguard your health; don't use any illegal or unhealthy substances including alcohol, tobacco and drugs or engage in any unhealthy techniques to gain, lose or maintain weight.

*Integrity of the Game* — protect the integrity of the game; don't gamble. Play the game according to the rules.

## **FAIRNESS**

*Be Fair* — live up to high standards of fair play; be open-minded; always be willing to listen and learn.

## **CARING**

*Concern for Others* — demonstrate concern for others; never intentionally injure any player or engage in reckless behavior that might cause injury to myself or others.

*Teammates* — help promote the well-being of teammates by positive counseling and encouragement or by reporting any unhealthy or dangerous conduct to coaches.

## **CITIZENSHIP**

*Play by the Rules* — maintain a thorough knowledge of and abide by all applicable game and competition rules.

*Spirit of rules* — honor the spirit and the letter of rules; avoid temptations to gain competitive advantage through improper gamesmanship techniques that violate the highest traditions of sportsmanship.

## **EXPECTATIONS OF PARENTS**

### **Keeping Athletics in Perspective**

Emphasize that academics always come first. Assist the student to structure time wisely so that athletics do not interfere with academics.

Use athletics as a way to teach our children how to react and interact with other people during tense situations. Help your athlete understand that athletic ability varies with body maturity and that effort is just as important as natural ability.

### **Supporting your Student-Athlete**

Encourage participation by both girls and boys. Allow the student to select the sport based on his/her perceived ability and likes. Provide a pressure free environment regarding scholarship expectations.

Be supportive of your athlete: see that his/her medical needs are met; see that he/she has proper equipment; attend as many of your child's contests as possible. Stress the importance of the complete athlete, both mental and physical preparation. Do not emphasize "quitting" as the best way to solve problems, but rather perseverance.

### **Supporting the Program**

Be supportive of the coaching staff. Go to all meetings requested by coaches. Being on a successful team is important to your athlete. Support the coaches' preparation plan. Talk to your athlete frequently about how things are going with his/her sport. Make arrangements to talk to the coaches privately and early about perceived problems. During the season, take into consideration practice and games when planning family events.

Understand the needs of the particular sports. Some take more equipment, some take more time and others may call for some form of year-round preparation.

Support the district policy of no profanity, alcohol, illegal drugs, or tobacco.

Model positive behavior towards everyone involved in the event as described in the "Six Pillars of Character" contained in the Code of Conduct for Interscholastic Sports.

### **Communications with Coaches**

Communications with coaches should be limited to:

Suggested ways to help your student-athlete improve his or her skills.  
Concerns about your student athlete's behavior and/or academic progress.

It is very difficult to accept that your child may not play as much as you may have hoped. Our coaches are required to make judgment decisions based upon evaluation of practice performance and what they believe to be in the best interest of all those involved in their programs. As you have read above, certain things can be and should be discussed with your child's coach. Other things, such as the following, must be left to the coach's discretion:

- Playing time
- Team strategy
- Play calling
- Other student athletes

If you have a concern to discuss with a coach, please follow the procedures listed below:

Have your child meet with his/her coach to discuss the issue. In most cases this meeting can resolve issues and questions.

Call the coach directly to discuss your concerns.

Please do not attempt to confront a coach before or after a contest, or practice. This can be an emotional time for both the parent and the coach. Meetings of this nature do not promote conflict resolution.

The next step:

If the coach-athlete and parent-coach meetings do not provide satisfactory resolution to the concern, THEN, call and set up an appointment with the Athletic Director, Principal, and the coach to discuss the situation. At this meeting, issues of concern will be discussed and an appropriate plan of action developed.

## **Try-out Procedures**

Coaches have a very tough task deciding who and how many student-athletes will be on teams based upon many factors including equipment, manageable numbers of participants, travel considerations, etc. Every attempt to be fair and equitable will be made in situations where cuts are necessary.

Coaches will:

Provide written/verbal criteria for cuts.

Advertise tryouts through the school bulletin and through announcements at school. Have a clear time frame for when cuts will be made and post team lists when advertised by the coach.

Team Selection:

The coach will conduct try-outs at the beginning of each season to determine the potential ability of each student to perform or compete at the necessary skill level to be comfortable and successful. Coaches may arrange teams by skill level to allow for the fullest possible development for the athlete. Coaches may set limits on the number of students to participate on each team.

In addition to student skill level, selection consideration will be given to the following characteristics:

- Attitude
- Effort
- Potential
- Conduct
- Expectation of performance readiness
- Dedication to the sport

## Steroid Policy

As a condition of membership in the CIF, all schools shall adopt policies prohibiting the use and abuse of androgenic/anabolic steroids. All member schools shall have participating students and their parents, legal guardian/caregiver agree that the athlete will not use steroids without the written prescription of a fully licensed healthcare practitioner to treat a medical condition (Bylaw 523).

The participating student-athlete and the parents, legal guardian/caregiver -agree that the student shall not use the androgenic/anabolic steroids without the written prescription of a fully licensed physician (as recognized by the AMA) to treat a medical condition. They also recognize that that under CIF Bylaw 202.B, there could be penalties for false or fraudulent information. They also understand that the Trinity High School policy regarding the use of illegal drugs will be enforced for any violations of these rules.

## Northern Section Playoffs

Trinity High School will opt out of the post season Northern Section playoff contests if a team has not achieved a .500 record in at least one of the following categories during the regular season: 1. In league play, 2. Against Division Opponents, 3. Overall Record.

## **ATHLETIC / ACTIVITY CODE OF CONDUCT**

This is the Activity Code under which all athletic activities operate. Students participating in these programs place themselves under this Code. Participation in activities is a privilege, not an inherent right.

Athletic activities are an integral part of our school curriculum and as such must contribute to the well being of all participants. Participants are reminded they represent the school and community and their actions must be a credit to both. All school rules apply in all extra-curricular activities.

The District strongly opposes student or parent sponsored activities that condone or promote the use of tobacco, alcohol, or drugs. Parents are encouraged to make sure their students are not involved in the use of tobacco, alcohol, or drugs.

The Code of Conduct is the set of major rules established primarily for the health and safety of our student-athletes. These rules, listed below, have specific penalties, and are referred to the Principal for enforcement.

Furthermore, conduct detrimental to the school district, depending on severity, may be considered a violation of the Activity Code of Conduct.

### **1.0 DOCUMENTARY ELIGIBILITY**

- 1.1 Students who participate in extra-curricular activities must have earned a "C" (2.00) GPA on a 4.0 scale from the preceding grading period with no grade of "F". For the purpose of determining academic eligibility for the participation in extra curricular activities the nine week Interim Reports of each semester, and the Semester 1 and Semester 2 grades will be used. Students must also be passing in at least twenty (20) credits of class work in order to be eligible. A Non-Pass grade is equal to an "F". Night school and summer school credits may be counted towards total GPA.
- 1.2 Physical examination, parent permission forms, insurance forms, severe-injury forms and other forms as required, as well as payment of transportation fee(s), shall be recorded on file in the School Office before any participation or practice may be allowed. Note: Physical examinations are required for all students participating in athletic programs grades 7-12.
- 1.3 Students are responsible to arrange for a physical examination of his/her own at no cost to the District. Results of the physical examinations shall be recorded on the appropriate District form and shall be renewed after July 1st annually.
- 1.4 Parent permission forms and emergency consent forms shall be on file at the school. A signature by a parent or legal guardian is required.

- 1.5 A prospective athlete shall either secure student insurance or have his/her parent or legal guardian, complete the Statement of Responsibility for Athletic Insurance. Proof of payment for student insurance or the Statement of Responsibility shall be on file at the school
- 1.6 High school students who wish to participate in extra-curricular activities must meet all CIF guidelines.
- 1.7 Upon entering Trinity High School as a freshman, students will receive a one-time academic waiver that is applicable only to the beginning of the first fall semester grading period of their freshman year. This is a one-time non-transferrable waiver that allows a student to gain academic eligibility only upon entrance to Trinity High School at the beginning of the first, fall grading period.

## **2.0 USE OF ILLEGAL DRUGS, ALCOHOL OR TOBACCO**

During a student's tenure at the TAUSD, a student who possesses or uses illegal drugs, alcohol, tobacco, or "look-a-like" products, misuses or illegally uses or possesses prescription drugs, on or off campus, in school or in non-school situations, is in violation of this code. Students in violation of this section of the code as well as previous sections will be subject to the disciplinary guidelines in the sections 2.1-2.5. A student in a non-school situation will be disciplined ONLY when the school receives written substantiated evidence from a law enforcement agency or school personnel. The sanctions will be in effect from the date that the school receives written substantiated evidence of the infraction from a law enforcement agency or school personnel.

- 2.1 First Offense: Students, with parents, guardian, or mentor would be referred for services to the school or to Alcohol and Other Drugs (AOD) for assessment. Students would then return to the school with a treatment plan and/or educational plan at no cost to the school district. This plan shall require proof of a minimum of one hour per week of school approved drug / alcohol counseling for the duration of the student's ineligibility status. The students would be ineligible for participation for six weeks. Students would not be able to try out for a team while under the provisions of this policy. Students electing not to attend the referral or follow through with the treatment/education plan will be suspended from athletic activities for not less than nine weeks.
- 2.2 Second offense: The students will be suspended from participation in all athletic activities for not less than nine weeks. Students, with parent, guardian, or mentor would be referred for services to the school or to Alcohol and Other Drugs (AOD) for assessment. Students would then return to the school with a treatment plan and/or educational plan at no cost to the district. This plan shall require proof of a minimum of one hour per week of school approved drug / alcohol counseling for the duration of the student's ineligibility status. Students would be removed from their team / extra-curricular activity for nine weeks. Students electing not to attend the referral or follow through with the treatment/education plan will be suspended from team / athletic activities for the remainder of the semester and the following semester.
- 2.3 Third and subsequent offense: students would be suspended from participating in all team / athletic activities for one calendar year from the date of the incident.
- 2.4 A student removed from a team and who does not finish the season of sport will lose eligibility for post-season awards and honors.
- 2.5 Students who participate in athletic activities may be assessed other penalties for inappropriate behavior. These include team / athletic activity rules imposed by the coach / advisor and specified on any team / athletic activity contract signed by the student and parent. These team contracts will be kept on file with the Athletic Director or with administration at the beginning of the season or activity. These additional guidelines can exceed the severity of, but not be less than the guidelines' set forth in this code.

## **3.0 EQUIPMENT**

- 3.1 All equipment is issued to a student on a loan basis, subject to normal wear and tear. Equipment that is abused or lost must be paid for by the student to whom it was issued.
- 3.2 For a student to be eligible to participate in a subsequent activity, all equipment must be turned in after the season. Failure to do so shall result in school penalties.

#### **4.0 TRANSPORTATION**

- 4.1 Transportation is arranged in most cases for students who participate in athletic activities. Students shall ride both to and from the event in District approved transportation.
- 4.2 Parents wishing to provide their son or daughter transportation home from activities must sign the student out with the bus driver or coach.
- 4.3 If a student wishes to ride home from an event with a parent other than their own they must have a note signed by their parent or guardian stating who they wish their son or daughter to be transported home with and this must be signed by an administrator or designee. This note must be presented to the coach before departure from the event.
- 4.4 A student may travel to an activity with his/her parent/guardian, upon approval by the administrator or designee. Sometimes extenuating circumstances dictate this situation, such as, scheduled medical appointments or other conflicting school activities, which make normal transportation unfeasible.

#### **5.0 ATTENDANCE**

- 5.1 If student is absent (for any portion of a day or for an entire school day) on the day of a scheduled game, practice, special event, or field trip, the student may not participate in the event. The athlete may not physically attend the athletic activity to watch. Exception: If the student brings in a note from a doctor, dentist, attorney, or parent excusing the absence for a prescheduled appointment and/or illness, the student may participate.
- 5.2 If a game, special event, or field trip is scheduled for a Saturday, a student may not participate if the student was absent the previous Friday for any portion of the day or for the entire school day. Exception: If the student brings in a note from a doctor, dentist, attorney, or parent excusing the absence for a prescheduled appointment and/or illness, the student may participate.

Penalty: The student will be ineligible for the activity. Participating while being ineligible will cause the student to be suspended from further activities for a period of five (5) school days.

#### **6.0 DISCIPLINE**

- 6.1 If a student is sent to the principal's office for any violation, the student will be given an appropriate consequence. If the consequence is in the form of detention, the student must be actively serving detentions at the next available opportunity to remain eligible to participate in a game, practice, special event or field trip.
- 6.2 Detention times will not be altered for students participating in extra-curricular activities. Please do not request special consideration.
- 6.3 If a student is referred to the principal's office for continued violation of school rules and policies, the student will lose extra-curricular activity privileges.
- 6.4 Students cited for a criminal violation on or off campus shall be subject to the consequences of this code upon review by the school administration, even if the violations occur in non-school situations.

- 6.5 A student receiving a suspension during the season, in addition to regular disciplinary actions, will be suspended from participating in practice or athletic events on the day(s) of the suspension. Depending on the severity, the student may, in addition, be subject to the consequences outlined in the Penalties for Violations under the Athletic Code of Conduct.
- 6.6 A student receiving three or more suspensions during the current school year will become automatically ineligible for all athletic participation for the remainder of the school year effective immediately upon receiving the third suspension (this policy is inclusive of three separate incidents warranting suspension).

## **7.0 GENERAL ATHLETIC POLICY**

- 7.1 No athlete may participate on two interscholastic sports during the same season of sport. Exception: Within the same season of sport, an athlete from team A may join Team B if Team A's season ends before Team B's contingent upon the approval of Team B's coach.
- 7.2 Medical and insurance forms MUST be on file with the Athletic Director before the athlete is allowed to practice or be issued any equipment or a uniform.
- 7.3 Letters are awarded only to players, managers, and cheerleaders.
- 7.4 An athlete must complete a full season, except for injury, in order to letter. The athlete must be on the team before the first league contest and through the last league contest and any play-off contest.
- 7.5 No letters or awards will be presented until all equipment and uniform parts are turned in.
- 7.7 An athlete who is dropped from a team for disciplinary reasons or who quits, will not be allowed on another team. An athlete off of Team A may not join Team B until the season of sport for Team A has been completed. Exception: An athlete who quits Team A before the roster is finalized may join Team B during the same season of sport.
- 7.8 Pilferage (stealing) is the unauthorized possession of any equipment or uniform parts belonging to any school. This action will cause the athlete to be ineligible from athletics for the remainder of the school year.
- 7.9 No athlete will participate in the next season of sport until the previous season of sport is completed. An athlete from Team A may not join Team B until the season of sport is completed for Team A or for that individual.
- 7.10 Individual coaches may also establish "Team Rules" which do not conflict with the Code of Conduct or CIF guidelines. Coaches are responsible for communicating these rules to student-athletes and their parents. Enforcement of a coach's individual rules is left up to the coach, under the direction of the Athletic Director. All rules must be approved by the Athletic Director or Principal in advance.

## **8.0 INTERPRETATION OF EXTRA-CURRICULAR CODE**

The principal of the school shall be the first authority in the interpretation of this extra-curricular code including, but not limited to, decisions regarding termination of a student from an extra-curricular activity. In matters of appeal all recommendations shall be made to the Superintendent.

## **9.0 ATHLETIC TRAVEL- WAIVER OF LIABILITY**

This is to advise you that under California Education Code Section 35330(d) if your child goes on trips authorized by this Districts Board of Trustees, you and your child are deemed to have waived a claim against this District and the State of California for injury, accident, illness, or death occurring during or by reason of the trips. By signing the Athletic Activity Card, you acknowledge that you are aware of this law and that your child is being allowed to go on scheduled athletic trips with your permission

Students will travel to and from school activities and athletic events in school transportation or in school approved vehicles. Adult volunteer drivers and private transportation may be used according to written District Policy. Exceptions: Students may return from an activity with their parent or with the parent of another student. A written request from the parent must be approved and co-signed by the administrator or designee. This note is then given to the team's coach.

A student may travel to an activity with his/her parent/guardian, upon approval by the administrator or designee. Sometimes extenuating circumstances dictate this situation, such as scheduled medical appointments or other conflicting school activities, which make district transportation unfeasible.

### **Parent Volunteers**

Any adult transporting students in a district vehicle or acting as a student chaperone must be pre-approved by school administration and have all necessary paperwork on file in the school office.

## **10.0 SEVERE INJURY - WARNING**

### **Potential Dangers in Athletic Participation**

Parents and athletes should fully understand and appreciate the risk of serious injury associated with participation in sports programs provided by TAUSD. Athletic activities can be hazardous, and taking part in such activities is calculated risk-taking on the part of the athlete and parents. While reducing injuries to a minimum is a goal of our coaching staff and administration, the possible dangers must not be overlooked.

PARTICIPATION IN COMPETITIVE ATHLETICS MAY RESULT IN SEVERE INJURY, WHICH MAY INCLUDE PARALYSIS OR EVEN DEATH. CHANGES IN GAME RULES, IMPROVED CONDITIONING PROGRAMS, AND IMPROVEMENT IN EQUIPMENT HAVE HELPED REDUCE THESE RISKS BUT IT IS IMPOSSIBLE TO TOTALLY ELIMINATE SUCH SEVERE INJURY FROM ATHLETICS.

Players can reduce the chance of an injury by obeying all safety rules in their sport, reporting any personal physical problem they have to their coach, follow the proper conditioning program and inspect their own equipment every day. Damaged equipment is not to be used and must be replaced immediately.

EVEN IF ALL THESE REQUIREMENTS ARE MET, AND THE ATHLETE IS USING PROPER EQUIPMENT, SERIOUS ACCIDENTS MAY STILL OCCUR.

### **Athletic Injuries and Insurance**

Athletics is a voluntary program in which students participate at their own risk. Optional student insurance provided by the school is a secondary coverage policy, and may cover medical costs not covered under your own family insurance. Any time you are injured while participating in athletics, be sure that an Accident Report is filled out promptly. If your medical insurance company refuses to cover any charges because proper steps are not followed, the school insurance company also will not pay. TAUSD does not assume financial responsibility for medical, hospital, or ambulance expenses incurred because of athletic injuries. Questions regarding student insurance should be directed to the Athletic Director or Principal.

## **11.0 STUDENT CONTRACT - ATHLETIC PARTICIPATION**

Student athletes must agree to the following statements:

11.1 Athletes will follow all the rules of TAUSD, the rules of the Activity Code, and all team rules as set by individual coaches.

11.2 Athletes will not use alcohol, tobacco, drugs, or steroids.

11.3 Athletes will maintain good academic and citizenship records.

11.4 Athletes will conduct themselves in such a manner as not to bring discredit upon themselves, their team, or their school.

11.5 Athletes will turn in all school equipment and uniforms within one week following the end of the season. Athletes are responsible for any items that are lost and will pay for the replacement of such items.

## **12.0 ATHLETIC CODE ENFORCEMENT**

### **Jurisdiction**

The Athletic Code of Conduct will be enforced for all athletes during the entire school year or during any time the athlete is participating on a school sponsored team, whether the violation occurs on or off school grounds. Issues reported by law enforcement agencies, or witnessed first hand by a member of the TAUSD staff will be acted upon, regardless of when they occur. An athlete is defined as any student who has begun participation on any team (for the purpose of enforcing the Athletic Code).

### **Appeals Process**

Whenever a student-athlete or his/her parents question the outcome of a hearing regarding an Athletic Code Violation, an appeal may be made to the Superintendent. Such appeal must be made in writing within two days after the decision is rendered by the site Principal. The Superintendent shall schedule a meeting as soon as possible, allowing time for his/her investigation of the facts, and time necessary to assemble the interested parties.

After hearing the appeal, the Superintendent may take up to twenty-four hours to render a decision.

The decision of the Superintendent may be appealed to the TAUSD Governing Board. Such appeal must be in writing within two days after the decision of the Superintendent is rendered. The Governing Board will hear the case at its next regularly scheduled meeting, and will render a decision within seven days after the meeting.

The Superintendent shall decide if the student-athlete shall continue participation during the Appeals Process. Every attempt shall be made to expedite the process, whether the student-athlete is allowed to participate during the Appeals Process or not.

## **13.0 DRESS CODE**

### **Dress Code**

Coaches are responsible for enforcing proper dress for their student-athletes during practice sessions. This includes the times before and after practice while the student-athletes are in or around the school buildings.

1. Hats may not be worn in the building, except during baseball or softball practice.
2. Sports bras must be covered. Girls must wear t-shirts under loosely fitting game or practice jerseys.
3. Boys must wear shirts at all times in and around the school and practice and game areas.

Athletes will dress in a respectful manner reflecting the positive values of their team, school and community on game days. All other school dress code policies will be in effect during team functions.

## **APPENDIX-A**

*Internet/Network Acceptable Use Terms and Conditions*

*Disciplinary Guide*

*Athletic Participation Packet*

# ***Internet/Network Acceptable Use Terms and Conditions***

FOR EDUCATIONAL USE OF TRINITY ALPS UNIFIED SCHOOL DISTRICT'S  
NETWORK, COMPUTING EQUIPMENT, AND INTERNET CONNECTION

The Trinity Alps Unified School District has actively pursued making advanced technology and increased access to learning opportunities available to our students and staff. The digital information highway is a collection of information from all over the world to which you can travel. As more people use this method of travel, rules to keep the route *safe for the user and the system* becomes vital for a successful, enriching journey.

Some parts of the Internet may contain harmful matter (as defined by Penal Code 313) that is not suited for students. The intent of the Trinity Alps Unified School District is to use connections on the Internet only for purposes consistent with our approved curriculum. Although the actual percentage of unacceptable materials is small, it can cause concern for educators, students and parents if a student accesses those materials while doing legitimate research. Additionally, the Internet contains a vast library of applications. These applications can be classified as productive enhancements, non-productive nuisances, or destructive disrupters. If you have a question or concern regarding any materials you find, play it safe! Immediately contact an adult such as your teacher, the librarian, or an aide.

## **Internet Policy**

### **Acceptable Use**

Use of the Internet must be in support of education and research while remaining consistent with the educational and ethical objectives of the Trinity Alps Unified School District. A teacher, in the course of setting guidelines for classroom/lab management, may impose restrictions in addition to those stipulated by this Policy. Use of the Internet to access another organization's network or "on-line" computing resources must comply with the rules appropriate for that organization, as well as the rules set forth in the Trinity Alps Unified School District Internet and Network Policies.

**Because the Trinity Alps Unified School District's Internet connection is used as part of a school activity, your school's code of conduct applies to Internet activities as well. Therefore, this Internet Policy is an extension of your school's behavior code. These rules apply to vandalism of computer hardware/software, attempts to gain unauthorized access, and harassment. As responsible young adults, you are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:**

Be polite. You may not use the Trinity Alps Unified School District's Internet connection to annoy, harass or otherwise offend other people. Impolite private web sites pertaining to Trinity Alps Unified School District schools, students, faculty, staff, administration, and/or trustees will be scrutinized severely for civil and legal violations.

Use appropriate language.

For your own safety, and for the safety of others, exercise caution, do not reveal your personal address or phone number or addresses/phone numbers of students or staff members.

Note that electronic mail (E-mail) is not guaranteed to be private. Messages relating to, or in support of, illegal activities may be reported to the authorities. Messages violating any of the terms set forth in this agreement may result in removal of all computing privileges provided by Trinity Alps Unified School District. Access to on-line e-mail accounts not sponsored by Trinity Alps Unified School District may be disabled at any time without warning.

All electronic resources (graphics, sounds, movies, etc.) accessible via the Internet should be assumed to be copyrighted, private property unless explicitly stated as otherwise by the source. Use of these resources must be accompanied by either written permission from the source author or a formal bibliographical reference to the source and author.

### **Unacceptable Use**

Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, material protected by trade secret, destructive or disruptive material, such as computer viruses.

Use for commercial activities, gambling, product advertisement, or political lobbying is not acceptable and is prohibited. Any transmission or reception of pornographic material is also unacceptable and is expressly prohibited.

**Accessing non-public areas of the Trinity Alps Unified School District's network and/or computing equipment from any Internet connection (public or private) is forbidden**

Downloading and/or installing any application, plug-in, update, or patch without prior consent from Trinity Alps Unified School District personnel is not acceptable.

Students, not under direct adult supervision, are not allowed access to Trinity Alps Unified School District's Internet connection.

Internet/Network Policy

Increased access to Trinity Alps Unified School District's network and computing equipment is accompanied by increased responsibilities for the user.

Additions to the rules, terms, and guidelines stipulated in the Internet Policy include, but are not limited to, the following:

- a. Do not use the network in such a way that you would disrupt the use of the network by other users.
- b. Attempts to login on any Trinity Alps Unified School District network or computing system as a system administrator, teacher, or as another user will result in cancellation of your account.
- c. Use of any application that may compromise the security, integrity, or performance of the network is prohibited. Use only applications that are currently a part of the system. If there is an application that you feel would enhance the system, report its merits to the system administrator.

Vandalism will result in cancellation of all network and computing privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading, or creation of, computer viruses or dismantling or going around the security system.

Important Definition "Hacking": The attempt to overcome or circumvent limitations placed upon system users by system administrators. Many of the Unacceptable Uses noted above are forms of either *hacking* or *cracking*. Regardless of intent, attempts by unauthorized users to monitor, map, change, disrupt, gain unauthorized access to, or destroy data stored on Trinity Alps Unified School District's network or computing equipment is strictly prohibited. Mere possession of unsponsored tools necessary to perform these actions may result in removal of all computing privileges. Malicious attempts at hacking or cracking may result in suspension, expulsion, or legal action. Hacking and/or cracking is to be considered unethical in all instances.

## DISCIPLINARY GUIDE

The following chart will serve as a guide to the administrator responding to the offense. If a student violates school rules or policies more than three times, the student will be suspended under Ed. Code 48900 (k). Parents will be notified by telephone and/or mail of student behavior violations.

**Administration may use one or any combination of the consequences listed for each offense. Administration may use a consequence that is not listed if deemed appropriate by the Principal.**

Codes: CAC (CA Admin Code), HSC (Health and Safety Code), BP (Business and Professional Code), EC (Educational Code), VC (Vehicle Code), PC (Penal Code).

REFERENCE	INFRACTION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
EC 48805-48807 48900 Section G 48908 CAC Title 5 Section 300 PC 470-476	Academic Dishonesty/ Plagiarism/Fraud	Loss of credit in assignment; Loss of privileges; 1-5 day suspension and/or Saturday School	Loss of Credit in course "F" grade on transcript	
PC 450-455	Arson	5 day suspension; Possible SARB, involuntary transfer, or expulsion Referral to fire marshal/law enforcement; Financially responsible for damages		
	Backpacks or bags left unattended	Pick up in office 1 hour detention	2 hour detention Pick up in office	Pick up in office 3 hour detention or Admin discretion
CAC Title 5 Sec. 14263 14296	Bus Misbehavior	Warning; Probation; Possible loss of bus privileges	1-3 day suspension from riding bus; Possible loss of bus privileges	Bus Privileges Revoked
EC 48267 48900 Sec. K 48908	Defiance of Authority/Willful Disrespect/ Sent out of class—No show to office	Detention 1-5 day suspension	1-5 day suspension Student Study Team Possible SARB, involuntary transfer, or expulsion	1-5 day suspension Possible SARB, involuntary transfer, or expulsion
EC 48900 Sec. F 48904 PC 594 CAC 41, 42	Destruction or Defacement of Property	Notify law enforcement agency; Possible suspension; Financial restitution; Possible SARB; involuntary transfer, or expulsion	Notify law enforcement agency; 1-5 day suspension; Financial restitution; Possible SARB; involuntary transfer, or expulsion	5 day suspension; Financial restitution; Notify law enforcement agency; Possible SARB; involuntary transfer, or expulsion
	Cell phones and or any electronic devices during school hours	Phone confiscated for remainder of day – parent notified, incident logged. Student picks up phone after school in school office.	Phone confiscated for three days, logged, parent informed. Student and parent pick up at end of third day.	3 <sup>rd</sup> Offense- phone confiscated for one week/seven days (includes one weekend). Student suspended* for three days. Parent may pick up phone at end of day seven.  4 <sup>th</sup> Offense- phone confiscated for 14 days; student suspended* for 5 days; student prohibited from having a phone at school for remainder of the school year. Parent may pick up phone at end of day fourteen.
EC 48267 48900 Sec. K	Classroom, School Activity Disruption (Behavior causing interference with classroom instruction or school activities)	Detention; Teacher-Student conference; Refer to administrator; Possible referral to Student Study Team	Detention; Referral to administrator; 1-2 day suspension; Possible referral to Student Study Team; Parent may be asked to accompany student to class	Referral to administrator; 2-5 day suspension; Parent may be asked to accompany the student to class

REFERENCE	INFRACTION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
CAC Title 5 Sec. 302, 305	Dress Code Violation/Gang-Related Apparel	Student to correct violation; Appropriate clothes obtained or student assigned to in- house suspension pending change of clothes; Suspension	Parent Contact 1-3 day suspension Student Study Team	Referral for consideration of alternative school placement 1-5 day suspension Student Study Team
PC 518-520	Extortion and or Robbery	Notify law enforcement agency; 1-5 day suspension; Possible SARB, involuntary transfer, or expulsion	Referral to law enforcement agency; 5 day suspension; Possible SARB, involuntary transfer, or expulsion	Referral to law enforcement agency; Recommendation for expulsion; Suspension pending hearing
PC 148.4 148.5	False Alarm	1-5 day suspension	Possible recommendation for expulsion; 3-5 day suspension; Possible suspension pending expulsion	Notify law enforcement; 5 day suspension; Recommendation for expulsion
	Falsification or forgery	1 day suspension, or alternative means of correction; parent conference	3 days suspension, parent conference	5 days suspension, parent conference
EC 48900	Fighting	3-5 day suspension; Student/parent conference; Referral to law enforcement agency	Possible recommendation for expulsion; 5 day suspension; Referral to law enforcement agency	
EC 48900 Sec. K 32050- 32053 Sec. R	Harassment and or Hazing and or Cyber Bullying	Referral to law enforcement agency; 1-5 day suspension; Counseling; Possible letter of apology	Referral to law enforcement agency; 3-5 day suspension	Possible SARB, involuntary transfer, or expulsion
PC 417.27	Laser Pointer	Warning; detention Law enforcement contacted; Parent contacted	Law enforcement contacted; Parent contacted; 1-3 days suspension	Referral to law enforcement 5 day suspension, involuntary transfer, or expulsion; Possible recommendation for expulsion
EC 48908 CAC Title 5 Sec. 300	Litter	Detention	3 detentions Administrative consequence	
	Parking Lot Violations Possible offences may include but are not limited to; reckless driving, not having a parking permit, parking in unauthorized areas – such as staff parking	Parent and sheriff notification	Parent and sheriff notification; Parent Conference; Lost of parking privileges 5 days; 1-3 day suspension	Parent and sheriff notification; 5 day suspension; Loss of parking privileges for the remainder of the school year
EC 49330-49333 48900 48915 Sec. B PC 12020 12021.5 626.10	Possession/Use of Weapons or Weapon Replica/Explosive Devices	Referral to law enforcement agency Mandatory suspension and Board required expulsion.		

REFERENCE	INFRACTION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
EC Sec. 48900 C,D,J HSC 11014.5 11350-64 11364.5 11364.7 11373 11379-11382 11680 11681 11550 HS-647 f PC	Possession/Use of/Sale of/Distribution of Drugs or Drug Paraphernalia	Notify law enforcement agency; 1-5 day suspension; Complete drug & alcohol diversion program; Referral to Student Study Team; Transfer to alternative education placement unless student and parent/guardian agree to complete district drug diversion program; Possible SARB, involuntary transfer, or expulsion	Referral to Student Study Team; Notify law enforcement agency; Possible SARB, involuntary transfer, or expulsion; 5 day suspension	
	Public Displays of Affection	Warning, parent notification	Parent notification; 2 detentions	Parent conference; 2 days suspension
EC 48900 Sec. 1 PC 311, 311.2, 311.6	Obscene Behavior or Act	Referral to Student Study Team for counseling; Possible referral to law enforcement agency; Possible suspension; Possible; recommendation for expulsion	Referral to law enforcement agency; Suspension with possible recommendation for expulsion	Suspension pending expulsion hearing; Recommendation for expulsion; Possible alternative program placement
EC 48900 Sec. 1 PC 311, 311.2	Obscene Language	Student warned by staff; Profanity essay; Possible suspension	Profanity essay; 1 -3 day Suspension	1-3 day suspension; Admin discretion
EC 48260 48261 48262 48263-48236.5	Tardiness (3 period tardies)	Possible SST 3 detentions	Possible SST; 6 detentions; Admin discretion	Possible SARB; 9 detentions; Possible loss of credit; Admin discretion
EC 48915 C3 HSC	Sale of Drugs or Alcohol	Notify law enforcement agency Mandatory suspension and board required expulsion for one calendar year Suspension pending outcome of expulsion hearing		
EC 44014 48902 PC 240 241.2 242 243.2 & .5 244-245 417	Assault and or Threatening and or Attacking Another Student or School Employee	Notify law enforcement agency; 1-5 day suspension; Possible SARB, involuntary transfer, or expulsion; Parent conference	5 day suspension; Notify law enforcement agency; Possible recommendation for expulsion; Parent conference	5 day suspension; Referral to appropriate program
AR 5145.7 EC 48900.2 212.5 212.6	Sexual Harassment	Administrative Consequence Suspension; Letter of apology. Notification of law agency; recommendation for expulsion.		
EC 48900 Sec. H	Smoking/Use of Any Form of Tobacco on or About School Grounds	Notify law enforcement; Referral to Drug and Alcohol Diversion classes; 1-3 day suspension	1-3 day suspension; Notify law enforcement	Possible SARB; 1-5 day suspension; Notify law enforcement
	Spitting	Admin discretion		
	Technology, inappropriate use of	Technology privileges revoked for two weeks. See Internet/Network acceptable use policy.	Technology privileges revoked for 6 weeks.	Technology privileges revoked for 18 weeks (carried over until following year). Possible suspension / expulsion.

EC 48900 Sec. G	Theft/Attempted Theft of School or Private Property	Notify law enforcement agency; Student conference; Possible suspension; Restitution; Recommend expulsion	2-5 day suspension; Notify law enforcement agency Restitution; Recommend expulsion	5 day suspension; Restitution; Notify law enforcement; Possible expulsion
<b>REFERENCE</b>	<b>INFRACTION</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>
EC 48403 48369 48260-.5 48263.5 48621.2-.7 48900	Truancy (includes and is not limited to; ditching, cutting or skipping classes/school)	Parent notification; Detention; In-school suspension; Possible SARB referral	Detention; In-school suspension; Referral to Student Study Team SARB referral	Parent/teacher/ counselor conference; In-school suspension;

## **Athletic Participation Packet**

**The following forms must be submitted to the Athletic Director or Head Coach prior to athletic participation, including tryouts.**



**ATHLETICS ACTIVITY CARD- Trinity High School**

Student Name \_\_\_\_\_

Birth Date \_\_\_/\_\_\_/\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_ Blood Type \_\_\_\_\_ Allergies \_\_\_\_\_

Date of last Tetanus Booster Shot \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Address \_\_\_\_\_

Employer \_\_\_\_\_ Insurance Company \_\_\_\_\_

Subscriber # \_\_\_\_\_ Group # \_\_\_\_\_

**INFORMED CONSENT AWARENESS OF SPORTS INJURY RISK WARNING AND AGREEMENT**

*By its very nature, competitive athletics can put students in situations in which SERIOUS, CATASTROPHIC, and perhaps FATAL accidents could occur.-*

Students and parents/guardian must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution or supervision will totally eliminate all risk of injury. Just as driving an automobile involves choice of risk, participation in athletics is inherently dangerous. The obligation of parents and students in making this choice to participate cannot be over-stated.

By granting permission to your son/daughter to participate in athletic competition, a parent or guardian acknowledges that playing or practicing in any sport can be a dangerous activity involving MANY RISKS OF INJURY. Both the athlete and parent must understand that the dangers, and risks of playing or practicing to play include but are not limited to, death, complete or partial paralysis, brain damage, serious injury to virtually all internal organs, bones, joints, ligaments, muscles, tendons, and other aspects of the skeletal system and potential impairment to other aspects of the body, general health and well being.

Because of the dangers of participating in sports, we (parent and player) recognize the importance of following coaches' instructions regarding playing, techniques, training, equipment, and other team rules, etc., both in competition and practice and agree to obey such instructions.

If any of the foregoing is not completely understood and you have questions, please contact your school athletic director or school administrator for further information.

**STATEMENT OF UNDERSTANDING**

I have read and understand the TAUSD Activity Code that governs all extra-curricular/athletic activities at Trinity High School and entire contents of the TAUSD Athletic Handbook. I do understand that participation in extra-curricular/athletic activities at Trinity High School is a **privilege not a right**. I also understand the alcohol/drug/steroid/tobacco policy, severe injury warning, transportation policy, and student contract as it pertains to extra-curricular/athletic participation. I also understand the Informed Consent/Injury Risk Warning and Agreement and I acknowledge that I have carefully read these participation agreements for all voluntary activities and understand and agree to its terms.

Student Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_ Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

**MEDICAL RELEASE**

I hereby give my permission for an employee of Trinity High School to seek necessary emergency care for my child. Such care is provided by a licensed and qualified physician.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**ATHLETIC ACCIDENT INSURANCE INFORMATION - Trinity High School**

The Trinity Alps Unified School District **DOES NOT PROVIDE** medical insurance coverage for students that are injured at school or during a school activity, such as athletics. California Education Code does require the District to provide information about insurance companies that offer adequate student-accident medical insurance. Myer-Stevens Insurance Company does offer student insurance coverage at a reasonable cost. Information about this company is available at the school office. Parents are responsible for the necessary accident insurance for their child. Parents may already have good insurance that is being provided by their employer or family purchased insurance. If there is no insurance coverage for the student, it **MUST** be purchased if the child wishes to try-out/participate in the school's athletic program and/or extra-curricular activities.

As a parent/guardian I already have adequate medical-accident insurance for my child,

\_\_\_\_\_ Birth date \_\_\_\_/\_\_\_\_/\_\_\_\_

**All information below must be provided:**

Insurance Company Name: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Group Number: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

---- OR ----

As a parent I do not have accident insurance, but have purchased for my child,

\_\_\_\_\_. Birth date \_\_\_\_/\_\_\_\_/\_\_\_\_

I have sent a check to purchase the insurance on \_\_\_\_/\_\_\_\_/\_\_\_\_ (date).

Insurance Company Name: \_\_\_\_\_

I have purchased the following type of insurance:

\_\_\_\_ Football Only      \_\_\_\_ School Time      \_\_\_\_ Full Time

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# PREPARTICIPATION PHYSICAL EVALUATION HISTORY FORM

(Note: This form is to be filled out by the patient and parent prior to seeing the physician. The physician should keep this form in the chart.)

Date of Exam \_\_\_\_\_

Name \_\_\_\_\_ Date of birth \_\_\_\_\_

Sex \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_ Sport(s) \_\_\_\_\_

**Medicines and Allergies:** Please list all of the prescription and over-the-counter medicines and supplements (herbal and nutritional) that you are currently taking

\_\_\_\_\_

\_\_\_\_\_

Do you have any allergies?  Yes  No If yes, please identify specific allergy below.

Medicines  Pollens  Food  Stinging Insects

Explain "Yes" answers below. Circle questions you don't know the answers to.

GENERAL QUESTIONS	Yes	No	MEDICAL QUESTIONS	Yes	No
1. Has a doctor ever denied or restricted your participation in sports for any reason?			26. Do you cough, wheeze, or have difficulty breathing during or after exercise?		
2. Do you have any ongoing medical conditions? If so, please identify below: <input type="checkbox"/> Asthma <input type="checkbox"/> Anemia <input type="checkbox"/> Diabetes <input type="checkbox"/> Infections Other: _____			27. Have you ever used an inhaler or taken asthma medicine?		
3. Have you ever spent the night in the hospital?			28. Is there anyone in your family who has asthma?		
4. Have you ever had surgery?			29. Were you born without or are you missing a kidney, an eye, a testicle (males), your spleen, or any other organ?		
<b>HEART HEALTH QUESTIONS ABOUT YOU</b>	<b>Yes</b>	<b>No</b>	30. Do you have groin pain or a painful bulge or hernia in the groin area?		
5. Have you ever passed out or nearly passed out DURING or AFTER exercise?			31. Have you had infectious mononucleosis (mono) within the last month?		
6. Have you ever had discomfort, pain, tightness, or pressure in your chest during exercise?			32. Do you have any rashes, pressure sores, or other skin problems?		
7. Does your heart ever race or skip beats (irregular beats) during exercise?			33. Have you had a herpes or MRSA skin infection?		
8. Has a doctor ever told you that you have any heart problems? If so, check all that apply: <input type="checkbox"/> High blood pressure <input type="checkbox"/> A heart murmur <input type="checkbox"/> High cholesterol <input type="checkbox"/> A heart infection <input type="checkbox"/> Kawasaki disease Other: _____			34. Have you ever had a head injury or concussion?		
9. Has a doctor ever ordered a test for your heart? (For example, ECG/EKG, echocardiogram)			35. Have you ever had a hit or blow to the head that caused confusion, prolonged headache, or memory problems?		
10. Do you get lightheaded or feel more short of breath than expected during exercise?			36. Do you have a history of seizure disorder?		
11. Have you ever had an unexplained seizure?			37. Do you have headaches with exercise?		
12. Do you get more tired or short of breath more quickly than your friends during exercise?			38. Have you ever had numbness, tingling, or weakness in your arms or legs after being hit or falling?		
<b>HEART HEALTH QUESTIONS ABOUT YOUR FAMILY</b>	<b>Yes</b>	<b>No</b>	39. Have you ever been unable to move your arms or legs after being hit or falling?		
13. Has any family member or relative died of heart problems or had an unexpected or unexplained sudden death before age 50 (including drowning, unexplained car accident, or sudden infant death syndrome)?			40. Have you ever become ill while exercising in the heat?		
14. Does anyone in your family have hypertrophic cardiomyopathy, Marfan syndrome, arrhythmogenic right ventricular cardiomyopathy, long QT syndrome, short QT syndrome, Brugada syndrome, or catecholaminergic polymorphic ventricular tachycardia?			41. Do you get frequent muscle cramps when exercising?		
15. Does anyone in your family have a heart problem, pacemaker, or implanted defibrillator?			42. Do you or someone in your family have sickle cell trait or disease?		
16. Has anyone in your family had unexplained fainting, unexplained seizures, or near drowning?			43. Have you had any problems with your eyes or vision?		
<b>BONE AND JOINT QUESTIONS</b>	<b>Yes</b>	<b>No</b>	44. Have you had any eye injuries?		
17. Have you ever had an injury to a bone, muscle, ligament, or tendon that caused you to miss a practice or a game?			45. Do you wear glasses or contact lenses?		
18. Have you ever had any broken or fractured bones or dislocated joints?			46. Do you wear protective eyewear, such as goggles or a face shield?		
19. Have you ever had an injury that required x-rays, MRI, CT scan, injections, therapy, a brace, a cast, or crutches?			47. Do you worry about your weight?		
20. Have you ever had a stress fracture?			48. Are you trying to or has anyone recommended that you gain or lose weight?		
21. Have you ever been told that you have or have you had an x-ray for neck instability or atlantoaxial instability? (Down syndrome or dwarfism)			49. Are you on a special diet or do you avoid certain types of foods?		
22. Do you regularly use a brace, orthotics, or other assistive device?			50. Have you ever had an eating disorder?		
23. Do you have a bone, muscle, or joint injury that bothers you?			51. Do you have any concerns that you would like to discuss with a doctor?		
24. Do any of your joints become painful, swollen, feel warm, or look red?			<b>FEMALES ONLY</b>		
25. Do you have any history of juvenile arthritis or connective tissue disease?			52. Have you ever had a menstrual period?		
			53. How old were you when you had your first menstrual period?		
			54. How many periods have you had in the last 12 months?		

Explain "yes" answers here

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I hereby state that, to the best of my knowledge, my answers to the above questions are complete and correct.

Signature of athlete \_\_\_\_\_ Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

# PREPARTICIPATION PHYSICAL EVALUATION PHYSICAL EXAMINATION FORM

Name \_\_\_\_\_ Date of birth \_\_\_\_\_

## PHYSICIAN REMINDERS

- Consider additional questions on more sensitive issues
  - Do you feel stressed out or under a lot of pressure?
  - Do you ever feel sad, hopeless, depressed, or anxious?
  - Do you feel safe at your home or residence?
  - Have you ever tried cigarettes, chewing tobacco, snuff, or dip?
  - During the past 30 days, did you use chewing tobacco, snuff, or dip?
  - Do you drink alcohol or use any other drugs?
  - Have you ever taken anabolic steroids or used any other performance supplement?
  - Have you ever taken any supplements to help you gain or lose weight or improve your performance?
  - Do you wear a seat belt, use a helmet, and use condoms?
- Consider reviewing questions on cardiovascular symptoms (questions 5–14).

EXAMINATION		
Height _____	Weight _____	<input type="checkbox"/> Male <input type="checkbox"/> Female
BP _____ / _____ ( _____ / _____ )	Pulse _____	Vision R 20/ _____ L 20/ _____ Corrected <input type="checkbox"/> Y <input type="checkbox"/> N
MEDICAL	NORMAL	ABNORMAL FINDINGS
Appearance • Marfan stigmata (kyphoscoliosis, high-arched palate, pectus excavatum, arachnodactyly, arm span > height, hyperlaxity, myopia, MVP, aortic insufficiency)		
Eyes/ears/nose/throat • Pupils equal • Hearing		
Lymph nodes		
Heart* • Murmurs (auscultation standing, supine, +/- Valsalva) • Location of point of maximal impulse (PMI)		
Pulses • Simultaneous femoral and radial pulses		
Lungs		
Abdomen		
Genitourinary (males only) <sup>P</sup>		
Skin • HSV, lesions suggestive of MRSA, tinea corporis		
Neurologic <sup>†</sup>		
MUSCULOSKELETAL		
Neck		
Back		
Shoulder/arm		
Elbow/forearm		
Wrist/hand/fingers		
Hip/thigh		
Knee		
Leg/ankle		
Foot/toes		
Functional • Duck-walk, single leg hop		

\*Consider ECG, echocardiogram, and referral to cardiology for abnormal cardiac history or exam.

<sup>P</sup>Consider GU exam if in private setting. Having third party present is recommended.

<sup>†</sup>Consider cognitive evaluation or baseline neuropsychiatric testing if a history of significant concussion.

- Cleared for all sports without restriction
- Cleared for all sports without restriction with recommendations for further evaluation or treatment for \_\_\_\_\_
- Not cleared
- Pending further evaluation
  - For any sports
  - For certain sports \_\_\_\_\_
- Reason \_\_\_\_\_

Recommendations \_\_\_\_\_

I have examined the above-named student and completed the preparticipation physical evaluation. The athlete does not present apparent clinical contraindications to practice and participate in the sport(s) as outlined above. A copy of the physical exam is on record in my office and can be made available to the school at the request of the parents. If conditions arise after the athlete has been cleared for participation, the physician may rescind the clearance until the problem is resolved and the potential consequences are completely explained to the athlete (and parents/guardians).

Name of physician (print/type) \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Signature of physician \_\_\_\_\_, MD or DO