

TRINITY HIGH SCHOOL
PARENT/STUDENT HANDBOOK

2016



2017

“HOME OF THE WOLVES”

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TRINITY HIGH SCHOOL MISSION STATEMENT

THE TRINITY HIGH SCHOOL COMMUNITY WILL PROVIDE AN EDUCATION MODELED ON STATE STANDARDS, AS WELL AS A SAFE EDUCATIONAL ENVIRONMENT, WHICH PROMOTES STUDENT SELF-WORTH, RESPONSIBLE CITIZENSHIP AND CRITICAL THINKING SKILLS NECESSARY FOR PRODUCTIVE, MEANINGFUL PARTICIPATION IN A GLOBAL SOCIETY.

TRINITY HIGH SCHOOL'S ESLR'S

Students will:

1. DEMONSTRATE COMPETENCY IN COURSE AND STATE STANDARDS FOR ALL AREAS OF STUDY. THIS WILL INCLUDE ANALYSIS, SYNTHESIS, AND IMPLANTATION OF INFORMATION AND SKILLS.
2. LEARN AND WORK AS AN INDIVIDUAL AND A GROUP MEMBER IN A VARIETY OF CONTEXTS IN PREPARATION FOR FUTURE ENDEAVORS.
3. DEMONSTRATE EFFECTIVE ORGANIZATIONAL AND COMMUNICATIVE SKILLS.
4. DEVELOP AND APPLY TECHNOLOGICAL SKILLS APPROPRIATE TO EACH CURRICULAR AREA.

The Trinity Alps Unified School District is an equal opportunity employer and does not discriminate on the basis of sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, age, or mental or physical disability. To answer inquiries and/or handle a complaint, please contact the TAUSD Superintendent.

P.O. Box 1227, Weaverville, CA 96093. (530)623-6104
(Title VI, Title IX, and Section 504 Vocational Rehabilitation)

Trinity High School Coordinator Contacts

<u>Program</u>	<u>Coordinator</u>	<u>Phone</u>	<u>Email</u>
ACT	Jaime Green	530-623-6127 ext. 213	jgreen@tausd.org
Adult Education	Bob Anderson	530-623-6127 ext. 206	banderson@tausd.org
Advanced Placement	Jaime Green	530-623-6127 ext. 213	jgreen@tausd.org
ASB	Stephanie Smith	530-623-6127 ext. 124	ssmith@tausd.org
Athletic Director	Mike Flint	530-623-6127 ext. 210	mflint@tausd.org
Attendance	Mary Macy	530-623-6127 ext. 201	mmacy@tausd.org
AVID	Bob Anderson	530-623-6127 ext. 206	banderson@tausd.org
Cafeteria	Lori Cooley	530-623-6127 ext. 205	lcooley@tausd.org
CALPADS/TOMS	Roberta Jones	530-623-6127 ext. 202	rjones@tausd.org
Career Technical Ed	Jaime Green	530-623-6127 ext. 213	jgreen@tausd.org
College OPTIONS	Maria Velasquez	530-623-6127 ext. 212	mvelasquez@tausd.org
EL/ELPAC	Jaime Green	530-623-6127 ext. 213	jgreen@tausd.org
FBLA	Dusty Knight	530-623-6127 ext. 122	dknight@tausd.org
FFA	Mike Rourke	530-623-6127 ext. 115	mrourke@tausd.org
Foster Youth/Homeless	Jaime Green	530-623-6127 ext. 213	jgreen@tausd.org
IEP	Jaime Green	530-623-6127 ext. 213	jgreen@tausd.org
Independent Study	Bob Anderson	530-623-6127 ext. 206	banderson@tausd.org
Librarian	Morgan Kennedy	530-623-6127 ext. 131	mkennedy@tausd.org
Maintenance	Ryan Miller	530-623-6127 ext. 256	rmiller@tausd.org
McKinney Vento	Jaime Green	530-623-6127 ext. 213	jgreen@tausd.org
Registrar/Records	Roberta Jones	530-623-6127 ext. 202	rjones@tausd.org
SAT	Jaime Green/ Elisha Cooley	530-623-6127 ext. 213 530-623-6127 ext. 205	jgreen@tausd.org edonahue@tausd.org
Section 504	Jaime Green	530-623-6127 ext. 213	jgreen@tausd.org
Skills USA	Paul York	530-623-6127 ext. 114	pyork@tausd.org
Student Services	Stacey Smith	530-623-6127 ext. 204	smsmith@tausd.org
Testing/CAASPP	Jaime Green	530-623-6127 ext. 213	jgreen@tausd.org
Title I	Tom Barnett	530-623-6127 ext. 252	tbarnett@tausd.org
Title II	Tom Barnett	530-623-6127 ext. 252	tbarnett@tausd.org
Title IX	Bob Anderson	530-623-6127 ext. 206	banderson@tausd.org
Transportation	Luke Case	530-623-6455	lcas@tausd.org
TRIO	Elisha Cooley	530-623-6127 ext. 205	edonahue@tausd.org
Workability	Stephanie Rebelo	530-623-2861 ext. 245	srebelo@tcoek12.org
Work-Based Learning	Maria Velasquez	530-623-6127 ext. 212	mvelasquez@tcoek12.org

DEPARTMENT CHAIRS

Amanda Cloud – Visual & Performing Arts	530-623-6127	acloud@tausd.org
Bob Cunningham – Science	530-623-6127 ext. 109	bcunningham@tausd.org
Richard Ferguson – Social Studies	530-623-6127 ext. 125	rferguson@tausd.org
Dan Harris – Physical Education	530-623-6127 ext. 118	dharris@tausd.org
Dusty Knight – CTE	530-623-6127 ext. 122	dknight@tausd.org
Rachel La Fein – English	530-623-6127 ext. 126	rlafein@tausd.org
Dan Rupp – Math	530-623-6127 ext. 104	drupp@tausd.org
Mary St. John – Foreign Language	530-623-6127 ext. 110	mstjohn@tausd.org

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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 Exit Exam in English and Mathematics.

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	40 credits	
Electives	50 credits	

Total credits required: 240

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 AP courses must take the AP test to be eligible for receiving an automatic enhanced grade-point average and the AP designation for that course. 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, he/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. The current cost of an AP test is \$89.00 per test. Parents may qualify for the College Board Financial aid package, in which the AP test cost may be discounted to \$56.00 for eligible families. In addition, the State of California offers an AP financial aid program in which qualifying families may pay as little as \$5.00 per test. Rev. 1/2013

Physical Education

Freshman P.E. is required of all students for graduation— no waivers and no exceptions. For the second year P. E. requirement, beginning in the 10th grade, the Principal may allow up to 10 units of credit for P. E. 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. The second year of P.E. may be taken in grades 10, 11, or 12. Rev. 1/2013

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 children's academic progress online via an easy-to-use web site. Parents/guardians may visit the password-protected site to view their student's grades, assignments 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 if they received a "D" or "F." Both grades received shall be entered on the student's transcript, but the student shall receive credit only once for taking the course. The highest grade received shall be used in determining the student's overall grade point average. Rev. 1/2013

Report Cards

Student grades are reported every nine 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.

Scholarships

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. Many scholarship opportunities and much information about scholarships are available on the Internet.

School Website & Scholarship Information

Trinity High has an official website, www.trinitywolves.org, which includes a daily bulletin and has a calendar of all school events and important testing dates. Scholarships that are available to senior students are updated on a regular basis. **For all seniors and their parents**, the local scholarship application offered by the Trinity Scholarship Foundation is available online in October.

Standards of Proficiency

To receive a high school diploma, district students also must achieve at least minimum proficiency in reading comprehension, writing and mathematics by passing the High School Exit Exams.

Transcripts

Transcripts of grades are available from the registrar in the counseling center. Students are required to submit a signed transcript request for an official transcript. Transcripts will not be issued to students or sent to prospective employers or colleges if the student has outstanding bills or fines. If the student is less than 18 years of age, a parent / guardian must also sign the request. Seniors must submit a signed transcript request prior to graduation to send their final transcript to the college they will be attending. Rev. 1/2013

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, 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. Excessively baggy or sagging pants, which allow undergarments to be exposed, are unacceptable.
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.
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. 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. The student's first and last name must be visible to staff during class time, on both the shorts and the T-Shirt. Uniforms may be purchased from Athletics.

Attendance

Regular attendance is vital to a student's success in school. Grades may be lowered due to absences, tardiness, or truanancies. 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. Students who miss an entire school day for any reason (including illness) are not included in the formula for state funding for that day. (Ed. Code 48205) The loss of funding affects the ability of the school to maintain school programs and affects the greater achievement of our students.

Absences: Special Permission

Advanced written request by the parent/guardian and approval of the Principal or designee shall be required for absences for: appearance in court, attendance at a funeral service for a person other than a member of the student's immediate family; observation of holiday or ceremony of his/her religion; attendance at religious retreats for no more than four hours during a semester (Ed. Code 46014); employment interview or conference.

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. Saturday School will be assigned for all unreturned or incomplete packets. Teachers are **not** required to give opportunities for make-up work for any other reasons other than those listed under the CA Education Code. Students may not participate in extra-curricular activities while they are on short term independent study. (Rev. 10/2012)

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 within one school day following 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. **A teacher may fail a student for the marking period in which a third cut occurs.**

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.

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)

Make-Up Work Due to Absence

Students absent for one or two days should not rely on teachers to give them make-up work. Students should ask a fellow classmate for notes and what was assigned. Teachers are always willing to help, but it is not always possible to give personal attention to each individual student every day.

REMEMBER . . . Students failing to clear their absence on the day they return will be considered truant by classroom teachers. Teachers are **not** expected to accept make-up work from students failing to clear their (Rev. 10/2012)

Seniors

All students are required to maintain a seven period day. Administration may waive one or two periods on the requirement for seniors at the start of the **second semester** 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

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. Students will be given a warning on the first tardy, and a reminder on the second tardy. The third tardy will result in a detention, and a notice to parent/guardian will be sent home.. 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. (Rev. 10/2012)

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 when the student returns to school. (Rev. 10/2012)

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 trancies. *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.

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 first & last 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 on the day the student returns to school. Students failing to clear absences upon return are considered truant. (Rev. 10/2012)

Conduct on Campus

Assemblies and Rallies

Assemblies are special programs put on for the student body. Good conduct, your attention, and your respect as evidenced by applause at the appropriate time are expected. Rallies are put on to promote school enthusiasm. Show your support by displaying school spirit.

Cell Phones

Students may have cell phones at school but they must be turned off and kept secure during class time. No cell phones may be out during class time. In the event a student has a cell phone out during the school day, the phone will be confiscated and turned in to the office for a parent or guardian to collect at the end of the school day. Students may be suspended for using cell phones in the bathrooms during class time or locker rooms or for inappropriate messaging during class time. The school is not responsible for the loss of personal items brought to school. (Ed. Code 48901.5)

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 revoked and/or the sheriff notified. Students may not take vehicles from campus during morning breaks without permission from the principal or his 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.

Electronic Equipment

Electronic equipment is not permitted in the classroom without special permission from the individual teacher or they will be confiscated. Historically, these items are a high theft risk. We recommend they be left at home. The school is not responsible for the loss of personal items brought to school. (Ed. Code 48901.5)

Food and Drinks in the Class

In an effort to keep the classroom environment as clean as possible, food and drinks are not permitted in the classrooms. On special occasions, however, a teacher may bend this rule provided all food and drink garbage is placed in outside garbage cans at the end of the occasion.

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 in the locker room. Please keep all valuables at home or lock them up!

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. If litter becomes excessive, vending machines will be shut down. Please respect your campus.

Student Privileges

Students at Trinity High School are extended many privileges that should not be interpreted by students as rights. Examples of these privileges are: student parking, participation in class trips, attendance at dances, prom or winter ball, and participation on athletic teams and in school clubs.

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 could be recommended for expulsion based upon circumstances. The school board is mandated to expel in specific 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.

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." The superintendent or designee may waive the "no grade of F allowed" requirement for one class only per grading period, if the student's attendance, effort, and behavior satisfactorily meet the standards of the North Section CIF and the district. 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 is equal to an "F". Night school and summer school credits may be counted towards total GPA. Students may not tryout for a team if they are ineligible during the tryout period.

1.2 Physical examination, parent permission forms, insurance forms, sever-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 6-12.

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 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.

Documentary eligibility continued...

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

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 Detentions can be scheduled during lunch. 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 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 as deemed appropriate by school administration.

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). (Rev. 10/2013)

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 will 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

A locker is issued for the convenience of the student during the school day. 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.**

Trinity High School is **NOT** liable for personal property destroyed or stolen on campus. 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.**

THS lockers are older and, candidly, not very secure. 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 car are considered to be in the student's possession

Students are responsible for all items in their lockers. **DO NOT ALLOW ANYONE ELSE TO HAVE YOUR COMBINATION!** The administration may check lockers at any time for health and safety reasons. Locker problems may be reported to the front office. Students will be issued their locker at the beginning of each school year.

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 **recommend 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 on 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. 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 2nd 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. Eighth grade students are not allowed at school dances under any circumstance. 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. Detentions may be served during lunch, after school, Saturday School or another time agreed upon by the student and administration. 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. Nine missed detentions will result with a one day in school suspension. (Rev. 10/2013)

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 truantries.
6. Students leaving campus must return to campus before the tardy bell (for the period following lunch) rings. Students with excessive tardies and/or truantries 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 - 12 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 on 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 main 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, through the counseling office.

Students may not request class changes after the semester begins. Special 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 thirty-five (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.

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.