

TRINITY HIGH SCHOOL STUDENT - PARENT HANDBOOK

2023



2024

“HOME OF THE WOLVES”

[HTTP://WWW.TRINITYWOLVES.ORG](http://www.trinitywolves.org)

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.

Vision

We believe by fostering communication, collaboration, and critical thinking skills, and developing creativity in our students we will close achievement gaps and prepare students for college and/or careers while creating civic-minded individuals.

Student Learning Outcomes (developed by the Associated Student Body)

Upon graduating THS students will be able to...

- Work** effectively in a variety of professional and social situations.
- Openly** approach problems with optimism and acceptance.
- Lay** a foundation to achieve success and independence in life.
- Value** and respect a diverse set of viewpoints.
- Establish** healthy relationships in all areas of life.
- Sustain** involvement in and/or support community projects.

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, or mental or physical disability. (Title VI, Title IX, and Section 504 Vocational Rehabilitation)

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Academics

Graduation Requirements

1. Recommendation

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

2. Units Requirement

The Graduating classes of: 2024-2026 (250 credits based on a seven-period day)

The Graduating classes of: 2027 (270 credits based on a seven-period day)

3 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	<i>(Must include PE 1)</i>
Fine Arts/Foreign Language	10 credits	
Career Technical Education	40 credits	<i>(Must choose from Agriculture/Wood/Computers)</i>
Electives	60 credits	
Total credits required:	250	

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.

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 Aeries. Grades are issued as follows: A - Excellent; B - Good; C - Average; D - Poor; F - Fail; INC. - Incomplete; CR - Credit; NM - No Credit.

Incomplete Grades

Students who receive an Incomplete Grade must make up the assigned work within six weeks (42 days) following the grading period in which the incomplete was given.

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. Student weekly reports through Aeries will be provided for the students and parents as a method to see weekly grades. This means that students are expected to maintain up-to-date assignments and tests as the teacher requires. The parent portal will allow parents to access these grades and attendance records at any time.

Notice for AP Students

Advanced Placement tests are designed to measure student achievement in specific, college-level courses offered during high school. Successful completion with a grade of an A, B, or C gives the students an extra grade point, meaning that a student's grade point average may be calculated above the 4.0 range. However, a grade of D or F does not provide an extra grade point. Colleges and Universities may grant college credit for successfully passing an AP test with a 3 or higher. Students participating in the Free and Reduced Lunch Program may be able to get financial assistance for the test (EC 48980, 52240). Students interested in AP classes should contact the school counselor. 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 \$95.00 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.

Dual enrollment classes

Trinity High School offers several dual enrollment classes, where students can earn college credit for passing the class and filling out the appropriate course paperwork. These include CTE classes. Please see the counselor for more information.

Physical Education

Freshman P.E. is required of all students for graduation due to the health component. For the second year of PE, the principal may allow up to 5 units of credit for students who complete two seasons of varsity sport or 10 credits for three seasons of varsity sport. The maximum allowable PE credits through sports is 10 units. The second year of P.E. credit may be completed during sophomore, junior or senior years. Students enrolled in P.E. classes are required to dress down for P.E. every day. Students may purchase 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 ASB in the main office.

Final Exams

Finals will be given in all subject areas and take place at the end of the second and fourth grading periods of the semesters in January and June. Students and parents should be aware that missing a final will require coordination with the teacher for a makeup exam. Students who know that they will be absent are required to make arrangements with the instructor prior to their absence.

Aeries

Aeries and PARENT SQUARE 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 email notification of unexcused absences, tardies, missing assignments or failing grades. They can view their child's student information through the Trinity Wolves web site <http://parents.trinitywolves.org> after they have registered and received a User ID and Password.

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, but only the first grade shall be used to calculate Valedictorian or Salutatorian.

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. **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 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.

Transfers

If a student is leaving THS permanently due to moving away, entering the service, or enrolling in another school, the student must be responsible for returning all school materials, books and Chromebooks.

Attendance

Regular attendance is vital to a student's success in school. According to state law, attendance at school is compulsory until the eighteenth birthday or graduation from high school. Students are expected to be in class, on time, every day, in order to get the most out of school instruction. 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

Student absences due to family trips and personal reasons are not excused absences. Parents may request short-term independent study (SIS) for students needing to be absent for no less than 3 and up to 15 days for family emergencies/non-emergencies (i.e.: vacations et al) and extenuating illness reasons (surgery, etc). For health reasons, if the need is requested beyond the 15 days within an academic calendar year, then students may also be given the opportunity to have Home and Hospital services, and if determined medically by a physician, then the student may be granted further SIS time under the current state requirements and conditions. Should a student fail to be granted proper approval through this process, then the SARB process will be enacted. Any such request must be made and approved by the administration. If short-term independent study is not authorized, make-up work will not be given. Students granted SIS will be assigned excused absences and a pathway for completing the work will be consistent with current laws and mandates by the State of California. 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 extracurricular activities while they are on short term independent study. (Rev. 10/2012)

Attendance and Extracurricular Activities

All students at THS are encouraged to participate in extracurricular 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 extracurricular activities are required to attend the entire day and 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. 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 week of the following activity.

Cutting Class

Cutting class (**Period Truancy**) is a "Major" infraction. There is no "allowable cutting". Teachers must account for students assigned during any class period or homeroom. A failing grade will be given for all class work, tests and quizzes, labs or presentations missed due to cutting. Other consequences may include a teacher assigned detention. Also, administrative progressive discipline will be assigned, such as detention, loss of privilege, parent conference, and/or 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.

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)

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 2101 on the morning of the absence.
3. Visit to the student's place of residence per H&H or SARB.

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 and will result in SARB notification.

Unexcused Absences

Absences which are not excused will be considered "unexcused" and subject to the following procedures as will any student who is chronically absent:

- Upon accumulation of three (3) unexcused absences, or as a student determined to be chronically absent, the parent(s) or guardian(s) will be contacted to make them aware of the situation and it MAY be determined need to set up an SST Meeting for consideration of an attendance plan with the family.
- After five (5) unexcused absences or continued chronic absenteeism, the parent(s) or guardian(s) will be contacted to make them aware

of the continued issue with school attendance and a School Attendance Review Team (SART) Meeting SHALL be set up to discuss the situation and case-by-case develop an attendance plan with the family.

- After ten (10) unexcused absences, or continued chronic unexcused absenteeism, the parent(s)/guardian(s) will be contacted to make them aware of the continued issue and notify them that the SARB process will take effect.

Make-Up Work Due to Absence

Students absent for one or more days are responsible for obtaining missed assignments through contact with their teacher or fellow students.

Seniors & Attendance

- Graduation is authorized by the state; however, the graduation ceremony is the right of the sponsoring school district and such provisions are an honor and privilege, representing adequate fulfillment of a given set of criteria set by both state and local governing bodies.
- THS believes in maintaining the highest standards of *character, integrity, and performance* that is within the control of each developing student citizen; therefore, the THS student body will be subject to the following standards/consequences for unexcused absences and tardiness progressive consequences listed below:

I. 8 PERIOD RULE:

- A. All students are required to maintain an "8" period schedule as given by the THS school administration.
- B. Administration *may* waive 1 periods of the requirement for seniors at the start of the **second semester** if:
 1. the student will meet graduation requirements on a reduced day
 2. displaying stellar citizenship
 3. general attendance that meets administrative approval, with no more than 3 days of any UNEXCUSED ATTENDANCE
 4. no SARB nor BIT referrals for inadequate behaviors during grades 10-12
 5. There is justification for such a release as aligned to evidenced work-related functions

II. ADEQUATE HOMEROOM ATTENDANCE:

- A. All students are required to maintain homeroom attendance, save it be qualified and approved work release, dual credit, et al.

III. GRADUATION CEREMONY:

- A. ONLY seniors who have met the THS **Credit, Attendance** (homeroom & general), **Behavioral**, and **Community Service (CS)** requirements, (all previous conditions met and status to be in good standings), then will be considered for the ability to participate in the TAUSD graduation ceremony at THS, as this is both an honor and a privilege, and not a right, save it be the COMPLETE fulfillment of these standards.

Tardiness & Periods of Unexcused Absences

THS progressive process for UNEXCUSED tardiness & periods of unexcused. absences within a quarter::

1. The office will run a tardiness/period unexc. attend. report in the morning for the past school week (FRIDAY through THURSDAY).
2. Students with any tardiness/period unexc. attend. within the week's report will receive progressive consequences
3. This process will be monitored and reset on a quarterly basis

THS progressive consequences for UNEXCUSED tardiness & periods of unexcused. absences; student with 1 or more tardies/unexcused periods of attendance in a week:

1. **First** time offenders - receive a warning
 2. **Second** time offenders - receive a Lunch Detention on a date assigned
 3. **Third** Time offenders - Campus Beautification during BMP (Students call home each added)
 4. **Fourth** Time offenders & any **additional** weeks - Full BMP & Student Athlete suspended from sports programming & loss of participation for extracurricular activities during the week
- *Students do not have the right to make up missed work due to unexcused tardiness/absences. 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 truanancies, 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** required to accept make-up work from students failing to clear their absences when the student returns to school. (Rev. 10/2012)

Conduct on Campus

Jurisdiction

State education code and the Board of Trustees provide for the administration of school and promote a positive school atmosphere conducive to learning, safety, and welfare of students and school staff. The school's jurisdiction and areas of authority include attendance and activities related to school, including

- while on school grounds
- while going to or coming from school
- during lunch, on or off campus
- at school sponsored activities on or off campus regardless of time
- during, en route to or from school sponsored activities

We recognize that a safe school experience requires the cooperation of students, staff, parents/guardians, and support services.

Search

School personnel may search the person of a student, the student's backpack, locker, or vehicle, if there is reasonable suspicion to believe that the student may have a concealed weapon, narcotics, stolen property, contraband, or anything that appears to be a threat to student safety. If a student desires, they may request for a parent/guardian to be present within a case-by-case discernibly expedient time range, as to ensure that both safety and effectiveness is being considered by the administration's discretion to otherwise not compromise the investigation for all parties considered.

THS - BEHAVIOR FLOW CHART


THS practices caring, direct, and consistent behavioral methods to guide student decision making during the educational process. Positive Behavioral Intervention Strategies (PBIS) and Restorative Justice practices drive such reform toward patterns of improved decision-making to assist all learners. THS staff, teachers, and administration will consider the "whole" student when making discipline decisions and use the "4 questions" to guide students when there's observable problem behavior of any kind:

(1) What are you doing? (2) Why are you doing it? (3) What should you be doing? (4) What are you going to do?

Teachers are therefore encouraged to practice preventative strategies within the classroom such as, the 4 questions, the use of social contracts, and adopting buddy classrooms. In certain infractions, law takes precedence.

OBSERVABLE PROBLEM BEHAVIOR

Teacher/Staff Role:
(WILL ALWAYS LOG INTO AERIES -incidents and outcomes)

Teacher/Staff Managed Classroom Managed	Office Managed
<u>(MINOR INFRACTION)</u>	<u>(MAJOR INFRACTION)</u>
Inappropriate Language Name Calling (initial) Profanity	Abusive Language Racial taunting Swearing at teacher/staff
Physical Contact Play wrestling, pushing by, etc.	Fighting/Physical Aggression Intent to do others harm
Disrespect Talking back (initial/not vulgar)	Leaving School Grounds w/o permission, "skipping" Skipping any class
Defiance Not completing work Not following class instructions	Threats or Intimidation/Bullying Verbal threats of aggression toward others
Observable Behaviors Running Throwing things/horse play	Vandalism Destruction of school or personal property, blatant littering
Disruptive Distracting others Talking over others	Weapons/Dangerous Items Knives, matches, lighters, bullets, etc.
Property Misuse "Snooping" in other's materials	Harassment/Displays of Affection Verbal, Sexual, & Cyber Bullying PDA
Dress Code Violation Inappropriate language/image	Dress Code Violation Refusal to change or comply when redirected or with rules
Technology Misuse Personal or School devices	Cell Phone/Technology Refusal to comply with rules
Cheating Plagiarism, copying, forgery	Theft Major theft = items of value
	*Persistent Disobedience Recurring Minor/Major infraction

Administrator Role:
(WILL ALWAYS LOG INTO AERIES - incidents and outcomes)

- 1st Follows classroom management plan
- 2nd Refocus time, or BIP as previously created
- 3rd Contact Home, Log contact/attempt Aeries (After chronic or Major)
- 4th Office Referral into Aeries (After chronic or Major)
- 5th SIT Referral after becomes excessive pattern established
- TOOLS & STRATEGIES:**
- The 4 Questions
 - Support Classrooms
 - Social Contracts
 - Lunch Detention
 - Loss of privileges
 - HR assigned location
 - Teacher Created
 - SIT Referral

- THS SUPPORT SEQUENCE
- 1st Follow THS Major Infraction Matrix
- 2nd Contact home & email all THS staff "Incident Resolved"
- 3rd Social Wellbeing Interventionist student follow up (PBIS)
- *Recurring infractions receive SIT referral*
- TOOLS & STRATEGIES:**
- The 4 Questions
 - Major Infraction Matrix
 - SIT Referral
 - Support Classrooms
 - Campus Beautification
 - Lunch Detention
 - Loss of privileges
 - BMP/OSS
 - Athletics/AD
 - SRO/SARB

HR = Homeroom	OSS = Out of School Suspension	SARB = School Attendance Review Board
BIT = Behavioral Intervention Team	AD = Athletic Director	BIP = Behavior Intervention Plan
BMP = Behavioral Modification Program	SRO - School Resource Officer	PDA = Public Display of Affection

Infraction Matrix

Level I - Offenses	1st Infraction	2nd Infraction	3rd Infraction	Additional Infraction
a. Persistent Disobedience <i>(recurring minor classroom or major)</i> b. Dress Code c. Blatant littering d. PDA e. Profanity f. Disrespect g. Skipping school/unapproved lunch h. Tardiness <i>(*see below)</i> <i>*Tardiness: will receive progressive consequences as stated in handbook</i>	STEP 1: The "4" Qs STEP 2: Lunch Detention assigned STEP 3: Student to call home with administrator STEP 4: Schedule social wellbeing intervention <u>follow up</u> STEP 5: Enter into system to close incident	STEP 1: The "4" Qs STEP 2: Campus Beautification "block" assigned STEP 3: Student to call home with administrator STEP 4: Schedule social wellbeing intervention RJ <u>written assigned</u> STEP 5: Enter into system to close incident	STEP 1: The "4" Qs STEP 2: Full BMP assigned STEP 3: Student to call home with administrator STEP 4: Schedule social wellbeing intervention <u>follow up</u> STEP 5: Enter into system to close incident	STEP 1: The "4" Qs STEP 2: BIT invitation with staff and home, may lose extracurricular, & Level 2 all subsequent STEP 3: Student to call home with administrator STEP 4: Schedule social wellbeing intervention <u>follow up</u> STEP 5: Enter into system to close incident
Level II - Offenses	1st Infraction	2nd Infraction	3rd Infraction	Additional Infraction
a. Explicit vulgar language b. Inappropriate behavior c. Harassment (verbal, sexual, cyber), or bullying d. Obscene Act e. Academic Dishonesty, or copying/plagiarism <i>(Academic Dishonesty, or copying/plagiarism: also receive consequences as stated in handbook)</i>	STEP 1: The "4" Qs STEP 2: Full BMP assigned, may start BIT invitation to staff and home, may OSS as needed STEP 3: Student to call home with administrator STEP 4: Schedule social wellbeing intervention <u>follow up</u> STEP 5: Enter into system to close incident	STEP 1: The "4" Qs STEP 2: Full BMP assigned & BIT invitation to staff and home (if not started), may OSS as needed STEP 3: Student to call home with administrator STEP 4: Schedule social wellbeing intervention <u>follow up</u> STEP 5: Enter into system to close incident	STEP 1: The "4" Qs STEP 2: #2 BIT invitation to staff and home, (consider Alt. Ed), parent contract, OSS, may lose extracurricular STEP 3: Student to call home with administrator STEP 4: Schedule social wellbeing intervention <u>follow up</u> STEP 5: Enter into system to close incident	STEP 1: The "4" Qs STEP 2: OSS, Alt. ed placement, or expulsion, loss of extracurricular STEP 3: Student to call home with administrator STEP 4: Schedule social wellbeing intervention <u>follow up</u> STEP 5: Enter into system to close incident
Level III - Offenses	1st Infraction	2nd Infraction	3rd offense	Additional Infraction

<ul style="list-style-type: none"> a. Theft (minor) 48900 f-m, o b. Fighting c. Assault d. Alcohol e. Drug possess/use f. Severe misbehavior g. Obscenity or intimidation directed at staff h. Sexual harassment or sexual misconduct i. Gang related activity, or other similar behavior. 48900 a, c, d, e, n; 48900.2, 48900.4, 48900.7 	<p>STEP 1: The "4" Qs</p> <p>STEP 2: Possible expulsion, law enforcement, will receive OSS, Peer court opt., BIT meeting, BMP assigned, may lose extracurricular</p> <p>STEP 3: Student to call home with administrator</p> <p>STEP 4: Schedule social wellbeing intervention <u>RJ</u> <u>written assigned</u></p> <p>STEP 5: Enter into system to close incident</p>	<p>STEP 1: The "4" Qs</p> <p>STEP 2: Possible expulsion, law enforcement, will receive OSS & set #2 BIT, (consider Alt. Ed, maybe expulsion), lose extracurricular</p> <p>STEP 3: Student to call home with administrator</p> <p>STEP 4: Schedule social wellbeing intervention <u>RJ</u> <u>written assigned</u></p> <p>STEP 5: Enter into system to close incident</p>	<p>STEP 1: The "4" Qs</p> <p>STEP 2: Alt. Ed or expulsion, law enforcement, will receive OSS</p> <p>STEP 3: Student to call home with administrator</p> <p>STEP 4: Enter into system to close incident</p>	
Level IV - Offenses	1st Infraction	2nd Infraction	3rd Infraction	Additional Infraction
<ul style="list-style-type: none"> a. 48915(C) <ul style="list-style-type: none"> 1. Firearm 2. Brandishing a knife 3. Selling/dist./use of controlled substance other than cannabis 4. Possession of an explosive 	<p>STEP 1: The "4" Qs</p> <p>STEP 2: OSS, Expulsion, law enforcement</p> <p>STEP 3: Student to call home with administrator</p> <p>STEP 4: Enter into system to close incident</p>			
Level V - Offenses	1st Infraction	2nd Infraction	3rd Infraction	Additional Infraction
<ul style="list-style-type: none"> a. 1. Utilizing cell phone without permission as minor infraction 48901.5 <p>NOTE: (Other incidents involving the use of a cell phone, which are classified as severe violations listed within this matrix, will be</p>	<p>STEP 1: The "4" Qs</p> <p>STEP 2: Phone to be held by teacher or office until end of day</p> <p>STEP 3:</p>	<p>STEP 1: The "4" Qs</p> <p>STEP 2: Phone to be held by teacher or office until end of day</p> <p>STEP 3:</p>	<p>STEP 1: The "4" Qs</p> <p>STEP 2: Phone to be held by office until conference with parent, contract created</p>	<p>STEP 1: The "4" Qs</p> <p>STEP 2: Phone privilege lost for semester and if December for remainder of year, BIT with staff and parent, OSS as it repeats,</p>

<p>addressed at identified appropriate levels where such behavior is suggested.)</p>	<p>Enter into system to close incident</p>	<p>Student to call home with administrator</p> <p>STEP 4: Schedule social wellbeing intervention <u>follow up</u></p> <p>STEP 5: Enter into system to close incident</p>	<p>STEP 3: Student to call home with administrator</p> <p>STEP 4: Schedule social wellbeing intervention <u>RJ written assigned</u></p> <p>STEP 5: Enter into system to close incident</p>	<p>assign BMP, may be loss of extracurricular</p> <p>STEP 3: Student to call home with administrator</p> <p>STEP 4: Schedule social wellbeing intervention <u>follow up</u></p> <p>STEP 5: Enter into system to close incident</p>
<p>a. 2. Vaping / chew / Tobacco</p>	<p>STEP 1: The "4" Qs</p> <p>STEP 2: Law enforcement, assign tobacco education program w/ social wellbeing interventionist, may be loss of extracurricular, assign BMP</p> <p>STEP 3: Student to call home with administrator</p> <p>STEP 4: Schedule social wellbeing intervention <u>tobacco program</u></p> <p>STEP 5: Enter into system to close incident</p>	<p>STEP 1: The "4" Qs</p> <p>STEP 2: Law enforcement, create parent contract, loss of extracurricular, assign BMP, & OSS</p> <p>STEP 3: Student to call home with administrator</p> <p>STEP 4: Schedule social wellbeing intervention <u>tobacco program review</u></p> <p>STEP 5: Enter into system to close incident</p>	<p>STEP 1: The "4" Qs</p> <p>STEP 2: Law enforcement, review parent contract in BIT, loss of extracurricular, 2 day OSS</p> <p>STEP 3: Student to call home with administrator</p> <p>STEP 4: Schedule social wellbeing intervention <u>follow up</u></p> <p>STEP 5: Enter into system to close incident</p>	<p>STEP 1: The "4" Qs</p> <p>STEP 2: Law enforcement, 3 day OSS, 2 days BMP, loss of extracurriculars for semester & if in December, then for remainder of year, potential expulsion</p> <p>STEP 3: Student to call home with administrator</p> <p>STEP 4: Schedule social wellbeing intervention <u>follow up</u></p> <p>STEP 5: Enter into system to close incident</p>

MATRIX STATEMENT:

The Infraction Matrix at THS is a general guide for administrators and staff for standard practices throughout THS. This guide is not intended to *restrict* or *supplant the judgment* of professional personnel; their knowledge that every situation and student are different, and that unique students often require different approaches. The entire staff must be a part of school safety and school culture. Thus, this matrix, as it serves as a “guide”, will be followed, given the administrator’s discretion on a case-by-case basis.

At THS, infractions receive a disciplinary consequence that is *progressive*, where THS will “monitor” student infractions and assign disciplinary consequences that “build” into more severe consequences as infractions reoccur within a given level. This monitoring will be “reset” after the semester for Level I offenses. This means that Level I offenses will start over at the semester, UNLESS such offenses occur during the month of December, then those offense consequences may carry over, but shall be the baseline of *progressive* disciplinary consequences into the second semester. All Level II-V offenses are monitored *progressively* on a full academic year basis and will not reset at the semester.

STUDENT RESPONSIBILITIES:

Students - We at THS truly believe that every student has the ability to behave in a responsible manner. One of the key components of a safe school is that students take responsibility for their behavior.

Students may be suspended or expelled if the act is related to a school activity or school attendance, including but not limited to the following: (a) while on school grounds; (b) while going to or coming from school; (c) during a school lunch period, whether on or off campus; or (d) during or while going to or coming from a school sponsored activity. Education Code 49079 requires that teachers be informed of a pupil’s suspension and the infraction specific to the case, as described in Education Code 48900, except for smoking.

Key to minor offenses is the parent contact - let the parent know what is going on.

A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district 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 a school activity or school attendance that occur at any time (*see suspension later in this handbook pg. 18*).

For a pupil subject to discipline under this section (48900), a superintendent of the school district or principal is encouraged to provide alternatives to suspension or expulsion, using a research-based framework with strategies that improve behavioral and academic outcomes, that are age appropriate and designed to address and correct the pupil’s specific misbehavior as specified in Section 48900.5.

It is further the intent of the Legislature that the Multi-Tiered System of Supports, which includes restorative justice practices, trauma-informed practices, social and emotional learning, and schoolwide positive behavior interventions and support, may be used to help pupils gain critical social and emotional skills, receive support to help transform trauma-related responses, understand the impact of their actions, and develop meaningful methods for repairing harm to the school community.

Ed Code 48908: All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools.

Ed Code 48910: A teacher may suspend any pupil from class, for any of the acts enumerated in Section 48900, for the day of the suspension and the day following. The teacher shall immediately report the suspension to the principal of the school and send the pupil to the principal or the designee of the principal for appropriate action. As soon as possible, the teacher shall ask the parent or guardian of the pupil to attend a parent-teacher conference regarding the suspension. If practicable, a school counselor or a school psychologist may attend the conference. A school administrator shall attend the conference if the teacher or the parent or guardian so requests.

Behavior Modification Program (BMP)

(“B” Day example Schedule - Room 30 during 45 min HR)

9:15-9:25	Writing prompt based upon behavior to be modified
9:25-9:55	Campus beautification Block I
9:55-10:00	Restroom
10:00-10:15	Review of prompt for “approval”
10:15-11:00	Release to start of next class
11:00-11:30	Campus beautification Block II
11:30-11:35	Restroom
11:35-11:50	Character Ed Prompt / mini conference
11:50-12:20	Lunch Detention & “check out” must be approved

Standards to follow within the BMP:

- *All students are to comply and be respectful*
- *No student is to arrive tardy*
- *No unsolicited talking*
- *No cell phone use*
- *No sleeping*
- *No eating (unless designated)*
- *All students must complete assigned writing, tasks, and directives*

(FAILURE TO “SUCCESSFULLY” CHECKOUT PRIOR TO RELEASE WILL RESULT IN EITHER REPEATING THE BMP OR OSS AT THE PRINCIPAL’S DISCRETION)

Community Service (CS)

Purpose

In an effort to instill local appreciation for our communities and to ensure that students are good stewards of what has been provided to them, a Community Service (CS) program has been established. All students 9th-12th grade will be required to complete a minimum of 2.0 reportable and tracked hours each semester, a total of 4.0 hours annually while in attendance at THS. At the end of each year, the students will reflect upon their experiences in a 1 page written reflection paper that will ultimately end up inside of their Capstone Portfolio. This requirement is enforced, and therefore partially fulfills the option to participate within the THS TAUSD graduation ceremony.

Hours

The students will be required to complete 4.0 hours each year in attendance, with a minimum of 2.0 hours per “each” semester to qualify for CS credit. The cumulation of these hours will be adapted to the number of years (semesters) while in attendance at THS (i.e.: semester #1 must have 2.0 hours or more and semester #2 will also require a student to complete at least 2.0 hours as well, or 4.0 hours minimum requirement).

Qualified Community Service Opportunities

Students may achieve their minimum required hours with a combination of both on and off-campus opportunities. These opportunities will be provided on the THS “CS Opportunity Board” for on-campus CS. However, students must fulfill ½ of their required hours, or more, off-campus.

Nevertheless, students may *only receive* 1.0 hours per each semester on campus, or *less*. Regardless of how the student elects to satisfy this requirement, the student is solely responsible to achieve 2.0 hours per semester. An off-campus list of off-campus possibilities will be provided to students, and this list is only suggestions and does not limit students from utilization of other opportunities. NOTE: these experiences on or off-site may not be paid, not for the immediate family, and must secure a signature of the sponsoring party. BMP and during school hours will not count toward CS. All CS on-site opportunities must be approved.

Reporting

All CS will be accompanied with a CS form that can be secured both online and by the front office, or other designated area, such as the IMC/Library. These forms will be collected & placed into student folders "monthly" and this will be announced to be held in the IMC/Library during homeroom. All students are responsible for their own forms and to secure signatures as well as maintain and not lose said forms. Again, there is only one designated day monthly for form submission to be announced at the start of the year.

Table of Community Service (CS) Hours Over Time at THS

<u>Grade</u>	<u>Semester #1</u>	<u>Semester #2</u>	<u>Total Hours Annually</u>
9th	(2.0 Hours) <i>1+ off-campus</i> <i>1 or less on-campus</i>	(2.0 Hours) <i>1+ off-campus</i> <i>1 or less on-campus</i>	(4.0 Hours Annual) <u>4.0 Cumulative Potential</u>
10th	(2.0 Hours) <i>1+ off-campus</i> <i>1 or less on-campus</i>	(2.0 Hours) <i>1+ off-campus</i> <i>1 or less on-campus</i>	(4.0 Hours Annual) <u>8.0 Cumulative Potential</u>
11th	(2.0 Hours) <i>1+ off-campus</i> <i>1 or less on-campus</i>	(2.0 Hours) <i>1+ off-campus</i> <i>1 or less on-campus</i>	(4.0 Hours Annual) <u>12.0 Cumulative Potential</u>
12th	(2.0 Hours) <i>1+ off-campus</i> <i>1 or less on-campus</i>	(2.0 Hours) <i>1+ off-campus</i> <i>1 or less on-campus</i>	(4.0 Hours Annual) <u>16.0 Cumulative Potential</u>

- REQUIREMENT: CS is a requirement and all students must complete CS as part of their final portfolio in the Senior Seminar class at THS.
- REWARD INCENTIVE: Upon completion of your CS, you will be placed in a weekly raffle :-)

Work Experience

Purpose

For students who have otherwise proven to either exhaust their options at THS, or simply desire to gain a real-world experience within the workforce, provided that they have fulfilled the requisites toward graduation, a work experience opportunity may be allowed on a case-by-case basis. The logged experiences will be included within the portfolio capstone project seniors, should seniors decide to be part of a work experience program.

Hours & Logs

Students may be able to take between 1 -2 periods of class with the intent to be utilized as a work experience opportunity. All hours will have a reporting to validate times entered and exited daily from the work experience. The sponsoring work force employer will be in collaboration with THS to maintain a daily work log that students must submit *monthly* to the Academic Counselor to validate honesty in hours performed at the workforce location. Should at any time this log evidence insufficient attendance not excused by the school, then the student will be given a warning one time per semester max. A second evidenced deficiency will automatically require the student to drop the work experience and be enrolled for the remainder of the year at THS. No student will be given a second chance during the same academic year, but may qualify for the following academic year. 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.

1. Student must be a senior on track for graduation.
2. Student must be enrolled in thirty (30) credits, during the semester of the release.
3. Student may not be on campus without written approval from the office during the release time.
4. The request form must be completed and signed by the parent and counselor.
5. All logs must be submitted monthly in accordance to the above outlined stipulations.

Teacher Assistant (TA)

Opportunities for students to participate within the school in the capacity of assisting processes and functions for teachers/other staff members as approved through the Academic Counselor and School Administration on a case-by-case basis. Attendance and conformance to what's asked of these TA's is requisite for ascertaining credit. The teacher will consider these factors when issuing pass/fail credit to be explained by the Academic Counselor.

NOTE: There is a limit of "1" TA class period per student per year for 12th grade ONLY, save it be special circumstances.

Dress Code (Board Policy):

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. Allow for head gear except for times of intended respect (flag salute/religious headwear). Hats must allow for visibility of student by teacher (for security)
 2. Ripped jeans that do not expose underwear or buttocks are acceptable.
 3. Clothes must be worn in a way that genitals, buttocks, breasts, and nipples are covered with an opaque fabric. However, cleavage should not have coverage requirements unless a violation of above is occurring.
 4. Tank tops, including spaghetti straps and halter tops, can be worn as long as there is fabric covering front and back, and on the sides under the arms. Crop tops can be worn as long as they are no higher than a person's belly button.
 5. For purposes of health and safety, shoes or comparable footwear with rubber or leather soles shall be worn.
 6. 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.
 7. Clothing may not have obscene, suggestive or offensive wording or pictures.
 8. Students may not wear apparel that advertises, depicts, or promotes alcohol, tobacco, or drugs
 8. Clothing may not be transparent.
 9. Reasonable rules for appearance for those who participate in extracurricular activities may be established and enforced. These rules may not supersede the dress code.
- *No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.*
 - *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 to 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.*
 - *Students are expected to cooperate with the faculty and administration concerning this policy statement. In addition, students are expected to use good judgment in dress and appearance and to respect the rights of others.*

Assemblies and Rallies:

Assemblies are special programs put on for the student body and are considered part of the school day. Students are required to attend, unless excused by the Principal. 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.

Electronic Devices (Including Cell Phones) (Ed. Code 48901.5)

Electronic Devices:

- School issued devices are to be used as intended to aid instruction, class curriculum, or student achievement
- Personal electronic devices are discouraged and may be confiscated if they are disruptive of the school environment (handheld gaming devices, speakers, amps, video cameras, etc)
- Electronic equipment is not permitted in the classroom without special permission from the individual teacher.
- 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.
- The school is not responsible for the loss of personal items brought to school

Cell Phone (other devices) Implementation:

- In August prior to the start of the academic year, the THS teaching staff will set annual standards and "control norms" as to when cell phones and other devices will be able to be utilized within a given THS classroom. Teaching staff will do their part to be consistent with the enforcement of these standards with complete fidelity. Some examples of control norms *MAY* include: *phone placed on student desk in corner clearly visible, out of sight policy, ringer off policy, placement in sleeves upon entry, methods to gain authorized use, etc.*

- Applicable for all classrooms at THS this set of standards and norms is intended to enable students to utilize cell phones and other electronic devices when elicited, managed, and deemed appropriate for educational purposes ONLY by an *authorized* staff member. As there is any *unauthorized* use of such devices, THS teachers will exercise the right for immediate *confiscation* and follow the consequences outlined below.
- For locations other than the classroom, such as the gymnasium, fields, or offsite location where “confiscation” is not reasonable, students will be sent to the office/administration at the most *reasonable* timeframe for the sake of consistent accountability.
- Standard consequences for THS students who are in violation of unauthorized use of cell phone and device norms will be as follows on a quarterly basis:
 - a. 1st in-class violation
 - i. teacher holds until after class and records assertive in SDS; office will add to spreadsheet upon receipt of SDS entry
 - b. 2nd violation
 - i. teacher sends student to office and student will call home; office holds phone until end of day and returns to student; teacher records assertive in SDS; office will add to spreadsheet upon receipt of SDS entry
 - c. 3rd violation
 - i. teacher sends student to office and student will call home; office holds phone until parent picks up (as a parent is unable to collect phone that day, then phone remains in a locked file in office for 3 full academic days unless picked up prior); records assertive in SDS; office will add to spreadsheet upon receipt of SDS entry
 - d. 4th violation (and beyond)
 - i. The same above “3rd violation” consequence; loss of any authorized cell phone privilege until end of current quarter, or 4 weeks, whichever is longer; all repeated incidents will additionally default to level 2 matrix progression. When a parent picks up for 4th offense, the student and parent sign a “contract of understanding”.

Electronic Devices (CHAT-GPT/AI)

- An AI/CHAT GPT TASUD Task Force convened several meetings to discover, discuss practices, and consider potential policies of AI/CHAT within the TAUSD K-12 setting.
 - The intended outcome was twofold:
 - (1) the group would gain a deeper understanding, recognize, and consider operational implications and associated challenges and benefits of AI/CHAT at TAUSD;
 - (2) guidelines and policy for educational practitioners would be framed so that our staff members would be as optimally prepared as feasible to universally move forward in this new pathway of AI.
 - As a result, the TAUSD will take a 3-pronged approach from these meetings toward standards of daily implications involving AI/CHAT GPT. (See below)
1. IT implications, foundational tools, and practices will consider the following:
 - a. Filters and blocking
 - b. Scanning history
 - c. Communication protocol for discovering use
 - d. Frequency for scanning
 - e. AUP implications for policy of student handbook and district at-large
 2. In classroom practices below shall be included within all syllabi concerning AI/CHAT-GPT
 - a. Student use
 - b. Teacher preparation
 - c. In class instructional implications
 - d. Assessments
 - e. Student use at home and school
 - f. Deciphering original work: diagnostic screening methods, et al
 - g. Universal accountability for use
 - h. Communication with home and meetings
 - i. Classroom Syllabi (schools to have embedded within syllabi, as applicable)
 - i. Includes policy & Boilerplate/Template (will vary from content areas)
 - ii. *Example* Boilerplate/Template
 1. Assignment shall first be drafted in class (handwritten) & contain
 - a. Certain # of vocabulary terms

- b. Certain number of specific work cited resources
 - c. Rubric of grading
 - 2. In Class 2nd draft phase, et al
 - a. May transition to electronic version of original graded draft
 - 3. Final copy, inside or outside of classroom
- 3. Administration practices within student handbook (see plagiarism policy), to include:
 - a. Accountability within infractions matrix
 - b. Appeals process

Food and Drinks in the Class

In an effort to keep the classroom environment as clean as possible, with the exception of water, 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. Also, should a student have certain requirements within a 504 or IEP, or other health related needs evidenced through a physician, then such students will be honored to accommodate these needs accordingly.

Inappropriate Public Displays of Affection (PDA)

THS is a “hand holding & “quick hug” only campus. Other displays may be deemed inappropriate and therefore may result in an infraction.

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 Rights

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 (including ‘practice knives’) of any shape or size on campus. Students may not bring laser pens to school. Any student found with weapons on campus shall 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 must attend school the entire day in order to participate in extracurricular activities, save it be a medical, a school-approved personal/family emergency, or other pre-approved circumstances, to include school-sponsored events, by a school administrator.

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 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 6-12.

1.2 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.

1.3 Parent permission forms and emergency consent forms shall be on file at the school. A signature by a parent or legal guardian is required.

1.4 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.

1.5 High school students who wish to participate in extra-curricular activities must meet all CIF guidelines.

1.6 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.

1.7a Weekly meetings with student athletes will be the first block Friday (or preferred) mornings to sign a sheet with an office staff, given to the AD, and then ultimately coach for any and all student athletes who are not within eligibility criteria for 2.0 or any Fs, behavior infractions, or tardiness from the prior week. (Grades and Tardiness are vital to be up to date)

1.7b Student athletes who do NOT comply with this policy of signing and working with the coach will be placed on indefinite suspension from athletics "until" rectified with both school building administration and AD.

2.6 TAUSD has implemented a drug-tested program for Trinity High School competitive extra-curricular participants beginning in the Fall of 2018 (BP 5131.61). All students choosing to participate in competitive extracurricular activities shall be subject to random drug tests during their activities' in-session season (for athletics the seasons of sports are Fall, Winter and Spring). Annually prior to students being tested, parents shall be provided with informational materials pertaining to the program, including: what drugs will be tested for; and procedures of how students will be selected, samples collected and results confirmed. Annually parents and students will be required to sign a drug-testing consent form. Consequences for students testing positive for illegal drugs, alcohol, or tobacco will follow the guidelines outlined in 2.1-2.5 of this code. (Please see section **Drug and Alcohol Policy**)

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 detention 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 extracurricular 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 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)

"Extra Curricular Activities" Continued Supports:

- **Academic Assistance Program (AAP)**

What is AAP?

- *Extra curricular/student athlete (ECSA) monitoring and support for struggling students.*

In an effort to both assist students who have extracurricular/athletic functions outside from the regular scheduled school day, a program designed to monitor and support such students is essential, given the heightened nature of their added burden within their high school experience.

Accordingly, the following details create an outline of monitored support for these individuals intended to be an added benefit toward their ongoing success, on a week-to-week basis.

1. Each Thursday by 11:59pm teachers are required to have no less than 1 grade entries per class.
2. All grades will be run for each ECSA at 8am Friday morning.
3. ECSA's are required to maintain a 60% average in all courses.
4. ECSA's between 60%-69% in any one class will be reported to the coach/extracurricular sponsor to both monitor and encourage their ECSA; coaches may require attendance to AAP.
5. All ECSA who fall below 60% of any one class will be subject to the following the next academic week:
 - a. **ASSIGNED AAP/TIMELINESS:** Attend and be on time to x2 coach assigned AAP sessions in the IMC/Library 3:45 pm-4:30 pm per sign-in time stamped kiosk to work on their subject area they have below 59%, and any other classes in which they have work to complete (if tardy for any AAP, then ECSA will be required to fulfill another full week of AAP, and be subject to any added week consequences)
 - b. **PRACTICE:** Directly after AAP assigned days the student will be required to transition directly to practice, if held, and not be late, or the coach *shall* have set consequences that may include play time.
 - c. **TWO WEEK RULE:** The student is permitted to have no more than 2 *consecutive weeks* of AAP, where a student is expected to complete the assigned AAP. If both on time and each assigned session is completed without incident by the sponsoring IMC/Library staffing, then the student *will not* be disqualified to participate in all contests for the entire following week (Monday - Sunday), but will be assigned an SST for the following week.
 - d. **MANDATORY SST:** At the moment a 3rd *consecutive week occurs*, an ECSA will be assigned AAP for ANY class below 60% (i.e.: this does not have to be the *same* class, but ANY class during this duration with an "F"), and the student will also be assigned a

MANDATORY SST to determine the “*pathway*” of eligibility the ECSA must take. Failure to attend SST will default to Pathway “A” below.

- i. ECSA ACTIVITIES OR SCHEDULES THAT DO NOT ALIGN TO AAP OR PATHWAYS LISTED BELOW WILL BE MODIFIED DURING THE SST PROCESS, ALTHOUGH THIS WILL BE A RARE EXCEPTION. (Examples, band, drama, et al)
 - e. **ELIGIBILITY PATHWAYS:** There are 2 pathways for ECSA’s that may be assigned during the SST:
 1. **Pathway “A” (immediate disqualification):** If after a *3rd consecutive week*, and beyond, in being assigned AAP for ANY class below 60% (i.e.: this does not have to be the *same* class, but ANY class during this duration with an “F”), **or** if student does not attend SST, then ECSA will be **disqualified** to participate in all contests, performances, and events other than practice for the entire following week (Monday - Sunday).
 - a. This status ends when all classes for one full week are above 60%, to be measured Friday 8AM for the next week.
 - b. After on Pathway “A”, anytime thereafter during the current season, to mean ANY one week of any one class below 60%, the ECSA will be subject to these restrictions as well.
 2. **Pathway “B” (modified disqualification):** The same criteria as Pathway “A” will be *suspended* “IF” each of the following is fulfilled with the outcome of increasing ALL grade(s) above 60% after ONE week of added support:
 - a. Shall not have any *behavioral infractions, unexcused absences, tardies, or ANY additional missing assignments* (in failing class) previous 2 weeks, or during 3rd week of support.
 - b. Will maintain record of failing class assignments to be signed (all applicable) on a “ECSA Eligibility Form”
 - c. Cont. participate in AAP twice each week until above 60%
 - d. Only 1 week of Pathway “B” will be provided during a season, and each week that follows will result in Pathway “A” placement if unsuccessful in obtaining all grades above 60%.
 - f. **ABSENCE:** Attendance is mandatory. If ECSA is absent for any reason, and unable to fulfill a make-up session within the assigned week in agreement to the coach, then ECSA will be subject to an additional week regardless of grade status for the following week.
 - g. **GRACE PERIOD:** There’s a 3 week grace period prior to the start of AAP at the start of each semester. There is no grace period in the 2nd or 4th quarters.
 - h. **ASSIGNMENT DUE DATES:** All assignments must be submitted by the ECSA by no later than Wednesday end of day, or end of AAP, to their teacher in order to be considered for a grade Friday morning (aka, teacher 24 hour courtesy notice). The IMC/Library staff will accept assignments to then be placed into teacher boxes at the end of Wednesday only, and then notify the teachers who will receive these assignments.
 - i. **RESET:** At the time that the student has 60% or higher in all classes on Friday morning when grades are run, everything resets, and the next week (Monday through Sunday), the student will no longer be required to attend AAP, as all privileges and rights will be fully restored for athletic/extracurricular participation. At any point a student is assigned either pathway, this ECSA will be required to come back to where they left off, and not be subject to the entirety of the process while within the *same* season of extracurriculars.
6. Rules of AAP:
- a. No tardiness; no absences will be acceptable
 - b. ECSA’s work self-monitored
 - c. ECSA’s to be continuously engaged
 - d. All rules of Library/IMC apply

Personal Property

At all times, students should avoid leaving personal belongings unattended. Do not bring valuable items to school. Trinity High School and the Trinity Alps Unified Schools District assume no responsibility or liability for loss or theft of property belonging to students. In the event of loss, school authorities will make every reasonable effort to recover the lost or stolen property.

Lost/Damaged Textbooks and Equipment (EC 48904)

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 or uniforms until all bills are cleared.

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.**

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 front 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.

Bicycles and other wheeled conveyances

Skateboards, roller blades, scooters, bicycles, and other forms of wheeled locomotion may not be used on school property (with the exception of students with disabilities).

Driving to School and Vehicle Parking Regulations

Driving motor vehicles to school is a privilege and not a right. Driving privileges will be terminated for the remainder of the school year for students who abuse the following policies:

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 their designee. Students are not to park in the staff parking lot or behind the school during school hours. 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.

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

- Students are not permitted to loiter in the parking lot during school hours.
- Students will not "hang out" in any vehicle in the parking lot and will be asked to either leave campus.
- Students are not to "stop by" their vehicles without permission during school hours.
- To bring a vehicle onto school property is a privilege granted to students who comply with school rules and the California DMV Code.
- Students are to drive in a safe and careful manner at all times.
- Vehicles are to be driven at 5 MPH or less while on school property.
- Vehicles are to be properly parked in the areas marked in the front parking lot only.
- Parking anywhere on campus, other than the front parking lot, is not permitted during the school hours.
- 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.
- 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.
- State law forbids any guns and weapons to be on school property. This law includes pistols, rifles and bows and arrows.
- Students are not to use vehicles as lockers.

- TEMPORAL SUSPENSION OF CERTAIN VEHICLE REGULATIONS WHILE DISPLACED FROM MAIN CAMPUS FACILITIES:

1. Students may utilize their vehicles during school hours specifically during lunch each day.
2. Students may utilize their vehicles during school hours specifically for an athletic event to get their gear/bags.
3. Students may utilize their vehicles during school hours specifically during the breaks and lunch under the following conditions announced each morning by the THS office:
 - a. inclement weather conditions (rain, sleet, hail, et al)
 - b. temperatures under 32 degrees Fahrenheit

- These temporary suspended regulations will be reenacted upon the availability of the main campus facilities: gym & cafeteria.
- Prior to lifting this suspension and following the policy listed above, a meeting with ASB, and then also the BOE to affirm the reinstatement of these said policies.

School Intervention Team (SIT)

- Students who **evidence** challenging or repeated behavioral issues who don't display positive progress in their responsiveness to standard classroom or office intervention, or for extreme behavioral situations, an SIT may be called.
- SIT members will vary in certain situations depending upon need. The SIT coordinator (principal or designee) will determine the individuals to be invited, which will always include a formal invitation to the following priorities:
 - PRIORITY #1 (Standard invitations)
 1. Principal
 2. Academic Counselor
 3. Teachers who have influence over student
 4. Parent
 5. Wellness Interventionist
 - PRIORITY #2 (Added invitations MAY include the following)
 1. SPED Director
 2. Campus Supervisor
 3. Athletic Director
 4. SRO
 5. Probation Officer
 6. Trinity County Office of Education Staffing
- Protocol to follow is to be sure the following areas have been covered **PRIOR** to initiating an SIT request to the SIT coordinator:
 1. Documented behavior(s) by the student in Aeries of an “ESTABLISHED HISTORIC TREND”, unless Level III of higher, then singular documentations may suffice
 2. Documented intervention(s) by the teacher in Aeries of an “ESTABLISHED HISTORIC TREND”, unless Level III of higher, then singular documentations may suffice
 3. Collaborate among colleagues for feedback and to determine expansiveness of issue(s) being manifested
 4. ALL interventions in reference to the SNAPSHOT TABLE “must” have contacted, or made sufficient attempts and DOCUMENTED within Aeries these attempts.
 5. This is the LAST resort, as this signifies that you have EXHAUSTED ALL AVENUES to help modify the undesired behavior(s).
 6. The SIT coordinator may deny or approve any SIT referral. In the event that an SIT referral has been denied, a note will be attached to the Aeries system explaining such reasoning and perhaps the data or information lacking in order to approve any such request.
- All members will receive the invitation to include the location, dates, and times for the SIT. Teachers and other staff may be requested to be prepared with certain resources or data to further evidence the pending issue as well as a solution for how this may be resolved.

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 schools 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 regulations.

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
- (t) A pupil who aids or abets, as defined in Sec. 31 of the Penal Code, 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).

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

EDUCATION CODE 48900.2: 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 purpose of this chapter, the conduct described 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 education environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive. (Add. Stats. 1992, Ch. 909).

EDUCATION CODE 48900.3: HATE VIOLENCE: In addition to the reasons specified 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.

EDUCATION CODE 48900.4: HARASSMENT, THREATS, OR INTIMIDATION: 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 school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class-work, creating an intimidating or hostile educational environment. 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 expelled for acts which 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 to or coming from school. (3) During lunch period whether on or off the campus. (4) During, or while going to or coming from, a school sponsored activity. It is the intent of the Legislature that alternatives to suspensions or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities.

EDUCATION CODE 48900.5: REQUIRED OTHER MEANS OF CORRECTION/EXCEPTIONS: "At the very minimum...students who are threatened with removal from school, depriving them of the fundamental right to a publicly financed education, are entitled to notice of the grounds for the removal and an opportunity to be heard." (Goss v. Lopez) Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. A school district may document the other means of correction used and place the documentation in the pupil's record, which may be accessed pursuant to Section 49069. However, a pupil, including an individual with exceptional needs, as defined in Section 560026, may be suspended, subject to Section 1415 of Title 20 of the United States code, for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of section 48900 or that the pupil's presence causes a danger to persons. (b) Other means of correction include, but are not limited to, the following: (1) A conference between school personnel, the pupil's parent or guardian, and the pupil. (2) Referrals to the school counselor, psychologist, social worker, child welfare attendance personnel, or other school support service personnel for case management and counseling. (3) Study teams, guidance teams, resource panel teams, or other intervention-related teams that assess the behavior, and develop and implement individualized plans to address the behavior in partnership with the pupil and his or her parents. (4) Referral for a comprehensive psychosocial or psycho educational assessment, including for purposes of creating an individualized education program, or a plan

adopted pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794(a)). (5) Enrollment in a program for teaching prosocial behavior or anger management. (6) Participation in a restorative justice program. (7) A positive behavior support approach with tiered interventions that occur during the school day on campus. (8) After-school programs that address specific behavioral issues or expose pupils to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups. (9) Any of the alternatives described in Section 48900.6. (Amend. Stats. 2012, Ch. 425)

EDUCATION CODE 48900.6: DISCIPLINARY ACTION/COMMUNITY SERVICE: Instead of disciplinary action prescribed by this article, the principal of a school, the principal's designee, or the superintendent of schools, or the governing board, may require a pupil to perform community service on school grounds during non-school hours. For the purposes of this section "community service" may include, but is not limited to, work performed on school grounds in the areas of outdoor beautification, campus betterment, and teacher or peer assistance programs. This section shall not apply to instances where suspension or expulsion is required by this article. (Add. Stats. 1995, Ch. 972).

EDUCATION CODE 48900.7: SUSPENSION OR EXPULSION FOR TERRORISTIC THREATS: (a) 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. (b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family. (Add. Stats. 1997, Ch. 405)

EDUCATION CODE 48900.8: SUSPENSION, EXPULSION, PARENT NOTIFICATION AND STATE DEPARTMENT OF EDUCATION REPORT: For purposes of notification to parents, and for the reporting of expulsion or suspension offenses to the State Department of Education, each school district shall specifically identify, by offense committed, in all appropriate official records of a pupil each suspension or expulsion of that pupil for the commission of any of the offenses set forth in subdivisions (a) to (o), inclusive, of subdivision (a) of, or paragraphs (1) to (4), inclusive of subdivision (c) of, Section 48915. (Add Stats. 1997, Ch637).

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) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district. The act of possessing an imitation firearm, as defined in subdivision (m) of Section 48900, is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision (e), may be imposed.
- (2) Brandishing a knife at another person.
- (3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
- (4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
- (5) Possession of an explosive

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:

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 intimidating, 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)
4. 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 & CHAT GPT/AI section above)

Balloons and Gift Deliveries

Occasionally, parents and friends have balloons and gifts delivered to the school to be given to a student. We ask if 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.. Breakfast hours are from 7:30 - 8:25 a.m. Lunch is available during regular lunch hours. Currently, all students get to enjoy meals for free.

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. 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. 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, 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.

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.

See the above articulated disciplinary matrix and outlined standards for THS regarding specific implementation outcomes.

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 up to 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.

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. BP 5131.62

First Offense: Alcohol or drugs first offense will result in suspension. In addition, 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.

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.

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.

A student removed from a team and who does not finish the season of sport will lose eligibility for post season awards and honors.

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.

TAUSD has implemented a drug-testing program for Trinity High School competitive extra-curricular participants beginning in the Fall of 2018 (BP 5131. 61). All students choosing to participate in competitive extracurricular activities shall be subject to random drug tests during their activities' in-session season (for athletics the seasons of sports are Fall, Winter and Spring). Annually prior to students being tested, parents shall be provided with informational materials pertaining to the program, including: what drugs will be tested for; and procedures of how students will be selected, samples collected and results confirmed. Annually parents and students will be required to sign a drug testing consent form. Consequences for students testing positive for illegal drugs, alcohol, or tobacco will follow the guidelines outlined in 2.1-2.5 of this code.

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, accompanied with a note from a teacher, physician, or other school-approved situation:

- The student will be given a 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 tardy mark and also be subject to the Disciplinary Matrix for THS.

Leaving Campus at Lunch Time

- Students in the 10th-12th grades who have a cumulative GPA of 2.0 and above, no discipline infractions or attendance/tardiness infractions, may leave campus during lunch by vehicle or by walking down “Head Rush”.
- Monitoring:
 1. Students will receive a THS tag/pass, or something similar to assist in the process for car or walking privilege approval
 2. The Campus Supervisor (or, additional designee) will monitor the flow of the students during and each student in a vehicle or walker who desires to leave campus and who also is qualified must have a THS issued tag/pass, which will be directly linked electronically to student data minimal requirements (*as made available*) from the week prior: ***no failing grades, attendance, no tardiness, no behavioral referrals.***
 3. All violations of this protocol will lose this privilege for the quarter and receive a consequence in accordance with the matrix.
 4. Students leaving campus during lunch must leave in a vehicle and must return in a vehicle.
 5. Students are expected to return to campus and be on time for the period following lunch.
 6. The campus will be closed to all 9th grade students in vehicles.
 7. Students permitted to leave campus may not loiter near Alps View, the C.D. Hall or the Trinity County jail area.
- Exceptions to the above rules will be made at the discretion of the school administration based upon student need accompanied with a note from a teacher, physician, or other school-approved situation, but never intended to usurp the criteria of consequences of grade, attendance, and behavioral deficiencies.

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!** ***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

Certain levels of infractions not followed within school policy “may” result in a case-by-case (*as depicted within the Matrix*) 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 Product

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 machine without permission of the administration.

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 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. These courses are not used as extra credits calculated into GPA.

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 11 will be given the CAASPP test. Science and other subjects may have additional testing requirements. The scores from this standardized test may be used to determine eligibility for honors classes.

Class Changes

Due to the 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 **by the end of the first two weeks of first and second semester.**

Any class change after the start of each semester's window closing will require administration approval on a case-by-case basis. 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 - College Information

Please see the counselor for college and career planning. Here are some links to help students prepare for college.

www.universityofcalifornia.edu/admissions/undergraduate.html

www.calstate.edu/datastore/admissions.shtml

www.csumentor.edu/planning/high_school/

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.

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 office.. **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.

Instructional Media Center (IMC)

The Instructional Media Center (formerly library) will be open from 7:00 a.m. to 4:45 p.m. for the use of students and teachers. It is the student's responsibility to verify material checked in/out at the time of transaction. Students are responsible for lost and damaged materials and will be charged for them. Please observe the following rules while in the Instructional Media Center:

1. If you are on a pass, hand the pass to the IMC Specialist 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. Return all books on or before the due date.
- **Note: For greater details, THS developed an *IMC handbook* that serves as the master manual for all IMC governance and activity. The front office and IMC Specialist will be able to share a copy with anyone interested in reading this manual.**

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 do not finish their course of study before graduation will not walk the stage. Seniors on suspension will not be permitted to participate.

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.

Student Technology Use Agreement

Each student receiving a technology device from the School is bound to this Technology Use Agreement that further details the responsibilities of the School and the Student and Parent(s).

This agreement is made effective upon receipt of a device between the school, the student receiving a device ("Student"), and their parent(s), or legal guardian ("Parent"). The Student and Parent(s), in consideration of being provided with a device, software, and related materials for use while a student at school, hereby agree as follows:

1: Equipment

1.1 Ownership:

TAUSD retains sole right of possession of the device and grants permission to the Student to use the device according to the guidelines set forth in this document. Moreover, the school administrative staff retains the right to collect and/or inspect the device at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

1.2 Equipment Provided:

The actual equipment provided will be a Google Chromebook or a Microsoft Windows 10 Laptop. Efforts are made to keep all device configurations the same within each class. All devices include a protective case, one charger plug and one power/sync cable. The district will retain records of the serial numbers and asset tags of the provided equipment. All four items are bound to an asset tag and assigned to you. At the end of the year you must return the exact equipment checked out to you in good working order.

1.3 Substitution of Equipment:

Devices need to come to school with the student each day as they are an integral learning tool. In the event the device is inoperable, the district has a limited number of spare devices for use while the device is repaired or replaced. This agreement remains in effect for such a substitute. The Student may NOT opt to keep the broken device or to avoid using the device due to loss or damage.

1.4 Responsibility for Electronic Data:

The Student is solely responsible for any data stored on the device. It is the sole responsibility of the Student to back up such data as necessary. The District recommends using a "DropBox" style account to store all data. The device will be repossessed by the district periodically and wiped clean of all data. The District does not accept responsibility for any such files or software stored on the device or Dropbox account.

2: Damage or Loss of Equipment

2.1 Warranty for Equipment Malfunction:

A manufacturer's warranty covers parts and labor for one year. The warranty only covers damage to the device caused by manufacturers defects. Families incur no additional charges for repairs covered by the warranty.

2.2 Responsibility for Damage:

The Student is responsible for maintaining a working Device at all times. The Student shall use reasonable care to ensure that the Device is not damaged. In the event of damage not covered by the warranty, the Student and Parent will be billed for the cost of repair. ***Similar to the use of textbooks and/or musical instruments, families assume responsibility for any district-owned equipment/materials issued to students. This policy is pursuant to CA ED CODE 48904. If the Device is stolen, lost or damaged beyond repair, it is the family's financial responsibility to replace the Device at its face value.***

2.3 Responsibility for Loss:

If the device is lost or stolen, the Parent will be billed the full cost of replacement value.

2.4 Actions Required in the Event of Damage or Loss:

Report the problem immediately to an administrator or IT staff. If the device is stolen or vandalized while not at school or at a school sponsored event, the Parent shall file a police report.

2.5 Device Accessories:

Device accessories issued by the school include: 1) plug charger; 2) sync/power cord; 3) protective case. Students are responsible for returning the three accessories issued to them in good working order without damage. Accessories that are lost or damaged will incur a replacement fines to be paid by the students family to the school. Missing or damaged cords cost \$25; missing or damaged charger plugs cost \$25; and missing or damaged cases cost \$35. If you lose an item mid-year and need a replacement, please contact your teacher for a replacement to be ordered for you. Do not supply a replacement accessory on your own.

3: Legal and Ethical Use Policies

3.1 Monitoring:

The district will monitor the device use using a variety of methods - including electronic remote access - to assure compliance with the district's legal and ethical use policies. All use must be consistent with the handbook.

3.2 File-sharing and File-sharing Programs:

The installation and/or use of any internet based file sharing tools are explicitly prohibited. File-sharing programs and protocols like BitTorrent, Limewire, Kazaa and others may not be used to facilitate the illegal sharing of copyrighted material (music, video, and images). If your student "Jailbreaks" their school issued device, they may be required to purchase a new one for the school. Illegal activity is not tolerated.

3.3 Allowable Customizations

- The student is permitted to customize the assigned device to their own working styles (i.e. avatar, fonts, etc).
- The student is NOT permitted to change the school issued Lock screen
- The student is NOT allowed to remove or alter the device case in any way
- The student is NOT permitted to install software, applications or extensions on the assigned device.
- The district will periodically conduct maintenance that will wipe device content, so please back up files/data with DropBox/Google Drive

4: Proper Care of Device

Your Responsibilities:

Treat this equipment with as much care as if it were your own property

- Bring the device fully charged to school every school day (if you forget, a substitute may not be provided)
- Always charge your device overnight in your home.
- Keep the device with you or within your sight at all times. Keep the device stored in a secure place when you cannot directly monitor it. Devices left in bags and backpacks, or in unattended classrooms are considered "unattended" and may be confiscated by the school personnel as a protection against theft. Unattended and unlocked equipment, if stolen - even at school - will be your full financial responsibility.
- Avoid use in situations that are conducive to loss or damage. For example, never leave devices in school vans, in the gym, in a locker room, on playing fields, or in other areas where it could be damaged or stolen. Avoid storing the device in a car other than in a locked trunk.
- Do not let anyone use the device other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned device will be your full responsibility.
- Adhere to the school's device Use Policy at all times and in all locations. When in doubt about acceptable use, ask your school administrators or teachers.
- Backup your data. Never consider any electronic information safe when stored on only one device. Backup your files by synchronizing your device to Google Drive or Dropbox. Establish a routine at home; preferably nightly but at least weekly.
- Keep track of your accessories and keep them in good working order. You will have to pay for replacements for damaged or lost cases, plugs and cords.
- Read and follow general maintenance alerts from district technology personnel.

Problems and Troubleshooting

- Promptly report any problems to your teacher.
- Do not force anything (ie cable connections) seek help instead.
- When in doubt, ask for help.

General Care

- Do not attempt to remove or change the physical structure of the device, including the screen cover or plastic casing. Doing so will void the warranty and families will be responsible for 100% of the repair or replacement cost.
- Do not remove or interfere with the serial number, the district asset tag, or any identification placed on the device.
- Do not do anything to the device that will alter it in any way.
- No stickers or decorations may be added to the case.

- Keep the equipment clean. For example, do not eat or drink while using the device.

Carrying the Device and Screen Care

- The device you are being assigned is designed for easy mobility so that you can (almost) always have your learning environment with you.
- Do not crush your device by packing it with other objects, such as textbooks, in an overburdened backpack.
- Do not store anything (ie cords, papers or disks) in the area within the device case designed for the screen and other components.
- The device screen can be easily damaged if proper care is not taken. Broken screens are NOT covered by warranty and cost over \$100 to replace. Screens are particularly sensitive to damage from excessive pressure.
- Do not touch the device screen with anything other than your finger or approved stylis.
- Clean the screen with a soft, dry antistatic cloth or with a screen cleaner designed specifically for your device.

Battery Life and Charging

- Arrive at school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your device charging overnight.
- Avoid using the charger in any situation where you or another is likely to trip over the cord.
- Do not let the battery completely drain. Immediately shut down if you are unable to connect to the charger.
- Keep track of your specific assigned charger plug and cord as the exact accessories need to be returned at the end of the school year and turned in for periodic check-ins. You will be financially responsible for damaged or lost accessories.

Personal Health and Safety

- Do not use your device while riding on mass transit or other highly public spaces. Although extremely rare, theft can occur, especially when an escape route for the thief is immediately available.
- Avoid lengthy use involving repetitive tasks. Take frequent breaks as well as alter your physical position. (typing while standing , sitting, leaning, etc) to minimize discomfort. If possible, set up a workstation at home with an external keyboard that allows you to situate the screen at eye level and keyboard at lap-level.