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)

Revised:8/10/2020

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Graduation Requirements

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

2. Units Requirement
   250 credits based on a seven-period day

3 Subject Requirements

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
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<tbody>
<tr>
<td>English</td>
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<td>Social Sciences</td>
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<td>Physical Education</td>
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<td>Career Technical Education</td>
<td>40</td>
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<tr>
<td>Electives</td>
<td>60</td>
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</tbody>
</table>

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 PowerSchool. Grades are issued as followed: 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.

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 students 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 $94.00 per test. Parents may qualify for the College Board Financial aid package, in which the AP test cost may be discounted to $56.00 for eligible families. In addition, the State of California offers an AP financial aid program in which qualifying families may pay as little as $5.00 per test. Rev. 1/2013

Dual enrollment classes

Trinity High School offers several dual enrollment classes, where students automatically get college credit for passing the class. 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.

**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 December 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.

**PowerSchool Parent View**

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

**Repeating Classes**

With the approval of the principal or designee, a student may repeat a course in order to raise his/her grade if they received a “D” or “F.” Both grades received shall be entered on the student’s transcript, but the student shall receive credit only once for taking the course. The highest grade received shall be used in determining the student’s overall grade point average.

**Scholarships**

Information on local, state and national scholarships is available in the counseling center. Scholarship opportunities are often posted in the daily bulletin, the THS website and in the counseling center. Many scholarship opportunities and much information about scholarships are available on the Internet.

**School Website & Scholarship Information**

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

**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 chrome books.

**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 for students needing to be absent for five days or longer for family emergencies and extenuating illness reasons (surgery, etc). The request must be made and approved by the administration at least one week prior to the independent study request dates. If short-term independent study is not authorized, make up work will not be given. Students granted short-term independent study will be assigned unexcused absences until the work has been completed. Teachers are not required to give opportunities for make-up work for any other reasons other than those listed under the CA Education Code. Students may not participate in extracurricular activities while they are on short term independent study. (Rev. 10/2012)

Attendance and Extra-Curricular Activities

All students at THS are encouraged to participate in 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 school day following the activity.

Cutting Class

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

Emancipation and 18 Year-Old Students

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

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.

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.

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

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


**Tardiness**

Being late to class without a valid excuse is considered a tardy. Students will be given a warning on the first tardy, and a reminder on the second tardy. The third tardy will result in a detention, and a notice to parent/guardian will be sent home. For each tardy thereafter, a referral will be sent to the school administrator for discretion to discipline.

Students do not have the right to make up missed work due to tardiness. Teachers may include attendance, including tardies, in their grading policy. This means that a teacher is within his/her rights to lower a student’s grade due to excessive tardies. Check the teacher’s first day handout for each classroom policy. (Rev. 10/2012)

**Truancies**

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

Students failing to clear their absence will be considered truant by classroom teachers until the absence is cleared. Teachers are not 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 students backpack, locker, or vehicle, if there is reasonable suspicion to believe that the student may have a concealed weapon, narcotics, stolen property or contraband.

**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. Title V of the CA Administrative Code states that students must be neat and clean and schools have a right and responsibility to reasonably enforce this standard.
2. For purposes of health and safety, shoes or comparable footwear with rubber or leather soles shall be worn.
3. Students with long hair shall be required, for reasons of safety, to provide and wear a hair net or head band in those classes where long hair might be a hazard or detrimental to the required performance of the class.
4. Students, whose appearance is so unusual as to cause obvious distraction to other students from the educational process, shall be sent home to correct their appearance.
5. Hats, visors, and/or sunglasses are not to be worn in class or at assemblies by any student regardless of gender. Any headwear that prohibits eye contact with a THS staff member is prohibited.
6. Shorts must have a 4 inch inseam or longer. Skirts must NOT be more than 6 inches above the knees when standing.
7. Excessively baggy or sagging pants, which allow undergarments to be exposed, are unacceptable.
8. Boys may **NOT** wear sleeveless T-shirts, tank tops that have excessively low cut armholes or sleeveless undergarments.

9. Tops worn by girls shall have two, 1 inch or wider, shoulder straps that cover undergarments. Tops must be long enough to cover the top of pants, when standing, with arms outstretched. **No** bare midriffs, see-through or fishnet tops, halter-tops, tube tops, half-shirts, midriffs, low-cut blouses, or backless tops may be worn. **Any top deemed suggestive or inappropriate by THS staff is unacceptable.**

10. Clothing may not have suggestive or inappropriate wording or images printed thereon.

11. Reasonable rules for appearance for those who participate in extracurricular activities may be established and enforced. These rules may not supersede the dress code.

12. Clothing advertisements and artwork depicting alcohol, drugs, tobacco and offensive materials may not be worn.

Any student not meeting the above standard or who goes to school without proper attention having been given to personal cleanliness and neatness of dress, will be required 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.

**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. In the event a student has a cell phone out during the school day, the phone will be confiscated and turned in to the office for a parent or guardian to collect at the end of the school day. Students may be suspended for using cell phones in the bathrooms during class time or locker rooms or for inappropriate messaging during class time. The school is not responsible for the loss of personal items brought to school.

**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.

**Inappropriate Displays of Affection**

THS is a “hand holding only” campus. Inappropriate displays of affection may result in detention and/or suspension.

**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.

Students will become ineligible for extra-curricular activities, such as field trips, athletics, and clubs if they have poor attendance and/or have poor grades in other classes and/or have unresolved discipline issues.

1.0 Documentary eligibility

1.1 Students who participate in extra-curricular activities must have earned a “C” (2.00) GPA on a 4.0 scale from the preceding grading period with no grade of “F.” The superintendent or designee may waive the “no grade of F allowed” requirement for one class only per grading period, if the student’s attendance, effort, and behavior satisfactorily meet the standards of the North Section CIF and the district. For the purpose of determining academic eligibility for the participation in extracurricular activities the nine week Interim Reports of each semester, and the Semester 1 and Semester 2 grades will be used. Students must also be passing in at least twenty (20) credits of class work in order to be eligible. A non-pass is equal to an “F”. Night school and summer school credits may be counted towards total GPA. Students may not try out for a team if they are ineligible during the tryout period.

1.2 Physical examination, parent permission forms, insurance forms, severe-injury forms and other forms as required, as well as payment of transportation fee(s), shall be recorded on file in the School Office before any participation or practice may be allowed. Note: Physical examinations are required for all students participating in athletic programs grades 6-12.

1.3 Students are responsible to arrange for a physical examination of his/her own at no cost to the District. Results of the physical examinations shall be recorded on the appropriate District form and shall be renewed annually.

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

1.5 A prospective athlete shall either secure student insurance or have his/her parent or legal guardian, complete the Statement of Responsibility for Athletic Insurance. Proof of payment for student insurance or the Statement of Responsibility shall be on file at the school.

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

1.7 Upon entering Trinity High School as a freshman, students will receive a one-time academic waiver that is applicable only to the beginning of the first fall semester grading period of their freshman year. This is a one-time non-transferrable waiver that allows a student to gain academic eligibility.

2.0 Drug and Alcohol Policy

2.1 All students participating in competitive extracurricular activities shall be subject to random drug tests during their activities’ in-season period (Fall, Winter, 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.

2.2 Students will be tested for both performance enhancing drugs and illegal drugs.

2.3 Students who test 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 detentions at the next available opportunity to remain eligible to participate in a game, practice, special event or field trip.

6.2 Detentions can be scheduled during lunch. Detention times will not be altered for students participating in 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)

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. THS lockers are older and, candidly, not very secure. It is recommended that lockers be used only during the school day. All articles should be taken home at the end of each day and for the weekend. Adherence to this recommendation will help prevent theft. Students are responsible for payment of textbooks lost or stolen from lockers.

Students must use their assigned locker only. Any damage or needed repairs to lockers should be reported to the 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

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

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

1. To bring a vehicle on to school property is a privilege granted to students who comply with school rules and the California DMV Code.
2. Students are to drive in a safe and careful manner at all times.
3. Vehicles are to be driven at 5 MPH or less while on school property.
4. Vehicles are to be properly parked in the areas marked in the front parking lot only.
5. Parking anywhere on campus, other than the front parking lot, is by daily permission only.
6. 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.
7. 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.
8. State law forbids any guns and weapons to be on school property. This law includes pistols, rifles and bows and arrows.
9. Students are not to use vehicles as lockers.

Rights and Responsibilities of the Student and Parent

Student Rights

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

Student Responsibilities

Respect the authority of teachers, administrators, and other school employees.
Comply with school and district standards of conduct.
Attend school on a daily basis and be punctual.
Come to class prepared to work with the necessary books and supplies.
Be attentive in class.
Follow classroom rules and regulation.
Complete work and homework on time.

**Parent Rights**
The right to information regarding their child’s achievement and behavior.
The right to expect an appropriate education for their child in a safe environment.
The right of due process is explained in the “Parent Rights and Responsibilities” booklet, which is provided in the “Back to School Packet” and is also available upon request in the school office.

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

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

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

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

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

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

**Areas of Prohibited Student Conduct**

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

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

1. While on school grounds;
2. While going to or coming from school;
3. During the lunch period whether on or off campus;
4. During, going to, or coming from a school sponsored activity. The following is a list of offenses for which a student may be suspended or expelled from school (Ed. Code 48900):
   a. (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
      (2) Willfully used force or violence upon the person of another, except in self-defense.
   b. Possessed, sold, or otherwise furnished any firearm, knife, explosive or other dangerous object unless, in the case of possession of any object of this type, the pupil has obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
   c. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, marijuana, or an intoxicant of any kind.
   d. Unlawfully offered, arranged, or negotiated to sell any controlled substance, listed in Chapter 2 (commencing with Section 11053) of the Health and Safety Code, an alcoholic beverage, marijuana, or an intoxicant of any kind and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, marijuana, or intoxicant.
(e) Committed or attempted to commit robbery or extortion.
(f) Caused or attempted to cause damage to school property or private property.
(g) Stolen or attempted to steal school property or private property.
(h) Possessed or used tobacco, or any product containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, sniff, 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 educational 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 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 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. 42S)

**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 terrorist 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. 1995, 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)

Balloons and Gift Deliveries

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

The cafeteria provides balanced meals to all students. Breakfast hours are from 8:00 - 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.

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. The student will be given an Off Campus Pass prior to leaving campus. If a student fails to check out properly, administrative consequences shall be re-executed. Students who leave at lunchtime and do not return to their afternoon classes will receive a truant unless their parent or guardian has called and given Special Permission prior to 11:30.

**Leaving Campus at Lunch Time**

Students in grades 10, 11, and 12 that have a cumulative GPA of 2.0 and above, may leave campus during lunch provided a signed permission slip is on file in the office. Students leaving campus during lunch must leave in a vehicle and must return in a vehicle. Students are expected to return to campus and be on time for the period following lunch. **Students may not walk off campus.** Students with habitual tardiness or absence records will lose off campus privileges.

Students who leave at lunchtime and do not return to their afternoon classes will receive a truant. The campus and parking lot will be closed to all students during the morning break. Students are not allowed to use vehicles as a locker. The parking lot will also be off limits during the passing time between classes. **Students may not leave campus except at lunch.**

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

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

**Off Limit Areas**

Baseball, softball and football fields, tennis court area, and outside basketball area are off limits when not in class. Both sides of the paved trail to the CD Hall are off limits at all times! **Bally road** is also off limits for safety reasons.

**Refusal to Harm or Destroy Animals**

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

**Searches**

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

**Serious Infractions of School Policy**

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

**Use and Possession of Tobacco Products**

The use or possession of tobacco products is strictly prohibited on Trinity Alps Unified School District property. THS is a tobacco-free campus. Smoking, possession or the use of any tobacco product will result in a combination of administrative consequences. All tobacco and tobacco related materials would be confiscated. Law officials could be contacted to issue tickets. (Ed. Code 48900 (h))

**Vending Machines**

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

**Visitors Passes**

All visitors must sign in at the main office.

**Work Permits**

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

**Student Support**

**Alternative Program for Credit**

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

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

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

**ASB Logo (Discount)**

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

**Assessment**

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

Due to 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.

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

**Counseling Services - 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](http://www.universityofcalifornia.edu/admissions/undergraduate.html)
- [www.calstate.edu/datastore/admissions.shtml](http://www.calstate.edu/datastore/admissions.shtml)
- [www.csumentor.edu/planning/high_school/](http://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.

**Lockers and P.E. Lockers**

A locker is issued for the convenience of the student during the school day. **ONLY** a Trinity High School lock is approved for use on P.E. and other school lockers. Students are responsible for their P.E. locks. Any lock other than the THS lock will be removed.

Trinity High School is NOT liable for personal property destroyed or stolen on campus. THS and the TAUSD are not liable for articles placed within lockers at any time. **Articles placed within lockers, including textbooks, are the sole liability of the individual who has chosen to use the lockers.**

THS lockers are older and, candidly, not very secure. It is recommended that lockers be used only during the school day. All articles should be taken home at the end of each day and for the weekend. Adherence to this recommendation will help prevent theft. **Students are responsible for payment of textbooks lost or stolen from lockers.**

Students must use their assigned locker only. Any damage or needed repairs to lockers should be reported to the 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.

**Media Center**

The Media and Career Center (formerly library) will be open from 8:00 a.m. to 3:30 p.m. for the use of students, parents, and teachers. It is the student’s responsibility to verify material checked in/out at the time of transaction. Students are responsible for lost materials and will be charged for them. Please observe the following rules while in the media/career center:

1. If you are on a pass, hand the pass to the librarian or assistant upon arrival.
2. No eating, running, or excessively loud noises.
3. Please leave books and other materials, which you have looked at, but do not wish to check out, on the tables.
4. Be sure to check out your materials in plenty of time before the bell rings.
5. All books and other material must be checked out before leaving the library.
6. Some reference books may be checked out with the librarian’s approval.
7. Return all books on or before the due date.

**Medication Policy**

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

1. A Permission to Administer Medication form is completed and on file in the main office.
2. The medication is brought to school by the student and immediately given to the secretary in the main office.

All medication should be in a clearly marked container with the student’s name, date, and name of drug, prescription number, name of physician and pharmacy, and direction for administration. To ensure the safety and well-being of all students, students may not carry medication with them during the day.

**Seniors**

It is important that all seniors recognize that participation in graduation is a privilege, not a right. Seniors who 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.

**Work Release**

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

**Work Release:**

1. Student must be a senior on track for graduation.
2. Student must be enrolled in thirty (30) credits, during the semester of the release.
3. Students 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.
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.

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 stylus.
● 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.