

Trinity Junior High and High School

*A private, Catholic preparatory school, which holds as her **mission**
to educate the whole student—body, mind, and soul.*

*Trinity's **vision** is to awaken greatness in her students. We nurture
students with the mission of the Gospel,
with the hope they are prepared for the world.*

Mrs. Marya Skaare
President

Rev. Fr. Kregg Hochhalter
Principal

Mrs. Tina Johnson
Business Manager

Mr. David Laborico
Facilities Manager

Mrs. DeAnn Scheeler
Director of Mission Advancement

Ms. Heather Schieno
Guidance Counselor and Registrar

Mr. Gregg Grinsteinner
Director of Athletic Department

Rev. Fr. Christian Smith
Chaplain

Trinity Catholic Schools
810 Empire Road
Dickinson, ND 58601
(701) 483-6081
www.trinitycatholicschools.com

The Standard of the Titans

*The decision has been made.
I won't look back, let up, slow down, back away or be still.
My mind is here to know.*

*My past is redeemed, what I do now is expected,
and my future is in God's hands.
I am done with immaturity, mundane talking, and selfishness.
I am not in the halls for the looks, on the court for popularity,
or on the stage for applause.
I don't have to be right, first, recognized, praised, or rewarded.
My body is for Him.*

*I now live by faith. I lean on Christ's presence.
I work for His glory, pray for His power, and play in His wonder.
My direction is set. My goal is heaven.
My Father is reliable. My mother is confident.
And my soul is ready.*

*I do not compromise for others sake,
I will not flinch in the face of sacrifice,
complain when my way is not done,
laugh with sin, or mess with mediocrity.
I won't fall into rudeness or overlook kindness
Knowing that I can make a difference.
I am a Titan, I set the standard. I follow the mission of the Gospel.*

*I must go until God comes, learn for the sake of truth,
act so good can be done,
and honor His power when mine is not enough.
And when He looks to me for a task, He does not hesitate.
He knows my heart is strong and the expectation will be made.*

I follow the Titan Way — I set the Standard.

TRINITY JUNIOR HIGH & HIGH SCHOOL STUDENT HANDBOOK

Table of Contents

Introduction

Introduction	5
Historical Information	5
Christian Formation	5
School Calendar	6

Section 1 Organization of the Board and School

Mission Statement	7
Philosophy	7
Authority of the Bishop	7
Board of Directors	7
Accreditation	7

Section 2 Catholic Identity

Catholic Identity	8
Teaching and Practice of Religion	8
Religion Curriculum	8
Programs Concerning Human Sexuality	8
Ethical Issues	9
FERPA	9

Section 3 Curriculum and Programs

Curriculum/Admissions	10
Promotion/Retention	11
Graduation Requirements	11
Credit Requirements	11
Schedule Changes	12
Off Campus Courses	12
Dual-Credit Courses	12
Textbooks	13
Library Books and Materials	13
Honor Roll	13
Grading Policies	13
National Honor Society	14
Teacher/Office/Library Assistant	14
Progress Reports	14
Incomplete Grades	14
Assessment of Student Progress	15
Parent Teacher Conferences & Guidance Counselor/Registrar	15
Transcripts and Diplomas	15
Tuition Delinquency	15

Section 4 School Activities and Academic Performance

School Sponsored Activities	16
Extra-Curricular Activities	16
Scope	16
Co-Curricular Activities	17
Conduct	17
Academic Performance and School Activity Eligibility	17
Athletic Eligibility	18
Athletic Complaint Procedure	18
Hours	19
Attendance	19
Travel	19
Season Length	19
Expenses and Fees	19
Warning	19

Social Activities	20
School Dances.....	20
School Field Trips/Diocesan Permission Slip	20

Section 5 Student Participant Issues

Admission of Students.....	21
Preference for Catholics.....	21
Admission of Students with I-20 Status	21
Attendance	21
Absences	22
Procedures and Absences	22
Make-up Work.....	23
Extended Trips With Parental Approval	23
Unexcused Absences.....	24
Early Dismissal or Sign-out Procedures.....	24
Tardy Policy	24
Student Conduct.....	25-27
Detention	27
In-School Suspension.....	27
Expulsion.....	28
School Safety.....	28
School Violence	28
Weapons Policy	28
Harrassment/Demeaning Behaviors	29-30
Substance Abuse.....	30-32
Student Health Care.....	32
Student Records.....	32
Child Custody.....	33
Release of Student Information	33
Standard Dress	33-35
Electronics.....	35
Lockers	35
Lost and Found.....	36
Poster, Bulletin Boards, and Signs	36
Restricted Areas	36
Visitors.....	36
Student Activity Tickets	36
Medical Insurance.....	36
Hot Lunch.....	36
Cars and Driving Privileges	37
Severe Weather - School Closing.....	37
Fire Drills.....	37
Tornado Drills	38
Emergency Evacuation	38
False Alarms	38
Announcements.....	38
Communication	38
Conflict Resolution for Parents.....	38
Bullying.....	39-43
Technology Acceptable Use Policy.....	43-45
Sample Acceptable Use Acknowledgement Form [FORM A]	46
To the Holy Trinity	47

Introduction

Welcome to Trinity Junior High and High School and the Trinity Catholic Schools system! We are pleased you have chosen to be a part of the Titan family.

There are expectations and privileges that come with being a member of a school community and family. As a member of the Titan family, you will be expected to follow the guidelines outlined in this handbook. These rules have been established to help ensure that all students are provided with an educational environment that fosters intellectual, spiritual, and human growth. We expect students to share in creating a healthy, moral atmosphere by living those Gospel virtues taught by our Lord and Savior Jesus Christ. We expect students to respect others and to take their studies seriously. Motivated by the Gospel, our fundamental purpose is to prepare you for the world with the goal of attaining everlasting happiness in heaven. Our mission is to set the Standard for this generation of youth.

Please read this handbook carefully and completely. It is the responsibility of each student to know the content of all the information, policies, and regulations. Being unaware of these rules can never be accepted as an excuse for their violation.

Historical Information

Trinity is an approved school by the North Dakota Department of Public Instruction and an accredited school as reviewed and evaluated by **Cognia**. Founded in 1961 as a high school, Trinity joined the Trinity Catholic Schools system, a consolidated school system originating in 2004. Her four sponsoring parishes—St. Patrick, St. Joseph, St. Wenceslaus, and Queen of Peace—are the guiding patrons behind the school's existence.

Christian Formation

Christian formation is an important part of education at Trinity. Trinity's program is structured to provide intellectual, spiritual, and human formation through her academic courses and the rigor of the spiritual and sacramental life of the Catholic Church. This particularly includes the sacraments of the Holy Eucharist and Confession, including regular, daily prayer. Fidelity to the Catholic Church is fundamental to our education and formation—including the academic curriculum, social-emotional formation, and all extra-curricular activities.

In our Christian formation then, we listen with utmost reverence to Christ's words...***apart from me, you can do nothing.***” Gospel of Saint John 15:5

School Calendar 2021-2022

Fall Semester

August

- 3 Back to School Expo
- 15 *Solemnity of the Assumption of the Blessed Virgin Mary* (Obligatory)
- 16 THS/TJH Professional Development Day
- 18 First Day of School

September

- 6 Labor Day – No School
- 24-25 Trinity High School Homecoming

October

- 19 End of 1st Quarter
- 20 Diocese of Bismarck Catholic Education Convocation – No School
- 21-22 No School

November

- 15 Veteran’s Day Observed– No School
- 24-26 Thanksgiving Break – No School

December

- 17 End of 1st Semester/2nd Quarter
- 17 Golden Mass
- 20 Christmas Break Begins
- 25 Christmas — *Solemnity of the Nativity of our Lord Jesus Christ* (Obligatory)

Spring Semester

January

- 1 *Solemnity of Mary, Mother of God*
- 4 School Resumes
- 17 Martin Luther King Day Civic Holiday – No School
- 17-22 March for Life Pilgrimage
- 28-30 Mardi Gras

February

- 1-4 Catholic Schools Week
- 21 President’s Day Civic Holiday – No School

March

- 4, 18 Teacher Comp Days –No School
- 11 End of 3rd Quarter
- 19 *Solemnity of Saint Joseph, Spouse of the Virgin Mary*
- 25 *Solemnity of the Annunciation*

April

- 14 Holy Thursday
- 15 Good Friday (No School)
- 16 Holy Saturday
- 17 Easter Sunday — *Solemnity of our Lord’s Resurrection*
- 18 Easter Monday (No School)

May

- 18 Last Day of School (12:00PM)
- End of 2nd Semester/4th Quarter
- 15 Rose Mass & Commencement Exercises

Noon Releases
include (12) Wednesdays
12:00pm School Dismissal
for students Grades 7-12.

The Wednesdays are
marked on the school
calendar.

Section 1 Organization of the School

1.1 Philosophy

The mission of the Trinity Catholic School system is to educate the whole student – mind, body and soul. The vision of our school system is to awaken greatness. In all that we do in our school, we are moved by our mission and pursue our vision. Our actions seek to live the values of: faith, honesty, confidence, integrity, joy, respect, kindness, love, gratitude, and charity. As we bring into focus our mission for the future of Trinity Catholic Schools, we warmly invite parents, students, staff, parishioners and patrons to believe as we believe so that we all live as Christ lived.

1.2 Authority of the Bishop

The Bishop of Bismarck is the authority and chief teacher of the Catholic faith in the diocese. Trinity and its personnel are responsible to the bishop and his delegates in all matters concerning the Catholic faith.

1.3 Board of Directors

Trinity Catholic Schools Board of Directors guides and governs the school system. The Board consists of the following nine members:

Five Clergy [Ex-Officio]

- Rev. Fr. Bill Ruelle, Pastor, St. Patrick Parish
- Rev. Fr. Robert Shea, Pastor, St. Wenceslaus Parish
- Rev. Msgr. Tom Richter, Pastor, Queen of Peace Parish
- Rev. Fr. Keith Streifel, Pastor, St. Joseph Parish
- Rev. Fr. Christian Smith, Chaplain

Four Lay Directors representative of each parish.

- Mr. Michael Kreitinger, St. Patrick Parish
- Mrs. Sheila Rothstein, St. Wenceslaus Parish
- Mr. Bill Jerome, Queen of Peace Parish
- Mr. Travis Leintz, St. Joseph Parish

Board of Directors meetings occur on a monthly basis, excepting the month of June. Meetings are public forum, with potential Executive Sessions closed to stakeholders. Non-voting members include the school president, Business Manager, Director of Mission Advancement, and building principals, all of which offer monthly reports. Stakeholders seeking agenda items are to contact corresponding administration members for procedural steps.

1.4 Accreditation and Approval

Trinity is an approved school by the North Dakota Department of Public Instruction and is an accredited school by **Cognia** Global. Trinity achieves the standards and educates with the assurances that this organization offers. Trinity is classified as a Class "B" school by the North Dakota High School Activities Association.

Section 2 Catholic Identity

2.1 The Catholic Identity of Trinity Junior High and High School

Trinity is a diocesan school of the Diocese of Bismarck and, as such, is recognized by the Bishop as a Catholic school. The primary purpose for which Trinity exists is the teaching of the Catholic faith for the salvation of souls. While a primary goal of the school is academic excellence, the academic, and all other programs of the school, exist within the primary mission of the Catholic Church—to bring mankind to the Heavenly Kingdom.

Catholic students are given preference in admission. In keeping with the orthodox teachings of the Catholic Church, all religious traditions are respected and, space permitting, students from other religious beliefs are welcomed into the school system.

2.2 The Teaching and Practice of Religion

The Catholic liturgical tradition, sacraments, and prayer shall be taught as an integral part of the school's curriculum. Holy Mass is offered before classes begin at 7:30am. The sacrament of Confession is offered prior to daily Mass from 7:00am-7:20am. There is also a weekly All-School Mass. Please contact the Office of the Chaplain for further questions concerning the life of the faith in Trinity Junior High and High School.

2.3 Religion Curriculum

The curriculum for all Religion Classes is consistent with the teachings of the Roman Catholic Church and align with the *Doctrinal Elements of a Curriculum Framework for the Development of Catechetical Materials for Young People of High School Age* of the United States Conference of Catholic Bishops. All supplementary material used in the curriculum conforms to Catholic moral teaching and doctrine.

Trinity will provide structured opportunities for students to participate in school, church, and community service that will benefit local communities.

Teachers of religion must be practicing Roman Catholics. If possible, they shall have a major or minor in religious studies, theology, or the equivalent. They shall participate in education offered for teachers of religion by the diocese.

2.4 Programs Concerning Human Sexuality

In recognition that parents are the primary educators of their children, all education programs concerning sexuality shall include information for parents that shall assist them in helping their children understand and live Catholic doctrine and morals in the area of human sexuality. The Church specializes in the formation of the virtue of chastity rather than a secular human sexuality program. Any programs and resources that include information on human sexuality must meet the following standards:

- Programs must reflect authentic and comprehensive church catechesis.
- Programs must be pastorally sensitive to issues of American and ethnic cultures.

- Programs must be family centered.
- Programs must be developmentally sensitive.

2.5 Ethical Issues

At all times, the conduct of the religious and educational programs of Trinity shall reflect adherence to the highest standards of ethical behavior. The reputations of all in the school community shall be considered sacred and shall be safeguarded at all times. All student records shall be kept in secure locations and only those school officials with a legitimate need to access the records shall be granted access to them.

2.6 Compliance With the Buckley Amendment (FERPA)

Trinity complies with the provisions of the Buckley Amendment and parents may view their children's files upon request. No more than forty-eight (48) hours may elapse between request and review. Parents will be given copies of their children's files upon request. A reasonable copying fee may be charged to cover expenses.

The Family Educational Rights and Privacy Act (FERPA) afford parents certain rights with respect to the student's education records. This act is a federal law affecting schools that receive U.S. Dept. of Education funding and records, that following explanation is necessary to publish so the public is notified in accordance with the Family Education Rights and Privacy Act. These rights are:

1. Parents and students (18 years or older) have the right to inspect and review the student's educational records.
2. Students or parents wishing a copy of the permanent record for personal use or to be mailed to another similar school or a school of higher education, must complete a release of information form which is available at the school the student attends. Eligible students (18 years or older) must sign the form for the release of record while parents must sign for students under the age of 18.
3. An eligible student or a student's parents have the right to seek to correct parts of the student's educational record which he or she believes to be inaccurate, misleading or in violation of student's rights. This right includes a request for a hearing to present the evidence that part(s) of the record be changed if the school district decides not to alter or refuses to change.
4. Specific directory information, such as student's name, address, telephone listing, date and place of birth, major field of studies, participation in officially recognized activities and sports, weight and height as member of athletic teams, dates of attendance, degrees and awards received, and the most recently previous school attended by the student, may be released by the school officials. The school district will make a reasonable decision whether or not to release information to various agencies or organizations. However,

any eligible student or a student's parent may request in writing during the first two weeks of school to the Principal, if it is felt any part of the information should not be released. The request will not cover pictures taken by news media related to school events.

5. Any person has the right to file a complaint with the Department of Education in Washington, DC if the school violates this federal law. The school district limited the disclosure of information contained in a student education record except; 1) by the prior written consent of a parent of eligible student, 2) as directory information, or 3) under certain specific circumstances as permitted by federal law.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

If you do NOT want this information released, please contact the Principal of the school within ten (10) school days. If we do not receive your notice by that date, we will assume that you have no objection to release of such information. We believe that it is in the student's best interest to have such information released in school and community newspapers because of the recognition it gives them. We make every reasonable effort to protect our students' privacy.

Section 3 Curriculum/Admissions

3.1 Curriculum and Admissions

Trinity Catholic Schools follows the religious curriculum guidelines required by the Diocese of Bismarck. These guidelines can be found in the United States Conference of Catholic Bishops document: *Doctrinal Elements of a Curriculum Framework for the Development of Catechetical Materials for Young People of High School Age*.

Trinity meets all requirements of the laws of the state of North Dakota including the Department of Instruction. The school will ensure that her curriculum and standards will meet or exceed the educational standards set by the state of North Dakota.

New students who enroll at TCS are required to begin with a provisional period. After a nine-week period from enrollment (or sooner if need be), a meeting including the principal, respective faculty, and parents, will be held to discuss how the student is adjusting to the new school setting, whether or not the student is demonstrating academic success, and whether or not the student is exhibiting behavior consistent with the school's Mission, Vision, and Core Values. In the event that a student does not show adequate progress during this provisional period, the student may be required to withdraw from TCS.

Trinity Catholic Schools has limited resources to serve students with disabilities. TCS will make every effort to work with your child within the range of services TCS can provide. The Administration reserves the right to formulate modifications and/or accommodations to the required curriculum as needs arise within the guidelines and regulations of the Department of Public Instruction Section 504. (Federal Education Act), and ADA, (American Disabilities Act of 1991), on an individual student basis. Academic services stemming from an Individualized Education Plan (i.e. IEP) may or may not be offered, depending on the services available at that time. Team meetings with Dickinson Public School Special Education personnel will be utilized to determine what Trinity will or will not offer a student on an IEP.

3.2 Promotion/Retention

To be promoted from the seventh to the eighth grade and from the eighth grade to the freshman grade, a student must pass all classes in his or her enrolled schedule, which includes each of the (four) quarters and the final grade respective of each quarter. In the event a student achieves a 69% or lower in (one more more) classes, Administration and faculty will evaluate a student's overall academic performance, including NDSA scores, content assessment scores, and classroom observations, for further consideration of promotion.

3.3 Graduation Requirements

Trinity operates on a seven-period day. Students must enroll in at least six credit courses each semester. For students in grades 11 & 12, their course schedule may include a class, study hall, or off hour.

In order for a student to participate in the Trinity graduation ceremony and receive a diploma with his/her classmates, all tuition and fees must be paid in full.

3.4 Credit Requirements

Religion	4 credits
Mathematics	3 credits
Social Studies	3 credits
Computer Science	1/2 credit
Word Processing	1/2 credit
Physical Education	1 credit
Science	2 credits
English	4 credits
Electives	6 credits

Total Credits Required = 24 credits

Credits earned from other institutions and/or by correspondence, when approved, may be used toward graduation requirements.

At this time, the Department of Public Instruction allows two credits in Religion to count as electives toward DPI graduation requirements (22 credits). THS requires an additional two credits in Religion for Catholic students.

3.5 Schedule Changes

The Administration, counselor, classroom teacher, and parent/guardian must approve any change in a student's schedule after the first day of class. Before any schedule change, communication between student, parents, teachers, and the Administration is necessary for the sake of the student's best interest. To add/drop a class, the Add/Drop Form will be approved by each party—Administrator, counselor, classroom teacher of respective class, and parent/guardian. Students are able to add or drop a class only within the first (3) days of each quarter or semester, respective of the quarter or semester class. Dual-credit courses are not included within this policy and will be determined on a case-by-case basis in communication with the chosen university or college.

3.6 Off Campus Courses

With administrative approval, students may take classes at Dickinson High School, Dickinson State University, University of Mary, or by correspondence, e.g. online. Students must adhere to conditions agreed to with cooperating schools.

Any course offered at Trinity Junior High and High School must be taken at the school, as taught by Trinity Catholic Schools faculty in the respective content area, so are not allowed to be taken through any other source—another school or by correspondence.

If a student's graduation from high school is in jeopardy, administration may approve credit-recovery courses that are not offered by the high school. Such courses are determined by administration and only in the cases of requisite credits.

3.7 Dual-Credit Courses

Trinity Junior High and High School is pleased to offer a selection of dual-credit courses that enable high school students to register for classes that are offered within our school building, taught by Trinity faculty, however at the same time offering college and university credit in addition to the high school credit received. The selection of the course offerings is available through the Administration and Counselor offices.

The procedure to add or drop a dual-credit course is governed by the university or college through which the credit is offered. Payment schedules, including reimbursement for dropped classes will follow the university's local policy, i.e. University of Mary and Dickinson State University. Any change of a dual-credit course, e.g. registering after class begins or dropping the class after the provided days, is to be approved by the respective university or college, the Administration, and the Counselor.

Admittance into a dual-credit course is approved by administration and the classroom teacher. If a cut-score is provided by the North Dakota University System that enables the credit to be earned, e.g. Senior Composition I & II needs a "C" or higher and an ACT English sub-score of 18 to receive the college credit, the high school follows this procedure. The classroom teacher informs the student and parent that such a score is needed to receive the college credit in addition to the high school credit consequently earned.

3.8 Textbooks

The Principal, in consultation with the faculty, shall have final approval of all textbooks used in the school.

All texts are loaned to a student for his/her use during the school year. They are to be kept clean, properly covered, and are to be handled with care. A student will be required to pay for lost or damaged books. Students will be required to furnish, at their own expense, supplies necessary to complete course requirements. *Students will be supplied with a student planner. This planner will be used as a hall pass, and must be with the student at all times when out of class. There will be a charge for replacement planners.*

3.9 Library Books and Materials

Books from the library may be signed out for three weeks. Students may have up to three books signed out at one time. Students are responsible for the replacement costs of books that are lost or damaged beyond repair. Notices will be sent to students, and parents will be billed.

Library hours are from 8:00 AM to 3:45 PM. The library will be opened other times upon request and by appointment.

Students must have a legitimate reason for visiting the library (e.g. - use of computers for school assignments, check in or out of materials, leisure reading of library materials). Any student work that does not directly involve library materials (e.g. - homework, studying in-groups) will not be permitted. Students will remain in their study hall or classroom.

Any parent wishing to challenge any book or material in the library collection must follow the following procedures.

1. The parent must submit a written statement of concern with the Principal and request a meeting with the Principal.
2. The Principal will respond to the parent's statement within seven days.
3. The decision of the Principal is final.

3.10 Honor Roll

The Honor Roll shall be prepared by the *Counselor* at the conclusion of each quarter.

Highest Honors: Student has maintained a grade point average of 93% or above in every course.

A Honors: Overall average is 93% or above

B Honors: Overall average is 88% to 92.99%

Honor Students must have attended Trinity for two (2) or more *full academic years*. These honors are bestowed upon the students with the highest cumulative percent GPA's.

3.11 Grading Policies

Grades become a part of the student's permanent record. Institutions of higher learning, potential employers, and various military services may request the high school records of applicants.

Approximately one week after the end of each quarter, report cards are mailed to parents/legal guardians.

The numerical grade, alphabetical grade equivalent, and 4.0 grade equivalent is as follows:

99-100	A+	4.0
95-98	A	4.0
93-94	A-	3.67
91-92	B+	3.33
88-90	B	3.0
86-87	B-	2.67
84-85	C+	2.33
80-83	C	2.00
77-79	C-	1.67
75-76	D+	1.33
72-74	D	1.00
70-71	D-	0.67

A student or parent may contact the teacher, counselor and/or Administration to initiate a grade appeal process.

3.12 National Honor Society

To be eligible for NHS induction, students must maintain a 93% or higher cumulative grade point average. However, grade percentage alone does not guarantee membership. In addition to scholarship, student leadership, character and service to the community are also considered. Sophomores must complete an application at the end of the third quarter. Two teacher recommendations along with a summative list of activities, both inside and outside of school, are required. Final selections are approved by the faculty council board, with inductions to be held in May. Members must maintain grade point average, along with upstanding moral character and leadership. NDHSAA violations result in a letter of dismissal from the society.

3.13 Teacher/Office/Library Assistant:

Teacher/Office/Library Assistant work will also require an application to demonstrate an understanding of the required learning expectations. The *Teacher/Office/Library Assistant Form* is to be submitted to the counselor with a parent signature.

3.14 Progress Reports

Progress Reports are available online 24/7 at:

<https://dickinson-trinity.ps.state.nd.us>

Students and parents/guardians will need the following information:

- A unique Student or Parent/Guardian Login ID
- A unique Student or Parent/Guardian ID

This information will be made available at the beginning of the year for all students and parents/guardians.

3.15 Incomplete Grades

A student who receives an Incomplete (I) on his/her report card will have two weeks to make up the work; otherwise, the Incomplete will be converted to an F (failure). It is the responsibility of the student to make an

appointment with the teacher in the case of a make-up test or an incomplete grade.

3.16 Assessment and Student Progress

All students in grades 7-8 take quarterly exams in each subject. All students in grades 9-12 take semester exams in each subject at the end of each semester (Fall, December and Spring, May).

During the six years at Trinity, a variety of tests are administered to assist the students in planning for their futures. Eleventh and twelfth grade students are encouraged to take the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for scholarships and entrance to technical schools, junior colleges, and four-year colleges. Aligned summative assessments of ACT will be administered to students Grades 7-10.

No test results will be released to the public, except in accordance with diocesan policy or the policy of the Board of Directors.

3.17 Parent – Teacher Conferences and Guidance Counselor

Parent-Teacher Conferences are held throughout the year. Progress reports are provided to parents at Parent/Teacher Conferences. Refer to the school calendar for parent-teacher conference dates. Guidance and counseling is available through Trinity on a case-by-case basis. Information on services and referrals are available through the Counselor/Registrar or Administration.

3.18 Transcripts and Diplomas

A transcript will be transferred at no cost to another school, college, employer, or to anyone, upon written request of the student. No transcripts or diplomas will be issued until all financial obligations to Trinity have been met.

3.19 Tuition Delinquency

The Trinity Catholic School Board of Directors requires that, no student may enroll at the Trinity Catholic Schools (TCS) unless all tuition and fees for all prior school years attended at TCS by the student, and by brothers and sisters of the student, have been paid in full.

Tuition will be set annually by the Trinity Catholic Schools (TCS) Board of Directors, based on the number of students enrolled, the number of class sessions per week, and the financial needs of the school. A non-refundable registration fee per child shall be paid at the time of enrollment. Students who enter school after the school year has begun shall pay pro-rated tuition. All families must have an account set up in FACTS along with turning in a signed enrollment form. This information can be obtained in the Business Office and must be done prior to the student attending classes.

Student records, diplomas, and transcripts will be released only when all financial obligations to TCS have been met. If necessary, the student may be dismissed from attending TCS and/or the account turned over for collection.

Section 4 School Activities and Academic Performance

4.1 School Sponsored Activities and Extra-Curricular Activities

The following extra-curricular activities** are provided by Trinity or in conjunction with cooperative agreements with Dickinson Public School

Baseball	Hockey	Golf
Basketball	Cross Country	Tennis
Cheerleading	Rodeo	Track
Drama One-Acts	Speech	Volleyball
Football	Gymnastics	Wrestling
Softball	Dance	Swimming/Diving

** List is not all-inclusive

Trinity reserves the right to add or drop activities from this list. Students participating in Trinity sponsored extra-curricular activities or cooperative agreements with Dickinson High School will follow the Trinity Extra-Curricular Eligibility Policy.

4.2 Scope

Students involved in extra-curricular activities, whether Trinity sponsored or co-operative with Dickinson High School, will abide by all NDHSAA Rules, as well as the policies of Trinity.

Use or possession of tobacco, alcohol or illegal drugs or narcotics at any time by a student is prohibited. In the case of use or possession, Handbook 5.21 will be followed. In addition to this school policy, adherence to NDHSAA rules will also be enforced.

If a violation of this policy occurs while the student is not engaged in an extra-curricular activity, the suspension will begin on the first day of practice for the next extra-curricular activity in which the student participates. If the period of suspension does not end before the extra-curricular activity ends, the remainder of the suspension will be served during the next extra-curricular activity in which the student participates. If the period of suspension does not end before the school year ends, the remainder of the suspension will be served in the following school year during the first extra-curricular activity in which the student participates.

For a period of suspension to expire, the student must be a participant in at least one extra-curricular activity for the entire length of that extra-curricular activity and must abide by all other eligibility rules for the entire length of that extra-curricular activity. If the student quits the extra-curricular activity before the period of suspension expires, the full suspension will be served in the next extra-curricular activity in which the student participates.

Any subsequent violation of this policy in a 12-month period will result in an 18-week suspension from all extra-curricular activities in addition to the 6-week suspension imposed for the first violation.

During the suspension, your son/daughter must continue to practice, but is not eligible to participate in a contest, game, performance, or other interscholastic event and is not allowed to miss school or travel with any team or activity group.

4.3 Co-Curricular Activities

The following activities are considered to be co-curricular activities sponsored by Trinity High School: Science Fair, Math Counts, Spelling Bee, Acalypmics, Geography Bee, Math Track Meets, Honor Society, Student Council, Jazz Band/Ensemble, Close-Up, Marching Band, Drama, Music Contests, Science Olympiad, Art Club, Prom Committee, Yearbook, and Best Robotics.

Students involved in co-curricular activities will abide by all NDHSAA rules, as well as the academic eligibility policies of Trinity.

Use or possession of tobacco, alcohol or illegal drugs or narcotics at any time by a student is prohibited. The first violation of this policy in a 12-month period will result in a 6-week (42 total days) suspension from all extra-curricular activities.

Any subsequent violation of this policy in a 12-month period will result in an 18-week suspension from all extra-curricular activities in addition to the 6-week suspension imposed for the first violation.

4.4 Conduct

A student's actions may be inappropriate and require suspension even though use or possession of tobacco, alcohol or illegal drugs and narcotics are not involved. In addition to any discipline required by NDHSAA Rules or permitted by the Student Handbook, the Administration may impose a period of suspension from co-curricular/extra-curricular activities, determined on an individual basis, for conduct including but not limited to: vandalism, theft, false fire alarms, bomb scares, abusive language, fighting, bringing weapons to school, harassment, repeated traffic violations, violation of the Student Handbook resulting in suspension from class or school, violation of other eligibility rules, or for juvenile offenses.

4.5 Academic Performance and School Activity Eligibility

A student must be academically eligible to participate in any school activity. To be eligible, a student must maintain a 70% average or above in each class. The following guidelines will apply:

1. Student eligibility will be checked on a weekly basis. Grades will be turned in Monday by 4:00 PM. Those students with a failing (F) current quarter grade in a particular class will be considered ineligible (69% and below). **Eligibility runs from Wednesday through the following Tuesday.** These students and their parents

will be notified by the Principal on the Tuesday prior to the beginning Wednesday of their ineligibility.

2. When a student receives a failing grade in any class, he or she will be ineligible for that week's activities (Wednesday through the following Tuesday), but he or she will be allowed to practice with the team, but not travel if school time is missed.
3. Faculty are encouraged to notify parents of students who are nearing ineligibility by way of phone call or email.
4. These rules apply to all students in grades 7-12 who are participating in Trinity sponsored activities or co-op activities, including club sports sponsored by local clubs and organizations upon administrative discretion.
5. Allowance for documented special education students will be reviewed on an individual basis in accordance with their I.E.P. (Individual Education Plan) or Principal Intervention Plan.
6. Instructors will make all class requirements and expectations known to students at the beginning of the school year. Students who transfer after the year starts, will also be notified at that time. (See course syllabus)
7. NDHSAA eligibility rules will apply to areas not covered under these rules. Please note that NDHSAA has minimum standards and the Trinity Catholic Schools enforces the above policy with respect to the local policy is more narrow than the Association's.
8. A review of all students for academic eligibility will occur after a minimum of ten (10) days of class each quarter, or the third Monday of the respective quarter. This applies to each quarter.

The Administration may determine to continue ineligible status even though academic eligibility is mathematically attained. In addition, the Administration may establish on a case-by-case basis, specific grade point average achievement levels for each course in which a student is enrolled.

4.6 Athletic Eligibility

Students who are on suspension from an athletic activity for either lack of academic progress or for a violation of the NDHSAA rules:

- Will be at all practices unless excused by the coach.
- May be in the locker room before and after the game but not during the game.
- May not be in the team area during a game (bench area, sidelines, etc.).
- May not ride the team bus.
- May not wear the uniform.
- May not participate in any team activities (pictures, potlucks, etc.).

4.7 Athletic Complaint Procedure

When an athlete and/or parents have a complaint concerning athletics, the complaint shall be addressed in the following manner:

- Athlete and coach resolve the matter; if not:
- Athlete, parents, and coaches meet to resolve the matter; if not:
- Athlete, parents, coach, and Activities Director must meet to resolve the matter; if not:

- Athlete, parents, coach, Activities Director, principal and president must meet to resolve the matter; if not:
- Athlete, parents, coach, principal, president, and Board of Directors will meet to make a final decision on the issue.

4.8 Hours

A student engaged in an extra-curricular/co-curricular activity must be prepared for the activity. Adequate rest is as important in preparation for an extra-curricular/co-curricular activity as it is in preparation for academic endeavors. A coach or advisor may establish mandatory rest hours to be applicable during an extra-curricular/co-curricular season or to be applicable prior to extra-curricular/co-curricular activities.

4.9 Attendance

A student must attend the entire school day to be eligible to participate in extra-curricular/co-curricular daily practice, games or events unless prior arrangements are made with Administration. A student may be excused from extra-curricular/co-curricular daily practice, games or events for medical appointments, emergencies, other extra-curricular/co-curricular activities or religious observances.

4.10 Travel

A student must travel with his/her team or group to an out-of-town extra-curricular/co-curricular activity unless a signed permission slip is delivered to the coach or advisor in advance of departure. A student must return with his/her team or group from an out of town extra-curricular/co-curricular activity unless a signed permission slip is delivered to the coach or advisor and the student is released by the coach or advisor to the custody of the student's parents or guardian **only**.

4.11 Season Length

The length of the season for an extra-curricular activity shall be governed by NDHSAA rules, or in the absence of a governing rule, by the advisor.

4.12 Expenses and Fees

When a student is allowed to use a school-owned uniform or equipment, the student is expected to maintain, clean or launder it so that it is both useful and appropriately presentable. The student is to return the uniform or equipment at the end of the season cleaned and in good condition, ordinary wear accepted. The parents or guardian of a student violating this policy must pay for the cost of replacement, cleaning or repair.

Fees associated with participation in extra-curricular/co-curricular activities, including athletics and fine arts, are determined upon annual budget approval. For current fee information, please contact the Business Office.

4.13 Warning

Participation in any extra-curricular activity creates risk of serious injury, paralysis or even death. This risk is assumed by the student seeking to join an extra-curricular activity and by the student's parents or guardians. The student seeking to join an extra-curricular activity and the student's parents or guardian are recommended to participate in a risk assessment session

and execute a release, on a form provided by Trinity prior to participation. Trinity does not provide medical insurance or life insurance for any student. A student must provide proof of appropriate medical insurance before being allowed to participate in an athletic extra-curricular activity.

4.14 Social Activities

The Principal must approve any school-sponsored social activity, which should ordinarily have some educational purpose. In no case shall the school be responsible for events occurring after graduation.

4.15 School Dances

A request for a school dance must be submitted to the Administration at least two weeks prior to its intended date. No dances will be held during the Lenten Season. There must be at least three adult chaperones and two faculty members present at the dance at all times. Chaperones must be identified at least one (1) week in advance, with final determination of all details at least 2 days before the event. Dances may be scheduled between the hours of 8:00 PM and 12:00 AM (except for Prom), for student's grades 9-12, and between the hours of 6:00 PM and 10:00 PM for seventh and eighth grade students. Students may attend dances only for their respective grades. Students grades 9-12 may bring a guest from outside the school to a school dance, insofar as the age of the guest is 20 or under. Anyone attending a Trinity sponsored dance will not be re-admitted to the dance once he/she has left.

Conduct at all school functions is to be that which is socially acceptable and befitting a Christian lifestyle. A simple reminder by the chaperones that specific conduct is not acceptable should be sufficient to take care of a given situation. If the student and his/her date ignore the chaperone's or moderator's correction, the student and his/her date will be asked to leave the premises and the parent will be notified of this action and must pick up the student(s).

Trinity students may invite ONLY juniors and seniors to the prom because this is a special occasion intended for those classes. Junior or seniors who do not attend Trinity may also be invited and signed in at the office.

4.16 School Field Trip Form/Diocesan Permission Slip

Students who are on trips representing the school are required to be in full compliance with the rules and regulations of Trinity.

The School Field Trip Form must be approved by the Principal for those trips that extend beyond (2) school class periods. This includes, but is not limited to: morning trips, day trips, and overnights. Trips longer than (3) full days are asked to seek approval otherwise.

The Diocesan Permission Slip must be used in order for students to participate in the field trip that includes overnight stays and shall be retained on file until the end of the year. Verbal permission for participation in a field trip will not be accepted. An official, signed form submitted by fax will be accepted. The Principal may deny student participation in a field trip for

disciplinary reasons. This permission slip (i.e. Diocesan Permission Slip) does not include Athletic/Fine Arts trips.

Section 5 Student or Participant Issues

5.1 Admission of Students

Trinity is committed to the following policy: **No child regardless of religious affiliation, whose parents desire to enroll him/her in a diocesan school, shall be denied admission to Trinity on the basis of race, color or national origin** (Reference Diocesan Policy 5120 Right to a Catholic Education.) No student should apply unless he/she desires and intends to participate fully in the religious program of Trinity and to follow the rules and regulations.

Students wishing to enroll at Trinity should have all records and transcripts sent from the previous school attended, fill out official application forms, and fill out the official health form.

5.2 Preference for Catholics

While Trinity admits students of many different religions to the school, it reserves the right to give preference in admission to Catholics. Trinity will utilize the following preference guidelines:

1. Siblings of students already enrolled
2. Catholics belonging to Dickinson Catholic parishes
3. Catholics belonging to other parishes
4. All others

5.3 Admission of Students with I-20 Status

Foreign students may be admitted in accordance with the existing requirements and regulations of the United States Department of Justice. Any student who is not a citizen or legal resident of the United States must have the legal documentation required by the immigration department to be admitted to Trinity. All students seeking admission under I-20 status must present an I-20 form. Once the appropriate official has signed the I-20 form, the school will make and keep a copy in the student's file. Parents are responsible to file the original with the appropriate authorities.

5.4 Attendance

Trinity and the Board of Directors expect regular and consistent attendance of all students in Trinity, as it builds a positive and realistic work ethic. Regular and consistent attendance is a performance expectation of both the work place and college or vocational technical training programs. Students need to be in class every day. Occasional absence from a class is acceptable, within school-defined limits and with parental approval. A student is considered absent from a class if he or she is not in the classroom, unless he or she is an actively participating member of a team or group in an authorized community or school-related activity away from the classroom. An unexcused absence from any class will result in one forty-five minute detention beginning at 3:20 PM on the day of, or the day following the unexcused absence. *Exceptions will not be made when serving detention for extra-curricular/co-curricular activities, including co-op activities.*

Regular classes begin at 8:20 AM and end at 3:20 PM. Zero-hour classes begin at 7:30 AM. Office hours are 7:45 AM to 4:00 PM when school is in session.

5.5 Absences Unplanned and Planned Absences

Parents are to call the Trinity office at 483-6081 prior to the start of the school day to report when their child will be absent from school. Parents may request assignment sheets for make-up work from the office.

For the first five (5) absences from a class day (half/full) each semester, students have the right to make up work and be excused for any of the following reasons:

- Bereavement or serious family illness
- Sickness
- Family or parental-approved activity.

When a student exceeds five (5) absences in a semester, classroom teacher and Administration have the prerogative to implement behavior programs based upon the circumstances. Programs may include, but are not limited to: required T Time, additional enrichment exercises per discretion of classroom teacher, or additional time spent in classroom during non-instructional school activities (e.g. Guest Speaker, Class Presentation). Weekly reports will be facilitated by the School Office and Administration. Parents and students will be informed on their 4th and 5th absences.

For Grade 12:

Seniors will be allowed two days to be used each year for any one of the following that will not count against the allowable five (5) absences per semester:

- College visits for out-of-town colleges
- Military physicals, testing and interviews
- Career exploration visits, i.e., shadowing an employee in a particular profession.

Although college visits, military duties, and career explorations are excused, a student must provide written documentation after visit/activity upon request of the administration

The Administration has final approval as to whether an absence is excused or unexcused. Absences with parental approval are not automatically excused by the Administration.

5.6 Procedures and Absences

When a student is absent for a reasonable circumstance, the parent or guardian is asked to call the school office, 483-6081, between 7:45 a.m. and 8:30 a.m. and give the reason for absence.

The following steps will be followed for all **planned absences** (excludes absences due to School Sponsored Activities, however Classroom Teachers may require students to follow per classroom policy)

1. Parent Informs school.
2. Student retrieves White Slip from School Office.
3. Student requests schoolwork/signature from classroom teacher that he/she will miss during planned absence.
4. Student returns to school after planned absence with White Slip for classroom accountability. Student cannot be admitted to class without White Slip in hand.
5. After the first day returned, student must submit completed White Slip to school office for suitable accountability.

Students who do not retrieve a White Slip after parents inform school may incur substantial grade deductions, at the discretion of the classroom teacher and administration.

The following steps will be followed for all **unplanned absences** (excludes absences due to School Sponsored Activities, however Classroom Teachers may require students to follow per classroom policy)

1. Parent Informs school.
2. Student retrieves White Slip from School Office upon returning to school after unplanned absence.
3. Student requests schoolwork/signature from classroom teacher that he/she missed during unplanned absence.
4. On the following day, student returns to school with White Slip for classroom accountability.
5. After the first day returned, student must submit completed White Slip to school office for suitable accountability.

[e.g. Monday = unplanned absence, Tuesday = retrieve White Slip, Wednesday = bring White slip to each class for teacher/student accountability]

Students who do not retrieve a White Slip after parents inform school may incur substantial grade deductions, at the discretion of the classroom teacher and administration.

5.7 Make-up Work

It is the student's responsibility to make arrangements for make-up work. When a student knows he/she are going to be absent, **he/she must** see your classroom teachers in advance of the absence to get any assignments or work that you will be missing

Local classroom policy will be followed for all make-up work, insofar as [5.6] was followed by parent, student, and classroom teacher.

5.8 Extended Trips with Parental Approval

Parents who are planning an extended trip with their child may request the Administration to allow the student to borrow from the five days that are allowed for absenteeism the following quarter. The days borrowed may be subtracted from the five days allowed for absenteeism from the next nine week period. During the last quarter only, the Administration may allow a student to borrow the unused days in the third quarter.

5.9 Unexcused Absence

An unexcused absence will be given for:

- Truancy or skipping.

In the case of skipped classes, non-class activities, liturgies and assemblies, one forty-five minute detention will be served on the day of the action.

5.10 Early Dismissal or Sign-out Procedures

If, for any reason, a student must leave the grounds during school hours, the student is required to:

1. Have a note from a parent or legal guardian stating the reasons for leaving.
2. Bring the note to the office one day in advance, when possible, but always before 8:00 a.m., except in cases of extreme emergency.
3. The student must "SIGN OUT" in the office before leaving and "SIGN IN" in the office upon his/her return.

The school reserves the right to determine whether or not the reason for the dismissal is to be excused or unexcused. In evaluating all such requests, the Principal shall give primary consideration to the best interest of the student.

Students who leave school without checking out at the main office will be considered unexcused. This will be treated the same as skipping and will result in one forty-five minute detention beginning at 3:20 PM on the day of, or the day following the unexcused absence. Exceptions will not be made for co-curricular activities, including co-op activities.

5.11 Tardy Policy

A tardy is the lack of punctuality and preparedness at the beginning of each of the eight class periods. A tardy is given to a student who:

- arrives to class after the bell rings AND/OR does not follow the classroom teacher's tardy policy according to manifested syllabus.

For any reason whatsoever, communication from student to teacher, student to administration, or student to school office, must happen prior to the respective class if student knows he or she will be late.

If this communication occurs and the late arrival is approved, the student's record will show "Present" with the added reason of "Approved Late Arrival" or any other excused absence (e.g. medical appointment, school-sponsored activity).

The consequences for tardies:

- 1 Teacher conference with student on the day of tardy.
- 2 Administration informs parent of student.
- 3 Administration meets with student and warns student next tardy results in detention that day of 4th tardy.
- 4-6 Detention for each occurrence 4, 5, and 6.
- 7-plus In-School Suspension, automatic 50% in all graded work, including ALL assignments, quizzes, and tests. Student agrees with school to grow in trait of punctuality and preparedness according to a written plan.

Tardies will be evaluated by semester, not by class period. The tardy numbers listed above are counted as totals by student. For example, a tardy in Period 1, a tardy in Period 4, and a tardy in Period 5 in any singular day/week/month is 3 total tardies.

5.12 Student Conduct—*The Titan Standard* (see page 2)

Student conduct must conform to provisions of the Trinity Junior High and High School Policy as prescribed in this Student Handbook. At all times a student must conduct himself or herself appropriately and in a manner befitting the dignity of Christians. All students at all times are guided to uphold the ideals as set forth by the Titan Standard. The attitudes and actions of Trinity students, on school grounds or off school grounds, and at all times, must be consistent with the expectations included in this Student Conduct Policy, the manner of Christian morality, and the Titan Standard.

Off campus, if a student is present when wrongdoing is evident (such as but not limited to smoking, vandalism, use of alcohol or other illegal drugs, and so forth), then that student must remove himself or herself from that situation; otherwise, he shares in the consequences related to such behavior. Disciplinary action will follow the administrator's discretion when such wrongdoing occurs on Trinity's campus.

Teachers are to give each student "Class Expectations" or "Classroom Management Plans" that will outline the behavior that is expected of the students in their classroom. This procedure will enable the student to know the expectations that the teacher has for him/her.

Trinity wishes to instill a sense of responsibility and understanding in our students. To ensure the health and sanctity of our school community, disciplinary actions will follow inappropriate or unacceptable behavior. The scope of disciplinary actions is directed toward the act itself, including the intention and circumstances behind the student's actions. The scope avoids prejudice based on age, race, color, religion, ancestry, national or ethnic origin, sex/gender, gender identity, sexual orientation, disability, genetic information, familial status or any other protected category under applicable local, state or federal law. A description of inappropriate or unacceptable behavior follows, as well as guidelines the Administration will use in determining consequences for inappropriate behavior. Note that these are only guidelines that may be adjusted depending on the severity of the infraction.

Behavioral Infractions:

- Use or transfer of any alcoholic beverage, unlawful drugs, behavior altering substances, weapons possession.
- Careless Driving - Driving on school property so as to endanger a person or property.
- Disrespect/Verbal Harassment - Any action or comment degrading the dignity of a person.
- Disruption - Any act that interrupts the educational environment.
- Fighting - Hostile contact with others on school property or at a school function.

- Inappropriate Language/Profanity – Taking the Lord’s name in vain, swearing, etc.
- Insubordination - The willful failure to respond to or carry out a reasonable request by authorized school personnel.
- Littering - Dropping or scattering trash on school property
- Loitering - Being in or about the school at unauthorized times without faculty or adult supervision.
- Obscenity/Sexual Harassment - Use of offensive or profane language in verbal, written, or picture form including offensive gestures, touching or grabbing another person's intimate parts.
- Theft - Acquiring the property of others without their consent.
- Tobacco - Possession, use or transfer of tobacco on school grounds.
- Vandalism - Destruction of school or personal property.

ADMINISTRATIVE GUIDELINES

OFFENSE	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Cheating	"0" on material letter to parents	"0" on material 1 day ISS letter to parents	"0" on material 2-3 days ISS or OSS
Careless Driving on School Grounds	Detention	1 day of ISS	2-3 days ISS-loss of driving privileges on school grounds
Disruption classroom /School Activity Process	Detention	1 day ISS	3 days ISS
Disrespect/Verbal Harassment	5 days detention	2-5 days ISS/OSS	Expulsion/1-3 days ISS
Insubordination	Detention	1-2 days ISS	3-5 days ISS or OSS
Inappropriate Language/Profanity	Detention	3 days Detention	5 days Detention
Missed Detention	1 day ISS or OSS	2-3 days ISS or OSS	3-5 days ISS or OSS
Obscenity/Sexual Harassment	1-3 days ISS	3-4 days ISS or OSS	5 days ISS or OSS
Theft or Vandalism	1-3 days ISS or OSS- Restitution	3-5 days ISS or OSS- Restitution	Expulsion- Restitution
Use/Possession of Alcohol, Tobacco, Non-Prescription/ Illegal Drugs on School Campus or School Activities	3 days ISS or OSS 6 wk. suspension from interschool activities or public appearances	5 days OSS 6 + 18 wks. Suspension	Expulsion

Use/Possession of Alcohol, Tobacco Non-Prescription/Illegal Drugs at a non-school function	6 wk. suspension from interschool activities or public appearances	6 + 18 wks. Suspension	6 + 18 + 18 wk.
Distribution/Selling Alcohol, Non-Prescription/Illegal Drugs, Steroids on School Campus or at School Function	10 days OSS or Expulsion. Refer to Legal Authorities		
Threatening or Intimidating Acts	3 days OSS	5 days OSS	Expulsion
Physical Attack	5 days OSS	Expulsion	
Possession of Weapon	Automatic Expulsion. Confiscate Weapon		

NOTE: Legal authorities will be involved if an illegal act has been committed on school grounds or at a school function.

5.14 Detention

The student is kept after school for a forty-five minute session from 3:30PM to 4:15PM on the day of or the day following the infraction. Exceptions will not be made for after-school employment or for co-curricular activities, including co-op activities. Students will work or read silently. Supervised service projects may be assigned during the same time period in lieu of detention.

5.15 In School Suspension and Out of School Suspension – (ISS and OSS)

Students who are suspended either in school (ISS) or out-of-school (OSS) are required to make up all work that will be missed in the classroom during their suspension. At the beginning of the assigned suspension day, the office will request from each of his/her academic teachers the daily assignment or work to be completed for that day. At the end of the suspension day, the student is required to leave all completed work in the office. The office will then distribute this work to the teachers for verification of completion and grading. Any work that is not turned in at the end of the day will not be given consideration for credit. The student will repeat the procedure for each day of the suspension. Students who receive an in-school suspension will be given credit for work that is completed during their in-school suspension.

OSS students must get their assignments from each teacher prior to their suspension beginning. Credit will be given for work missed because of an out-of-school suspension, providing that upon the student's return to school, the work is turned in to the High School Office prior to the beginning of that school day.

Suspended students are ineligible for extracurricular practices and events for the duration of the suspension.

Students who are suspended will be assigned a minimum of three school service hours. The total number of service hours assigned will be at the discretion of the Administrator.

5.16 Expulsion

Action taken by the Board of Directors whereby a student is separated from school attendance. If the student is separated for the balance of the school year, he/she may be permitted to complete required examinations in order to receive credit for courses taken in the current semester or current year.

Where the alleged misconduct of a student would warrant a suspension of more than ten school days, or the remainder of the school term, the Principal shall advise the student of the infraction(s) and parental contact will be made. A written disciplinary notice will then be sent by registered mail. A student may request a hearing with the Board of Directors.

5.17 School Safety

Every member of the community is responsible for his or her own safety and the safety of others. Behavior that poses a threat to the safety of the student or students cannot be tolerated and will result in a disciplinary action. Serious infractions can result in dismissal from Trinity.

5.18 School Violence

All threats of violence will be taken seriously and students making threats will be disciplined in an age-appropriate manner. Students must accord the school and all school personnel with respect at all times and in all places. Defamatory comments or opinions, oral or written, expressed about the school or any of the school personnel is subject to disciplinary action. Any deliberate act or threat of violence or harassment against any member of the school staff or his/her property will render the offender liable to discipline action, dismissal or reporting to authorities.

5.19 Weapons on School Grounds

The Trinity Catholic Schools Board of Directors requires that weapons, other dangerous objects and look-alikes be taken from students and others who bring them or possess them on school property and/or school related activities.

For the purpose of this portion of the policy, the term "weapon" includes, but is not limited to, any implement which could be used to threaten, endanger, or injure oneself or another person.

Parents/Guardians of students found to possess weapons, dangerous objects and/or look-a-likes on school property or school related activities shall be notified immediately. Possession or confiscation of weapons or dangerous objects will be reported to law enforcement officials. Students will be subject to disciplinary action which may include suspension or expulsion.

5.20 Harassment/Demeaning Behaviors

Harassment can take many forms. Harassment can occur at any school activity, and/or can take place in classrooms, halls, cafeterias, or even at programs sponsored by the school at other locations. It does not include compliments of a socially acceptable nature. Harassment is verbal or physical conduct that embarrasses, degrades, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age or disability.

It is the policy of the Catholic schools of the Diocese of Bismarck to maintain a working and academic environment, in all programs and activities, free of all forms of harassment and intimidation. No student, teacher or other staff member - male or female - should be subject to harassment in any form, and specifically not to unsolicited and/or unwelcome sexual overtures or conduct, either verbal or physical.

Conduct, which constitutes sexual harassment, is prohibited. Sexually harassing conduct includes, but is not limited to, the following:

- Offensive sexual flirtations, advances, propositions;
- Continued or repeated verbal abuse of sexual nature
- Explicit or degrading sexual or gender-based comments about another individual or his/her appearance;
- The display or circulation of sexually explicit or suggestive writing, pictures or object;
- Any offensive or abusive physical conduct which shows hostility or aversion toward an individual because of gender or sex;
- Graffiti of a sexual nature;
- Fondling oneself sexually or talking about one's sexual activity in front of others;
- Spreading rumors about, or categorizing others as to, sexual activity.

Sexual harassment also includes the taking of, or including the taking of, or refusal to take any personnel or academic action on the basis of a person's submission to or referral of sexual overtures. No person should so much as imply that an individual's "cooperation" or submission to unwelcome sexual activity will have any effect on the individual's employment, assignment, compensation, advancement, development, academic evaluation, participation in school programs or activities, or any other condition or employment or academic achievement. It should be kept in mind that not all physical conduct is necessarily considered sexual in nature. (For example, a coach hugging a student after an accomplishment, a teacher consoling a child with an injury or physical conduct during athletic events would not be considered sexual conduct.)

A sexually hostile environment can be created by a school employee, volunteer, student, or a visitor to the school. Peer-based sexual harassment is a form of prohibited conduct where the harassing conduct creates a hostile environment.

Anyone experiencing harassing conduct must bring it to the attention of an appropriate person at the school, or the administration. Any person who

believes they are subject to harassment or intimidation should contact either the principal or president. A complaint should be filed in writing. In the event that an individual alleges harassment by the principal or a pastor, the individual may file the complaint with the president. All complaints will be promptly investigated, and the person initiating the complaint will be advised of the outcome of the investigation.

Where it is determined that improper harassment has occurred, the school will take immediate disciplinary action against any administrator, teacher, or other staff engaging in harassment. The response shall take into account the individuals and circumstances, disciplinary measures up to and including termination of employment.

No retaliation against anyone who reports harassment will be tolerated. The Trinity Catholic Schools prohibits such retaliation and will take appropriate responsive action if retaliation occurs.

Any knowingly false charge or harassment made for the purpose of harming a person's reputation will have very serious consequences, which may include, depending on the circumstances, termination of employment or student expulsion.

5.21 Substance Abuse

Trinity High School has a moral responsibility to provide counsel for assistance to students and their families whose health is in jeopardy concerning substance abuse.

The use of alcohol, illegal drugs, and behavior-altering substances may endanger the safety and well-being of all members of the Titan family, students, staff, faculty, and administration. Every student enrolled in our system and his/her respective parent/legal guardian, upon registration, will sign the Covenant as prescribed by the Principal.

The following is the search, protection, and discipline protocol concerning substance abuse.

Searches:

1. Trinity High School administration may conduct unannounced random searches for alcohol or drug paraphernalia on TCS facilities and property (i.e. vehicles, desks, file cabinets, lockers, purses, backpacks, -etc.)-
2. All individuals are expected to cooperate in the conducting of such searches. Searches of TCS facilities and property can be conducted at any time and do not have to be based on "Reasonable Cause."

Protection:

1. Drug/Alcohol testing done only in case of "Reasonable Cause" requirements:
 - a. Administration/Faculty/Staff identifies visible signs of substance abuse (i.e. faded/bloodshot

eyes, odor, etc.) that are observed and documented. Reasonable cause may also be indicated by notification by police to the administration.

- b. Personal meeting with the individual observed and parent(s), where applicable, regarding visible signs, observations, and decision to drug/alcohol test. Parent(s) and student(s) receive a written policy at time of registration. This will have been reviewed with parent(s) and Principal.
- c. After reasonable cause has been established, the individual shall obtain a drug test at a licensed, approved health care facility within 12 hours of notification. The alcohol test is to be done within 1 hour through immediate local law enforcement collaboration. Prior to submitting a drug test, the individual will sign a release of information to enable THS to obtain the results of the drug test.

If test is negative:

- THS covers the cost of test;
- Personal meeting with administration, parent(s), and student, including any other necessary parties;
- Possible consequences depending on behavior surrounding the incident

If test is positive:

- Personal meeting with administration, parent(s), and student, including other necessary parties;
- Contact of legal authorities, following the counsel of the licensed, approved health care facility;
- If the counsel of the health care facility is to enroll the student in a substance abuse program of treatment, the student can return to school while in treatment, understanding that drug screen results and assessment status must be provided to school administration prior to return; the program also includes the administration's prerogative to test the student randomly at the discretion of the administration.
- Failure to obtain a drug test within aforementioned required guidelines may result in student(s) suspension (ISS/OSS) or expulsion from THS.

Discipline:

1. [1st Offense] Upon positive results of first drug test and the counsel of the treatment facility, the student will be referred to assessment and treatment. THS will not cover the cost of assessment or screening to enable the student to return to school. On a case-by-case basis, administration will assign in-house consequences, including complete obedience to the NDHSAA and further local policy concern THS extra-curricular activities.

Minimally, the consequence for a positive drug screen is 5 days ISS and 6 hours of Titan Mission hours.

2. [2nd Offense] Upon positive results of second drug test, the student will be expelled for the remainder of the semester. On a case-by-case basis, the administration will evaluate health of student and their capacity to resume instruction the following term or academic year.

- *According to ND Century Code (19-03.1-23.3), possession or delivery (by a person at least 18 years old) of any controlled substance, including marijuana, on/in school property or within 1,000 feet of a school is a felony offense and will be prosecuted as such.*

5.22 Student Health Care

Trinity respects the parents as persons responsible for the health care of their children. The faculty/staff will cooperate with all reasonable medical requirements, but parents must understand that the school is primarily an educational institution.

All students are required to have the immunizations mandated by state law.

Trinity will promptly record in writing and report any student accidents or injuries to the affected student's parents. Reporting does not constitute an acceptance of liability.

School officials will administer only medication that has been prescribed by a physician or nurse practitioner. Medication either must be in the original prescription bottle or must be accompanied by a note from a physician or there must be on file written documentation from a physician authorizing Administration of such medication. This policy applies to all medication, both prescription and over-the-counter medication.

School staff members will be trained in universal precautions. Only students whose medical conditions make them a danger to others will be excluded from school. Specifically, students who are HIV-positive or who have AIDS shall not be excluded from the school simply because of their HIV status.

5.23 Student Records

Trinity keeps all educational records required by state law. The school complies with the provisions of the Family Educational Rights and Privacy Act (FERPA). Parents have a right to inspect the educational records of their children. Upon request, parents may view the records in the presence of the Principal or his/her designate. Parents have the right to request removal of material and, if such request is denied, to add their own written statements to the records. All requests to review records should be made in writing at least forty-eight (48) hours in advance of the review.

No educational records will be transferred to another school until financial obligations to the school have been met. Health records will be sent in accordance with state law.

Non-custodial parents have the same rights as custodial parents to inspect the records of their children, unless a court order to the contrary is on file in the school.

Health records, as mandated by the state, shall be kept for every child. These records shall be sent to the next school upon the student's transfer.

5.24 Child Custody

Trinity Catholic Schools requires that the custodial parent file a court-certified copy of the custody section of the divorce decree or a court-certified copy of the custody decree with the school. If no such copy is on file, school officials will presume that both parents have custodial rights. School officials will make all reasonable efforts to ensure that children are released only to the appropriate parent at the appropriate time according to the court-mandated custody arrangements. However, parents must accept the primary responsibility for such arrangements and shall instruct their children as to which parent should have physical custody of them on any given day.

5.25 Release of Student Information

Trinity Catholic Schools is committed to maintaining the confidentiality of student information. Publications, internet sites, and other media are often created to show examples of student work or experience. It is the practice of Trinity Catholic Schools (Trinity East, Trinity West, Trinity North, and Trinity Junior High and High School) not to disclose student information in print publications, on the internet or other electronic format. Student information which may include a student's name, address, email address, phone number, image (including photo and video), quotes, student performances, written material and/or art work. The Principal is the only school official who can authorize release of directory information only to authorized school representatives. TCS is committed to enhancing communication with our community through media resources. Students involved in co-curricular activities must have a parental consent form in order to publish personal information. (See Section 4 for a list of co-curricular activities). **In all other cases, staff members must get parental consent and submit it to administration before publishing student information in any format.**

5.26 Trinity Junior High and High School Standard Dress

Trinity Standard Dress is a collection of apparel to be worn by all students, grades 7-12. The Standard Dress allows students to express themselves authentically, rather than fall into the latest trends and fads of modern society, which seems to change depending on the current cultural influences. As children of God, each and every student has a life of faith, fulfillment, and happiness ahead of them, and their self-expression is a means to this truth.

Below is found the guidelines of Trinity Standard Dress. The clothing is to be worn during regular school hours, 8:20am-3:20pm, the only exception being that of spirit weeks, Catholic Schools Week, and other off-Standard Dress days such as jeans days. Although the weather is unpredictable and often changing within extremes, the collection of apparel is suited for both extremes, acknowledging that students need to be prepared to dress warmly if extreme cold hits during the winter months. The offering of jackets and

pullovers is suited for this purpose. There will be no allowance of outerwear (e.g. personal jackets or coats) on these days, as Standard Dress offers an abundance of warm clothing. No caps/hats of any type will be worn in the building.

All clothing must be purchased through Logo Magic Inc. and marked with the Standard "Titan T." This includes all clothing seen below. (e.g. Wal-Mart or American Eagle) will be considered outside the bounds.

SHIRTS (Boys/Girls)

Short-sleeve polos: red, white, black, white flare, black flare

Long-sleeve polos: red, black

Oxford: white, black

Cardigan: black, gray

Sweater vest: black, gray

Quarter-zip: black flare, red flare

Full-zip: red, black flare

PANTS (Boys/Girls)

Khakis: flat front, micro-fiber (skinny for girls)

Black: flat front, skinny (midrise for girls)

***Boys' shirts must be tucked into pants at all times and belt worn.**

SHORTS (Boys/Girls)

khaki, black

***Shorts are allowed during the months of August, September, October, April, and May**

SKIRTS (long/short length)

khaki, black

SHOES (Girls/Boys)

Close-toed shoes only. No flip-flops, Crocs, or sandals of any type allowed.

Athletic are allowed. Footwear is required and is to be worn at all times while in the school building.

HOLY MASS DAYS

The attire for Holy Mass days will be particular to that day. The boys will wear pants with oxford shirt, an approved tie of a student's choosing, and a vest. The girls will wear pants or skirt with white oxford shirt and a cardigan/vest.

Sex Respective Standards:

Boys:

1. All boys must be clean-shaven.
2. Hair can be no longer than collar length. At all times, hair must not hang below eyebrows or rest on ears.
3. Hairstyles and make-up that draw attention are prohibited.
4. Earrings or other body piercings are not allowed.
5. Tattoos are not allowed.

Girls:

1. Hairstyles and make-up that draw attention are prohibited.
2. Other than earrings worn in the ear, no other body piercings are allowed.
3. Tattoos are not allowed.

It should be understood that no dress code of any sort can possibly be explicit in every detail, nor can it cover all future contingencies. Therefore, when confusion or disagreement arises between student, teacher, parent, the interpretation of the code is left to the immediate discretion of the Administration. Any student violating Standard Dress will follow Mission Standards.

5.27 Electronics

Students are not allowed to bring electronic or battery-operated devices (e.g. iPhone, iPad, iPod, etc.) to the classroom. Infrequent permission may be granted by a teacher to use a device in a supervised, teacher-directed activity, insofar as it directly relates to the classroom discipline and topic at hand.

Trinity High School allows students to use cell phones on school grounds on a school day before 8:20am, 12:00-12:40pm, and after 3:20pm.

If an electronic device, including a cell phone is SEEN outside of these times it will be taken away by administration/faculty/staff who observed the usage and be given to the administration.

1st Offense: Electronic device is taken from student immediately and given to administration. The administration will possess the device through the following day. It is the student's responsibility to inform his or her parent(s) of incident. If the parent insists on possession, he or she will make arrangements to retrieve device from administration after school. If such occurs, it is expected student leaves device at office upon entering school the following day.

2nd Offense: Electronic device is taken from student immediately and given to administration. The administration informs parent(s) day of incident. The administration will possess the device throughout the respective week, and inform parent(s) of their responsibility to retrieve device on the last day of school, after the final bell rings.

3rd Offense: Electronic device is taken from student immediately and given to administration. The administration informs parent(s) of the incident on the respective day. The administration will possess the device throughout the respective week, and inform parent(s) of their responsibility to retrieve device on the last day of school, after the final bell rings. The student will serve detention 5 consecutive days. Detention begins the day immediately after the incident occurred.

5.28 Lockers

Lockers are the property of Trinity. Lockers may be inspected or reassigned by the Administration at any time. Lockers are intended to be used for storage of school textbooks and materials only. Trinity is not liable for any items lost or stolen from a locker.

5.29 Lost and Found

Report of articles lost or found should be made to the main office at once. Books, clothing, money found should be turned in to the main office. Lost and Found items will be kept for thirty (30) days and then will be donated or discarded.

5.30 Posters, Bulletin Boards, Signs and Notes

Approval of the Administration must be obtained before a student, or any other person, may place anything on school bulletin boards, walls, or other school property.

5.31 Restricted Areas

There are certain areas on school grounds that are off limits to all students unless given special permission. These are:

- Faculty lounge
- All maintenance areas: workshop, storage closets, boiler room, garages, and roofs.
- All academic and athletic storage closets and offices

5.33 Visitors

Parents are welcome at any time, but must report to the school office and obtain a visitor pass. All visitors are required to report to the school office upon entering the building. Visits by prospective students, will take place according to the following procedure:

- Any visiting student must be properly attired.
- Approval of the Principal should be obtained at least one day in advance.
- The host student will bring the visitor, upon arrival, to the office to meet the Principal. Likewise, on arrival in each class, the host student should introduce his/her guest to each teacher.
- All school rules will be followed.

When Trinity students are welcomed as visitors in other schools, they are expected to observe the regulations of the school they are attending.

5.34 Student Activity Tickets

Student activity tickets are available for purchase at the central office. If a student does not choose to purchase an activity ticket, he/she must pay for admission to individual events.

5.35 Medical Insurance

Trinity does not provide medical insurance coverage for any student. A student must provide adequate insurance to protect himself/herself in the event of injury resulting from participation in activities. A student will not be allowed to participate in any co-curricular activity without proof of appropriate medical insurance. (See Trinity Co-Curricular Eligibility Policy).

5.36 Hot Lunch

Hot lunch is available at Trinity. *A pre-payment plan is in place for meal purchases.* A daily record is kept of each meal that the student purchases, including additional milk *or entrees*. Monthly statements will be sent out indicating the balance owed. Seventh and eighth grade students have a closed lunch period and must remain on campus during the lunch period.

Seventh and eighth graders may leave the school grounds with prior parental permission. Students in grades 9-12 may leave the school during lunch.

Rules of courteous behavior, which make the lunch period pleasant and relaxed, are:

- Observing good dining room standards at the table.
- Leaving the table and surrounding area clean and orderly.
- Replacing chairs and putting trash in the proper containers.
- Not leaving cafeteria while eating or carrying food.
- Snacks may be purchased after all students have gone through the lunch line.
- Students are permitted access to the non-carbonated soft drinks in the vending machines during lunch.

5.37 Cars and Driving Privileges

All parking is to be in the lot to the north of the gymnasium in marked parking spaces and not blocking the loading area, or the driveways. Illegally parked cars will be towed away at the owner's expense. Teachers/staff and visitors' section is the first 2 rows (vertical parking) of the north side of the lot. The speed limit in the parking lot is 5 MPH. Driving in the parking area should be done in a prudent manner and failure to do so may result in disciplinary action and loss of driving privileges.

5.38 Severe Weather – School Closing

If school must be canceled due to bad weather to ensure the safety of our students and staff, announcements will be given on local radio and television stations starting as early as possible and throughout the day. Generally, Trinity Catholic Schools will collaborate with Dickinson Public Schools for storm related dismissals. On days when it is cold and stormy, please be sure your child is in the building before driving away.

5.39 Fire Drills

Fire drills at regular intervals are required by law and are an important safety precaution. The following procedure must be followed:

Fire Drill Procedure

1. Exit quickly and silently.
2. Once outside at the designated location, students are to remain in line as the class teacher takes attendance.
3. Teachers should send a list of missing students to the Principal at the flagpole in front of the building.
4. Students using the library should remain with the librarian. Students using the restroom should exit the building and join their class.
5. It is important to account for all students during Fire Drills. Students are expected to maintain order, and move quickly. Attendance runners should report to the Principal quickly, and return to their class.
6. Wait for an all clear signal, and return quickly and quietly to your classroom.

5.40 Tornado Drills

It is imperative that all safety precautions be enacted immediately when the alarm is sounded. Tornado drills will be carried out periodically during the year so the students will know the procedure, which is posted in all rooms.

5.41 Emergency Evacuation

In the event of an emergency in which the school has to be evacuated, Trinity students may be housed at Queen of Peace Parish until it is considered safe for them to return to the building or other instructions are received from legal authorities as to the safe release of students to their parents/guardians.

5.42 False Alarms

Students who initiate a false alarm or false bomb threat will be dealt with severely and reported to the appropriate civil authority.

5.43 Announcements

Announcements for the day are made at the start of the school day, at the end of the sixth period, and are printed in the daily bulletin. Faculty will read the announcements during third period. If a student wishes to have an announcement made, it must be cleared in advance by the Administration.

5.44 Communication

Communication between home and school is essential in the development of good relationships in the school community. Staff members welcome questions of clarification or the sharing of information about the way in which a student is responding to the school environment. When parents have a question or a difference of opinion with any staff member about procedures in the classroom, a specific incident, or the adult/student relationship, they should consult the staff member involved first. Contact should be initiated within a reasonable time (one week) from the date on which the incident or condition referred to occurred, or from the time the parent became aware of the incident or condition. A conference with the teacher should be prearranged if at all possible. Ordinarily, open communication on the part of those concerned will resolve the question or complaint.

Parents can leave a message with the school secretary requesting that a staff member contact them by phone or may contact a staff member before/after school hours.

5.45 Conflict Resolution for Parents:

If the parent complaint is not resolved, the following formal procedure should be followed:

1. Parent shall document in writing (with date/s) the fact that the staff member has been clearly informed of the complaint.
2. Parent shall share the complaint with the Principal. The Principal will:
 - a. Call a conference with the parent(s) and staff member.
 - b. Ensure that a plan, timeline, and follow-up are communicated in writing to parent(s) and the staff member.
 - c. The Principal will document all contacts involving the complaint.

- d. If the parent is not satisfied, further contact should be made in the following order:
 - i. President of Trinity Catholic Schools
 - ii. Vice-Chairman of Board of Directors

5.46 Bullying

"Bullying" means:

- a. Conduct that occurs in a school, on school premises, in a school owned or leased school bus or school vehicle, or at any school or school sanctioned or sponsored activity or event and which:
 1. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 2. Places the student in actual and reasonable fear of harm;
 3. Places the student in actual and reasonable fear of damage to property of the student; or
 4. Substantially disrupts the orderly operation of the school; or
- b. Conduct that is received by a student while the student is in a school, on school premises, in an owned or leased school bus or school vehicle, or at any school or school sanctioned or sponsored activity or event and which:
 1. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 2. Places the student in actual and reasonable fear of harm;
 3. Places the student in actual and reasonable fear of damage to property of the student; or
 4. Substantially disrupts the orderly operation of the school.
- c. "Conduct" includes the use of technology or other electronic media.

Forms of bullying include, but are not limited to:

- Physical contact/assault or attempted physical contact/assault.
- Name calling, verbal assaults, or other putdowns.
- Damaging or destroying property.
- Social ostracism.
- Threats of any kind. A threat is defined as a statement that would be interpreted by a reasonable person as a serious expression of intent to harm or assault another or to damage property.
- Intimidation, either physical or mental.
- Extortion or attempted extortion.

Prohibitions

The following is "prohibited behavior" under this policy:

While at a school, on school premises, in a school owned or leased school bus or school vehicle, or at any school or school sanctioned or sponsored activity or event, a student or school staff may not:

- a. Engage in bullying; or
- b. Engage in reprisal or retaliation against:
 1. A victim of bullying;
 2. An individual who witnesses an alleged act of bullying;
 3. An individual who reports an alleged act of bullying; or
 4. An individual who provides information about an alleged act of bullying.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion, in accordance with policy and law. School staff found to be in violation of this policy shall be subject to disciplinary action up to and including termination of employment in accordance with policy & law.

Reporting

A victim or witness of bullying should immediately report this behavior to a teacher, counselor, or school administrator. Upon receipt of a complaint, the recipient shall forward it on to a Principal or the president if the Principal is the subject of the complaint. Complaints alleging bullying based on an individual's race, color, religion, gender, national origin, age or other class protected by law (hereafter 'protected class') shall be handled in accordance with the school's harassment/sexual harassment reporting policy.

Reporting Options for students and community members

Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:

1. Completing a written complaint form: A complainant will have the option of including his/her name on this form or filing it anonymously. The form may be returned to any school staff member, or filed in one of the school's main offices.
2. Complete and submit an online complaint form. A complainant will have the option of including his/her name on the form or submitting anonymously.
3. File an oral report with any school staff member.
 - **A complaint filed anonymously may limit the school's ability to investigate and respond to the alleged violations.**
 - **Report Forms are available in the School Offices.**

Reporting to Law Enforcement & Others Forms of Redress

Anytime a school staff member has reasonable suspicion that a bullying incident constituted a crime, s/he shall report it to law enforcement. Also, nothing in this policy shall prevent a victim/his/her family from seeking redress under state and federal law.

Reporting Requirements for School Staff

The school approved form shall be completed by school staff when they:

1. Witness an alleged violation of this policy; or
2. Receive an oral report of an alleged violation of this policy

The school approved form shall be completed by an administrator when s/he:

1. Witnesses an alleged violation of this policy; or
2. Receives an oral report of an alleged violation of this policy

Documentation & Retention

All written reports of an alleged violation of this policy received by the School shall be forwarded to the appropriate school administrator for investigation and retention. Report forms and all other documentation related to an investigation of an alleged violation of this policy shall be retained by the School for six years after a student turns 18 or graduates from high school, whichever is later. If a student does not graduate from the School, such reports and investigation material shall be retained for six years after the student turns 18.

Investigative Procedures

School administrators (i.e., Principal or the president) are required to investigate violations of this policy (as prescribed under "Prohibitions"), when in receipt of actual notice of an alleged violation. Actual notice of an alleged violation occurs when alleged bullying, reprisal, or retaliation is reported using the applicable method(s) prescribed in the reporting section of this policy.

Upon receipt of a report of an alleged policy violation, the designated administrator shall first determine if the alleged policy violation is based on a protected class—whether actual or perceived. Reports involving a protected class shall be investigated in accordance with the school's harassment/sexual harassment policy, including the timelines contained therein.

In all other cases, administration shall determine the level of investigation necessary based on the nature of the alleged violation of this policy after considering factors such as, but not limited to: the identity of the reporter and his/her relationship to the victim/alleged perpetrator; the ages of the parties involved; the detail, content, and context of the report; whether this report is the first of its type filed against the alleged perpetrator. Based on the level of investigation the administrator deems necessary, investigations may include any or all of the following steps or any other investigatory steps that the administrator deems necessary:

1. Identification and collection of necessary and obtainable physical evidence (NOTE: In some cases physical evidence may be unobtainable, e.g., a private social networking profile);

2. Interviews with the complainant, the victim, and/or the alleged perpetrator. At no time during an investigation under this policy shall the victim/complainant be required to meet with the alleged perpetrator;
3. Interviews with any identified witnesses;
4. A review of any mitigating or extenuating circumstances;
5. Final analysis and issuance of findings in writing to the victim and bully and, if applicable, implementation of victim protection measures and disciplinary measures under this or other applicable policies.

Investigations shall be completed within 60 days unless the administrator documents good cause for extending this deadline. Such documentation should be sent to victim and alleged perpetrator during the investigation.

Disciplinary & Corrective Measures

Students that the School has found to have violated this policy shall be subject to disciplinary consequences and/or corrective measures. When determining the appropriate response to violations of this policy, administration shall take into account the totality of circumstances surrounding the violation. Measures that may be imposed include, but are not limited to:

1. Require the student to attend detention;
2. Impose in- or out-of-school suspension or recommend expulsion. Due process procedures contained in the school's suspension and expulsion policy shall be followed;
3. Make restitution if applicable
4. Refer the student to a school counselor;
5. Hold a conference with the student's parent/guardian and classroom teacher(s), and other applicable school staff;
6. Modify the perpetrator's schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim;
7. If applicable, contact the administrator of the website on which the bullying occurred to report it.

If the misconduct does not meet this policy's definition of bullying, it may be addressed under other school disciplinary policies.

For bullying initiated off campus and received on campus (e.g. cyber-bullying), the School only has authority to impose any of the above disciplinary measures if the bullying substantially disrupted the educational environment or posed a true threat. In all other cases of off campus bullying received on campus, the School may only take corrective measures as described in items five through eight above.

If the perpetrator is a school staff member, the School shall take appropriate disciplinary action including, but not limited to: a reprimand, modification of duties (only if allowed by applicable policy, the negotiated agreement, and/or the individual's contract), suspension, or a recommendation for termination/discharge in accordance with any applicable law.

Victim Protection Strategies

When the School confirms that a violation of this policy has occurred, it should notify the victim's parents and shall implement victim protection strategies. These strategies shall be developed on a case-by-case basis after administration has reviewed the totality of the circumstances surrounding the bullying incident(s) or other violations of this policy. Strategies may include, but not be limited to, the following:

1. Additional training for all students and applicable staff on implementation of this policy and/or bullying prevention.
2. Notice to the victim's teachers and other staff to monitor the victim and his/her interaction with peers
3. Assignment of school staff to monitor, more frequently, areas in the school where bullying has occurred.
4. Referral to counseling services for the victim and perpetrator.
5. Modification of the perpetrator's schedule and other appropriate measures imposed on the perpetrator (not the victim) to minimize the perpetrator's contact with the victim.

Prevention Programs & Professional Development Activities

The School shall develop and implement bullying prevention programs for all students and school staff. The school shall include, in professional development activities, information regarding the prevention of bullying and shall provide information regarding the prevention of bullying to all volunteers and non-licensed personnel who have contact with students. The school shall review and revise its policy as it determines necessary.

5.47 Technology Acceptable Use Policy

(DUE TO THE EVER-CHANGING NATURE OF TECHNOLOGY, TRINITY RESERVES THE RIGHT TO MODIFY THIS POLICY TO DEAL WITH UNFORESEEN CIRCUMSTANCES THAT MUST BE DEALT WITH FOR THE PROTECTION OF THE STUDENTS AND THE SYSTEM).

First, what will be ACCEPTABLE USE?

A general rule that applies to every user every time he or she is on the Internet is this: BE POLITE and ABIDE BY ALL THE GUIDELINES, POLICIES AND REGULATIONS to which you have agreed by signing an "acceptable use" document.

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.

And, what would then be considered UNACCEPTABLE USE? It will be UNACCEPTABLE TO:

1. Use the network for any illegal activity, including violation of copyright or other contracts;
2. It will be a violation of "AUP" for anyone to directly access any "chat room";
3. Degrade or disrupt equipment, software or system performance; including saving files not needed for class instruction or wasteful use of file storage;
4. Vandalize the data of another user;

5. Wastefully use finite resources such as paper or ink;
6. Gain unauthorized access to resources or entities;
7. Invade the privacy of individuals;
8. Use an account/password/login of another user;
9. Post personal communications without the original author's consent;
10. Post anonymous messages;
11. Download, store or print ANY files or messages which are profane, obscene, or use language which offends or tends to degrade others, violent materials;
12. Violate any "content guidelines" which will be imposed by the school. ("Content Guidelines" refer to exactly what materials will be allowed or not allowed for access and publication by network users).
13. It will be a violation of our "AUP" for anyone to directly access any E-mail;
14. Download and/or use files and programs not specific to the class instruction.

SECURITY is a major concern for all computer systems, especially when the system involves as many uses as the Internet. That is why the list of unacceptable use includes items that would invade the privacy or confidentiality of other users anywhere on the network. Local users found to be a security risk or one who attempts to enter any other computer system seeking private information will be denied access to the Internet. For example, teachers' grade reports would be confidential and searching for these records would be a breach of security.

Some security guidelines to consider are:

1. Be cautious when revealing your name, address or phone number, or any such private, confidential information such as credit card numbers.
2. Likewise, NEVER share names, addresses or phone numbers or confidential information of other people.
3. NEVER share your password or anyone else's password.
4. Contact supervisor of any inappropriate E-mail, Internet, equipment or network usage, intentional or unintentional.

VANDALISM/HARASSMENT

Vandalism of any sort will not be tolerated and could lead to permanent cancellation of all privileges in the school computer lab and any other school computer. Vandalism will not only include any act of damaging or defacing the actual computer hardware, that being the computer itself or any accessory, but also the attempt to harm or destroy any data on the Internet or on any internal system, such as the CD-ROM information stored in the lab. Creating or trying to load a virus would be considered a serious act of vandalism.

Harassment is the attempt to annoy another user or interfere with another user's communication or works. Sending unwanted e-mail is another example of harassment.

SUPERVISION OF THE COMPUTER LABS

The computer lab at Trinity will be under the direct supervision of a teacher or teacher-designee at all times that the Internet is being accessed. Under

no circumstances will students be allowed to access the Internet without permission. For purposes of the Technology Lab, the assigning teacher will be responsible for the direct supervision of such students. A student may not access any software program if he/she has not received training in the use of that software. Although the labs are supervised, the lab supervisor is not responsible for instruction.

CONSEQUENCES FOR VIOLATIONS

Any major violation of this policy, including instances of abuse, vandalism or harassment, will lead to loss of privileges:

First offense: 30-day ban from the computers

Subsequent offenses: permanent ban from the computers.

Any minor violation of this policy:

- First offense: 2-week ban from the computers
- Subsequent offenses: 30-day ban from the computers.

AGREEMENT ACKNOWLEDGEMENT

[EXCERPT FROM FORM A]

As a student at Trinity I will abide by all requirements of this Acceptable Use Policy and understand that any violation will lead to possible loss of all computer privileges in addition to the added penalties of suspension or expulsion.

Student Name (Print)

Graduating Year

Student Signature

Data Agreement Was Filed
(Dated by School Official)

As parent/legal guardian of the student signing above, I grant my permission for my child to access the Internet. I have read and agree to the Trinity's Acceptable Use Policy and I understand that I may be held responsible for violations by my child. I understand that some materials on the Internet may be objectionable, even though an intercept program is in the system. Therefore, I agree to accept responsibility for guiding my child, and conveying to him/her appropriate standards for selecting, sharing and/or exploring information and media.

Parent/Guardian Signature

SAMPLE



I have agreed to cooperate with the mission and standards of Trinity Junior High and High School. Through the divine grace of the Holy Trinity and my determined will, I commit myself to the strong tradition of the Trinity Titans so that glory may be given to the God whose name this school carries.

*Glory be to the Father,
and to the Son,
and to the Holy Spirit,
as it was in the beginning,
is now, and will be forever. Amen.*

