TRINIDAD HIGH SCHOOL
MINERS

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COUNSELORS
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Mr. Randy Begano

SECRETARIES
Mrs. Paula Solano
Mrs. Kim Ruscetti

THS STAFF

English
Ruth Feinman
Tanya Gatlin
Elizabeth Jameson
Louis Rino

History
Frank Begano
Mike Dasko
Mitch McGill

Mathematics
Carrie Gongaware
Victor Jimenez
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Physical Education
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Science
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Special Education
Mike Duran
Louise Terry
Jeanine Esquibel-Para
Margaret Palmquist-Para

Career/Technical & Enrichment
Denise Sciacca-Early Childhood
Carl Skalko-Auto Mechanics
Jenny Zuech-Business
Tim Baker-Wood Design
Maria Holdershaw-Art
Wendy Watson-Library

Nurse
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Custodians
Ted Abeyta
David Lucero
Phil Martinez

Food Service
Brenda Fernandez
Teresa Sanchez
Sally Santistevan
Kathy Vigil
Gary James

School Resource Officer
Scott Fredericks

Community Advocate
Stacy Pfalmer

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THS SCHEDULES

BELL SCHEDULE FOR SCHOOL YEAR 2011 – 2012

Building Opens 7:15
Teachers in Building 7:30
Period One ..... 7:55 – 8:55
Period Two ..... 8:59 – 9:59
Period Three ..... 10:05 – 11:17
Period Four ..... 11:21 – 12:21
    Lunch Fourth ..... 11:17 – 11:42
Period Five ..... 11:46 – 12:46
    Lunch Fifth ..... 12:21 – 12:46
Period Six ..... 12:50 – 1:50
Period Seven ..... 1:56 – 2:56
Period Eight ..... 3:00 – 4:00
Teachers Leave Building 4:15

2011-2012 SCHOOL CALENDAR

School Begins ..... August 22, 2011
Labor Day ..... September 5, 2011
Homecoming Week ..... September 12-16, 2011
Parent/Teacher Conferences ..... Oct. 27 (pm) & Oct. 28, 2011
Thanksgiving Break ..... November 23-25, 2011
Winter Break ..... December 16, 2011 – December 30, 2011
Classes Resume ..... January 3, 2012
Parent/Teacher Conferences ..... Feb. 9 (pm) & Feb. 10, 2012
Spring Break ..... March 19-23, 2012
Memorial Day ..... May 28, 2012
Last Day of School ..... May 31, 2012

GRADING PERIODS

1st Quarter ..... August 22 – October 13, 2011
2nd Quarter ..... October 17 – December 15, 2011
3rd Quarter ..... January 2 – March 8, 2012
4th Quarter ..... March 12 – May 31, 2012

TRINIDAD HIGH SCHOOL
PARENT-STUDENT HANDBOOK
2011-2012

Team Name: Miners
School Colors: Blue and White
School Song: Stand Up and Cheer

Stand up and cheer, stand up and cheer for dear old Trinidad. For today we raise the Blue and White above the rest. Our teams are fighting, and they're bound to win this game. We've got the team; we've got the steam, for this is Trinidad High School's day.

ACADEMICS

COLLEGE CLASSES/DUAL CREDIT

Students who participate in TSJC College/Dual Credit must:
-be a Junior or Senior (exceptions may be approved by administration)
-have and maintain a 2.0 cumulative GPA
-be pre-approved in courses
-obtain an approved ACT or Accuplacer cut score through TSJC
-sign, along with parents, a contract in which it is understood that they will be billed for the amount of tuition & fees and follow the payment guidelines set forth by TSJC
-receive a C or above in the pre-requisite class
-understand that the college classes are not weighted, unless taught at THS and identified an Honors Class
-understand that if a class is taught at THS, students may not take a course at TSJC, unless approved by administration for extenuating circumstances
-students wanting to take TSJC Friday or Summer Classes need prior approval in order to receive THS credit. Friday and/or Summer Classes are not included in student GPA's

Students in 11th and 12th grades may enroll in up to 13 credit hours per semester with a maximum of 2 classes that are on the TSJC campus. Students in 9th and 10th grades may enroll in a maximum of 1 class per semester.

If the student does not pass with a C or above, parents will be responsible for paying the bill from TSJC.

Fees, books, and supplies are parent responsibility.

CREDIT REDEMPTION (Online)

Students have the opportunity to participate in Aventa's Credit Redemption, during ZERO hour which is 6:50-7:50; 5 absences will cause student dismissal from the class for the semester. Each Aventa .5 Credit costs $25.00, which needs to be paid before the student starts the class. All online policies and procedures must be followed or the students will be dismissed from the program. Students are expected to follow all school rules during Zero hour. This is a program developed for students who are behind in graduation requirements. Juniors & Seniors are given priority to participate due to limited space and cost.

GRADE CHECKS (BI-MONTHLY)

Grade checks will be given to students twice a month to take home to parents. Parents are encouraged to review the grade checks, discuss with students, and have them returned to the school for extra credit in any one of the students' classes.

GRADE LEVEL CLASSIFICATION

In order to be promoted to the next grade level, the following minimum credits are required:

10th grade - 4
11th grade - 10
12th grade - 17

Students must pass 3.0 credits of core classes per year. Summer school may be mandatory for failures in a core class.

GRADING ASSESSMENT

The grading scale for THS is as follows:

100 – 90……..A	89 – 80……...B
79 – 70……...C	69 – 60……...D
59 & below…F	

Once a semester ends, a student's grade will not be changed. If a student realizes or believes there is a calculation error, he/she must address his/her concern within a month of when the grade was assigned.

GRADUATION REQUIREMENTS

Student needs a minimum of 24 credits.

English 4.0

Social Studies 3.0

World Geography	Freshmen year
U.S. History	Junior year
American Government	Senior year

Math 4.0

Science 3.0

Physical Education 1.0
Career Development .5
Health 1.0
Electives 7.5
Community Service Hours-40 hours before graduation
*Four years of Marching Band may replace 1.0 of P.E.
**Foreign Language-2 years is strongly encouraged for all students, especially those who plan to attend a 4 year university and/or who plan to attend a Division I school for athletics.
At the end of the 3rd quarter, seniors who are failing required classes will be taken off the graduation list.

CLASS WEIGHTING

REGULAR CLASSES
A – 4 B – 3 C – 2 D – 1 F – 0

Students who transfer into THS from another school, may only receive weighted credit if it was weighted and assigned from the previous school and if it is the same weighted course at THS. All students have the opportunity to take the same amount of weighted courses.

HONOR CLASSES
A – 5 B - 4 C – 3 D – 2 F – 0

Honor Classes:
English I, II, *III, Eng 121, Eng 122, & * IV,
Lit 115, Lit 201
*Statistics, *College Algebra, *Trigonometry, & *Calculus
Honors Chemistry & Physics
*Classes **may** be taken for TJSC dual credit. College classes are not weighted, unless taught at THS and identified as an Honors Class.

HONOR ROLL
In order to qualify for the Honor Roll, a student must be enrolled as a traditional student in at least 5 classes and maintain a 3.5 or higher GPA per quarter (9-weeks).

MERIT ROLL
In order to qualify for the Merit Roll, a student must be enrolled as a traditional student in at least 5 classes and maintain a 3.0 to 3.49 GPA per quarter (9-weeks).

HONOR SOCIETY REQUIREMENTS

Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Students in the tenth, eleventh, and twelfth grades are eligible for membership. For the scholarship standard, a student must have a cumulative grade point average of 3.5 or better on a 4.0 scale for 3 consecutive semesters.

In addition, members must be enrolled as a traditional student and maintain an academic course load that includes the academic areas of study of math, English, science, social science, and any other academic solid course (psychology, sports psychology, accounting). The course of study in each area must be progressive. Once inducted, new members are required to maintain the same level of performance (or better) in all four areas of evaluation that lead to their selection. In addition, each member is obligated to regularly attend chapter meetings held once every month during the school year and participate in individual chapter service projects. Meetings times and dates are placed in the daily bulletin.

VALEDICTORIAN & SALUTATORIAN

To be eligible for valedictorian or salutatorian a student must have been enrolled in seven classes per school year and currently enrolled in seven classes his/her senior year. Students earn a valedictorian or salutatorian honor by attaining the highest GPA in their class. If there is a tie, all students with the highest GPA will be named valedictorian. The next highest GPA will be named salutatorian(s). Students who transfer into THS from another school may only receive weighted credit, if it was weighted and assigned from the previous school, and if it is the same weighted course at THS. Students who transfer into THS must have been enrolled in 7 courses per school year in order to be considered for valedictorian or salutatorian.

ATTENDANCE

Colorado Compulsory School Attendance states that every child who has attained the age of six years, and is under the age of seventeen years, shall attend school. Accordingly, legal proceedings are mandated for four truancies/unexcused absences in one month or ten in one school year.

ABSENCES

Students are encouraged to attend school every day. We believe that by being in school, students will receive the full benefit of their education. All absences will be marked as excused, documented, or

unexcused/truant. The following procedures should be followed for absences:
1.Parents should call the school as early as possible to indicate that the student is absent and the reason for the absence. If a parent has not called, the attendance office will call home or attempt to verify students' absences.
2.If contact is not made, the student will be marked **truant.**

The following procedure is to be followed for a **documented** absence:
1.A statement/document brought in by parent or student or faxed by the agency (physician, clinic, court system, etc.) to the school.

The following are acceptable documented excuses:
1. Professional appointments, doctors, dentist, etc.
2. Death in the immediate family (maximum of 3 days, unless approved by administration)
3. Student who is in the custody of law enforcement or the courts.
4. School sponsored or sanctioned activities.
5. Up to 3 days of verified college visitations for seniors only (juniors with special circumstances may receive approval from administration).

ATTENDANCE POLICY (JH-2)
Students shall be allowed eight absences per semester, per class, without penalty; except that the work made up from an unexcused absence shall be given not more than 75% credit. Students with excused absences are expected to make up the work for full credit. One day will be allowed for each day missed. *Students are expected to complete and turn in work when it is due, and when absent within the time limit allotted (Absent Wednesday, work is due Friday).* Students shall have to make up time during Friday/Saturday School or After-School Detention for the 9th & 10th absence. Upon the 11th absence, a student shall not receive credit in the class in which an 11th absence has occurred. Students will have the opportunity to make up hours with administration's approval. Students who do not make up hours owed will receive NC (No Credit). After two semesters, NC's will turn into F's.
If the parent/guardian believes that the absence has been wrongfully determined, he/she may ask the school administration to review the excuse. Student's suspension/expulsion work will be made up according to a plan developed by the building administrators.
In all cases, the final decision on whether the absence is excused or unexcused will be the responsibility of the building administration.

HOMEWORK REQUESTS FOR AN EXCUSED ABSENCE

Faculty spends an excessive amount of time preparing homework for students who are absent and whose parents request work. Too often the prepared work is not picked up by the end of the day and/or students do not complete the work; therefore, if requested work is not retrieved and/or completed after two requests, the student will need to get the make up work upon their return to school.

PERFECT ATTENDANCE

Students qualifying for quarterly perfect attendance may not have more than 2 class periods of excused absences in the quarter and may not have more than 3 tardies per quarter. Students qualifying for end of the year perfect attendance must have met the criteria for the first three quarters and may only have 1 class period of an excused absence and tardy in the month of April.

TARDIES

1. Students are expected to be in class each period before the tardy bell. Any student who is **late to school** MUST report to the office, sign in, and obtain a tardy pass. *Students who are more than five minutes late to any class without a valid excuse will be sent to the office and marked truant.*
2. Three unexcused tardies equals one unexcused absence for that period.
3. Excessive tardiness will be considered reason for disciplinary action and will be referred to administration by teachers. Students will receive detention for the 3rd unexcused tardy; the next 3 unexcused tardies will result in two hours of detention; the next 3 unexcused tardies will result in Friday/Saturday School and a tardy contract; any further tardies will result in suspension and possible expulsion.
   (Teachers have the discretion to appropriately address tardies within their classrooms with administrative approval).

TRUANCY (JHB)

The term truancy as used in this policy shall mean absence from school without permission of a parent or guardian and/or leaving school during the day for any reason, without permission of an administrator.
The administration will investigate truancies to determine the reason or cause for the truancy. In all cases of truancy, the school will make a reasonable effort to notify the parent/guardian. Appropriate disciplinary action will be taken in cases of truancy, beginning with assigned detention hours up to suspension and possible recommendation for expulsion. Habitually truant students will be placed on a plan and/or recommended for truancy court.

COUNSELING/GUIDANCE

The counselors assist the students in planning their educational program, supply information about careers, college, and scholarships, and administer various kinds of individual aptitude and interest tests. Counselors will provide counseling in personal, school, or other related issues and make appropriate referrals, as necessary.

PERSONAL INFORMATION

T.H.S. is required by law to provide to military and college recruiters the names, addresses, and phone numbers of juniors and seniors. If you do not wish to have your personal information released, please contact the counseling office in writing.

WITHDRAWALS

Students who withdraw from school, regardless of the reason, must complete a withdrawal form and check out sheet which must be signed by the parent/guardian, each teacher, a counselor, the librarian, the attendance secretary, and an administrator. All textbooks are to be returned to the individual teachers. All fines and other monies owed to the school must be paid before a student is officially checked out of the school. Official grades will be sent upon request from his/her new school and when all fines and paperwork are completed.

DISCIPLINE

AFTER-SCHOOL DETENTION AND FRIDAY/SATURDAY SCHOOL

Detention of students may be assigned after school or on Friday/Saturday. A violation of a school rule may result in detention. DETENTION HOURS: 4:05 p.m. – 5:05 p.m. and FRIDAY/SATURDAY from 8:00 a.m. – 11:30 a.m. Detention procedures must be followed or students will be told to leave and extra hours may be assigned.

BULLYING PREVENTION AND EDUCATION (JICDE)

A student who engages in any act of bullying is subject to appropriate disciplinary action, including suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made.

DISTRIBUTION OF OVER-THE-COUNTER MEDICATION

Students are not to give other students any form of medication. (Tylenol, Advil, vitamins, cold relief, etc) Students are to come to the office and call home for medication; parents need to come to the school to dispense medication to their students only.

DRESS CODE

If students or parents question their clothing, they most likely should not wear it or bring an appropriate change of clothing to school.

EXAMPLES OF ITEMS NOT ALLOWED INCLUDE:

1. Shirts that are cut too low or expose too much of the midriff area.
2. Sheer and/or see-through garments (without another shirt worn underneath; and only if shirt underneath would pass code itself).
3. Hats; head coverings; hoodies not worn over the head, sunglasses, or gloves.
4. Offensive or indecent decals on clothing.
5. Excessively baggy or tight clothing.
6. Sleeveless shirts. Visible undergarments, such as bra straps, layered camies/tank tops are not appropriate for school.
7. Leggings. Leggings can only be worn with shirts that are fingertip in length.
8. Clothes that advertise alcohol, tobacco, drugs, sexual innuendoes, criminal violence or profanity.
9. Facial piercings-*Students who violate this code, will remove their piercing which will be sent to the office. The first violation the student may pick up the piercing after school. The second violation, parents will need to come in and sign a contract to pick up the piercing. The third violation, the students will be assigned Excessive violations may result in suspension, a Behavior Plan, and recommendation for expulsion.*
10. Gang paraphernalia or any gang-related items, (long belts at waists, gloves, etc.).
11. Shorts and skirts shorter than MID THIGH. **If length becomes an issue, this privilege may be revoked.**
12. Any articles of clothing, apparel, or accessories that cause a distraction or disturbance.
13. Pajamas/slippers.

FINAL APPROVAL OF QUESTIONABLE DRESS WILL BE DETERMINED BY ADMINISTRATION.

Students who choose to violate the dress code policy will be given a warning and allowed to change their clothing either with clothes provided by the school or by calling parents to bring a change of clothing. Further violations will result in changing of clothing and may result in detention and/or suspension. Repeated violators of the hat policy will have hats confiscated.

DRUG AND ALCOHOL USE BY STUDENTS (policy JICH)

Trinidad School District #1 shall promote a healthy environment for students by providing education, support, and decision-making skills in regard to alcohol, drugs, and other controlled substances and their abuse. In order to accomplish this goal, a cooperative effort must be made among the schools, parents/guardians, community, and its agencies. It shall be a violation of Board Policy and considered to be behavior which is detrimental to the welfare or safety of other students or school personnel for any student to possess, use, sell, distribute, procure, or to be under the influence of alcohol, drugs, or other controlled substances. The unlawful possession or use of alcohol or controlled substances is wrong and harmful to students. For purposes of this policy, controlled substances include, but are not limited to, narcotic drugs, hallucinogenic or mind altering drugs or substances, amphetamines, controlled substances as defined in law, or any prescription or nonprescription drug, medicine, vitamin, or other chemical substances not taken in accordance with the Board Policy and regulations of administering medicines to students. This policy also includes substances that are represented by, or to the student to be, any such controlled substance or what the student believes to be any such substance. This policy shall apply to any student who is on school property, in attendance at school in a school vehicle or taking part in any school sponsored or sanctioned activity, or whose conduct at any time or place interferes with the operations of the district or the safety or welfare of students or employees. Students violating this policy shall be subject to disciplinary sanctions which may include suspension and/or expulsion from school and referral for prosecution. Expulsion shall be mandatory for sale or distribution of drugs or other controlled substances. Situations in which a student seeks counseling or information from a professional staff member for the purpose of overcoming substance abuse shall be handled on an individual basis depending upon the nature and particulars of the case. When appropriate, parents shall be involved and every effort made to direct the substance abuser to sources of help. The district, in recognition that drug and alcohol abuse is a community problem, shall cooperate actively with law enforcement, department of human resources, or other agencies and organizations, parents, and any other recognized community resources committed to reducing the incidents of illegal use of drugs and alcohol by school-aged youths. Whenever possible, in dealing with student problems associated with drug and alcohol abuse, school personnel shall provide parents/guardians and students with information concerning education and rehabilitation programs which are available. Information provided to students and/or parents about community substance abuse treatment programs or other resources shall be accompanied by a disclaimer to clarify that the school district

assumes no financial responsibility for the expense of drug or alcohol assessment or treatment provided by other agencies or groups unless otherwise required. This is the student and parent/guardian's notification and copy of the drug and alcohol administrative procedures. The district shall conduct a biennial review of its drug prevention program to determine its effectiveness, to implement any required changes and to ensure that the disciplinary sanctions required are consistently enforced.

GROUNDS FOR SUSPENSION/EXPULSION (JKD/JKE-E)

According to the Colorado Revised Statutes 22-33-106 (1) (a-e) and 3(e) and 2212-105 (3), the following may be grounds for suspension or expulsion of a child from a public school during a school year:

(1) Continued willful disobedience or open and persistent defiance of proper authority;

(2) Willful destruction or defacing of school property;

(3) Behavior on or off school property which is detrimental to the welfare or safety of other pupils or of school personnel, including behavior which creates a threat of physical harm to the child or other children.

(4) Declaration as a habitually disruptive student for which expulsion shall be mandatory.

(a) For purposes of this paragraph, "habitually disruptive student" means a child who has been suspended pursuant to paragraph (1), (2), (3), or (5) of this exhibit three times during the course of the school year for causing a material and substantial disruption in the classroom, on school grounds, in school vehicles, or at school activities or events, because of behavior that was initiated, willful, and overt on the part of the child. Any student who is enrolled in a public school may be subject to being declared a habitually disruptive student.

(b) The student and the parent, legal guardian, or legal custodian shall have been notified in writing of each suspension counted toward declaring the student as habitually disruptive and the student and parent, legal guardian, or legal custodian shall have been notified in writing and by telephone or other means at the home or the place of employment of the parent or legal guardian of the definition of "habitually disruptive student" and the mandatory expulsion of such students.

(5) Serious violations in a school building or in/or on school property, which suspension or expulsion shall be mandatory. Expulsion shall be mandatory for the following violations:

(a) the sale of a drug or controlled substance as defined in section 12-22-303, C.R.S

(b) the commission of an act, which if committed by an adult, would be robbery pursuant to part 3 of article 4 of title 18, C.R.S.,

(c)carrying, bringing, using, or possessing a dangerous weapon without the authorization of the school or the school district, except that if a students discovers he or she has carried, brought, or is in the possession of a dangerous weapon and the student notifies a teacher, administrator or other authorized person in the school district, and as soon as possible delivers the dangerous weapon to that person, expulsion shall not be mandatory. As used in paragraph c, a "dangerous weapon" means:

(1) A firearm, whether loaded or unloaded, or a firearm facsimile that could be reasonably be mistaken for an actual firearm.

(2) Any pellet or "bee-bee" gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.

(3) A fixed blade knife with a blade that measures longer than three inches in length or a spring loaded knife or pocket knife with a blade longer than three and one-half inches.

(4) Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury.

(6) Repeated interference with a school's ability to provide educational opportunities to other students.

(7) Failure to comply with the provisions of part 9 of article 4 of title 25, C.R.S. (Immunization Requirements). Any suspension, expulsion, or denial of admission for such failure to comply shall not be recorded as a disciplinary action, but may be recorded with the student's immunization record with an appropriate explanation.

(8) Making a false accusation of criminal activity against a district employee to law enforcement or to the district.

According to CRS 22-33-106 (2), subject to the district's responsibilities under the Exceptional Children's Education Act, the following shall be grounds for expulsion from or denial of admission to a public school, or diversion to an appropriate alternate program;

(1) Physical or mental disability such that the child cannot reasonably benefit from the programs available;

(2) Physical or mental disability or disease causing the attendance of the child suffering there from to be detrimental to the welfare of other pupils.

SPECIFIC EXAMPLES OF GROUNDS FOR SUSPENSION

Suspensions may vary from 1 to 5 days, depending upon severity and circumstances of each offense. A second suspension may result in a behavioral contract. A third suspension may result in recommendation for expulsion or withdrawal from school.

A. Fighting Offenses Not Rising to the Level of Assault

For students involved in or instigating a fight on school property, including school buildings, grounds, buses, or activities, the following procedures may occur:

1. The police may be called to investigate.
2. Every effort will be made to notify parents.
3. Students may be taken into custody,
   a. Department of Human Services will complete a juvenile screening to decide if students will be released to parents or be sent to a lock up facility.
   b. Court costs are involved.

*If a conflict appears to be likely, the student is, if at all possible under the circumstances, expected to make all reasonable efforts to avoid the conflict, including verbalizing the desire not to fight, leaving the scene, or seeking the help of a school employee.

B. Fire and False Alarm Offenses

1. Use or possession of firecrackers or other minor powder explosives. Use or possession of firecrackers or similar powder explosives is dangerous to the safety of students and will not be allowed on school grounds.
2. Tampering with, removal, or misuse of a fire extinguisher. Fire extinguishers are placed throughout the buildings for the sole purpose of combating fires.
3. False alarms (including bomb threats). Pulling fire alarms in school where there is no fire is forbidden. False alarms transmitted to a fire department, police department, ambulance service, or any other agency is prohibited. Bomb threats or similar threats of violence are also forbidden.

C. Property Offenses

1. Stealing or borrowing without authorization. Any item of property from another student, a school employee, or the school itself is forbidden.
2. Violating teacher/staff privacy. The taking of an item of value will be treated as theft. The taking of academic materials will be treated as scholastic dishonesty.
3. Vandalism. The defacing or destruction of school property (including books, supplies, and furniture) or the property of school employees or students will not be tolerated.

D. Verbal Misconduct and Harassment

1. Profanity. Directing profanity, vulgar language, or obscene gestures toward others, including students, school personnel, or school visitors, will not be tolerated.
2. Harassment. Trinidad School District #1 will not tolerate harassment of any individual because of their race, religious beliefs, or sex.

A student commits harassment with intent to harass, annoy, or alarm another person, when the student:

a. repeatedly makes lewd or obscene (collectively defined as patently offensive references to sexual/racial matters) comments or gestures to or at another student,
b. repeatedly follows a student around,
c. repeatedly insults, taunts, or challenges another in a manner where such words or behavior is likely to incite an immediate and violate response from the student(s) being addressed,
d. threatens another student with physical harm.

E. Violent & Aggressive Behavior (JICDD)

Students exhibiting violent or aggressive behavior or warning signs of future violent or aggressive behavior shall be subject to appropriate disciplinary action including suspension, expulsion, and/or referral to law enforcement. The following behaviors are defined as violent & aggressive: Possession, threat with or use of weapon; physical
assault; verbal abuse; intimidation; extortion; bullying; gang activity;
sexual harassment; stalking; defiance; discriminatory slurs; vandalism; and terrorism.

F. Other Offenses

1. Inappropriate Language Directed at Any Staff Member will result in immediate suspension.
2. Inappropriate Behavior that is Viewed as Unacceptable by administration may result in suspension.
3. Scholastic Dishonesty Academic dishonesty includes cheating on tests/assignments, copying, cutting/copying/pasting from the internet, forging the signatures of teachers and/or parents on any document, or illegally changing a grade. First offense students will receive a ZERO, an administrative conference, and parent notification. Subsequent offenses may result in detention and/or suspension. If applicable, there may be consequences from NHS.
4. Failure to Attend Detention or Friday/Saturday School Failure to attend an assigned administrator detention or Friday/Saturday School may result in suspension.

REGULATIONS FOR SMOKING AND POSSESSION OF TOBACCO PRODUCTS

Smoking and the possession of tobacco products by students while in or on school properties is prohibited (policy ADC). The first violation will result in Friday/Saturday school. A second violation will result in

one day of suspension. Subsequent violations will result in further suspension and a Behavior Plan.

The Superintendent and School Administrators shall develop a comprehensive program to address bullying at all school levels. The program shall be aimed toward accomplishing the following goals:

1. To send a clear message to students, staff, parents, and community members that bullying will not be tolerated.
2. To train staff and students in taking pro-active steps to prevent bullying from occurring.
3. To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
4. To initiate efforts to change the behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.
5. To foster a productive partnership with parents and community members in order to help maintain a bully-free environment.
6. To support victims of bullying by means of individual and peer counseling.
7. To help develop peer support networks, social skills, and confidence for all students.
8. To recognize and praise positive supportive behaviors of students towards one another on a regular basis.

Students who feel they are being bullied or harassed need to report their concerns to teachers, counselors or administration, so that the issue can be addressed as quickly and proactively as possible. Administration can only address issues if they are reported.

SCHOOL DISTRICT POLICIES JICDA (Code of Conduct):

The administration may assign detention, suspend, or recommend expulsion of a student who engages in one or more of the following specific activities while in school buildings, on school grounds, in school vehicles, or during a school sponsored activity; and in certain cases, when the behavior occurs off of school property and the conduct has a direct and immediate effect on maintaining order and discipline or protecting the safety or welfare of other students or staff in the schools. Suspension or expulsion shall be mandatory for serious violations in a school building or on school property.

1. Causing or attempting to cause damage to school property, or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property, or stealing or attempting to steal private property.

3. Commission of an act, which if committed by an adult, would be robbery or assault as defined by law. Expulsion shall be mandatory in accordance with state law except for commission of third degree assault.
4. Violation of criminal law which has an immediate effect on the school or on the general safety or welfare or students or staff.
5. Violation of district or building regulations.
6. Violation of the district's policy on dangerous weapons in the school. Expulsion shall be mandatory for carrying, bringing, using or possessing a dangerous weapon without the authorization of the school or school district, unless the student has delivered the firearm or weapon to a teacher, administrator, or other authorized person in the district as soon as possible upon discovering it, in accordance with state law.
7. Violation of the district's alcohol use/drug abuse policy. Expulsion shall be mandatory for sale or distribution of drugs or controlled substances in accordance with the state law.
8. Violation of the district's violent and aggressive behavior policy.
9. Violation of the district's tobacco-free school's policy.
10. Violation of the district's policy on sexual harassment.
11. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
12. Directing profanity, vulgar language, or obscene gestures towards other students, school personnel, or visitors to the school.
13. Engaging in verbal abuse; i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
13. Committing extortion, coercion, or blackmail; i.e., obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force.
14. Lying or giving false information, either verbally or in writing, or failing to identify yourself to a school employee.
15. Scholastic dishonesty which includes, but is not limited to, cheating on a test, plagiarism, or unauthorized collaboration with another person in preparing written work.
16. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.
17. Behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel.
18. Repeated interference with the school's ability to provide educational opportunities to other students.
20 Engaging in "hazing" activities; i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing

prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.

21. Violation of the district's dress code policy.
22. Violation of the district's policy on student expression.
23. Making a false accusation of criminal activity against a district employee or to the district.

This handbook serves as student notification of the Code of Conduct.

EXTRA-CURRICULAR

ATHLETICS

Students may participate in athletics providing they meet the eligibility requirements set forth by the Colorado High School Activities Association and Trinidad High School. The following athletics are sponsored:

Football	*Volleyball*
Boy's Golf	*Girl's Basketball*
Boy's Basketball	*Girl's Golf*
Wrestling	*Girl's Track*
Baseball	*Girl's Soccer*
Boy's Track	*Cheerleading*

Before participating in athletic practices or games, students **must have** a physical, a parent's consent form, and a signed insurance waiver form. Physicals will not be paid for by the school.

ELIGIBILITY

Students are bound by the rules of CHSAA. All extracurricular activities are sanctioned under the Colorado High School Activities Association, including:

ATHLETICS BAND CHORUS DEBATE

There will be no participation until the eligibility status has been established. Grade checks will be conducted every two weeks Eligibility grade checks are conducted at the beginning of each season. Students deemed ineligible are ineligible for nine weeks.

NCAA COLLEGE FRESHMEN ELIGIBILITY REQUIREMENTS

If one of your goals is to play athletics in a Division I or Division II college or university, it is very important that you begin academic planning as early as possible. Please talk to your counselor or visit the web site at www.ncaaclearinghouse.net.

TRINIDAD HIGH SCHOOL ATHLETIC/ACTIVITY CODE

As a student athlete or activity participant of Trinidad High School, you assume a very important role. You represent our student body to the community as well as to all other schools with which we compete. The image of our entire system will be reflected by your behavior in all that you do. During your period of participation at Trinidad High School, you will enjoy many special privileges as long as you remain in good standing. Opportunities in these programs will be limited only by you as an individual. You will have the best our school can offer.

With privileges come responsibilities. The responsibilities will require self-discipline, and in some instances – sacrifices. You as an individual must make the decision as to whether or not you can live within the following guidelines in order to enjoy the privilege of representing the BLUE AND WHITE.

COLORADO HIGH SCHOOL ACTIVITIES ASSOCIATION RULES will be complied with for each activity where appropriate. Each sponsor is responsible to know, to inform members and parents/guardians, and to enforce school and CHSAA Regulations in these matters.

A. General Eligibility Rules are:
   1. The student is a bona fide undergraduate member of T.H.S.
   2. In the judgment of the Principal of T.H.S., the student is representative of the school's ideas in matters of conduct and sportsmanship.
   3. Periodic grade checks may be conducted by coaches and mandatory tutoring may be assigned.
   4. Students must be enrolled in at least 5 classes and cannot fail more than one class to be eligible the succeeding semester.
   5. No make-up work shall be permitted after the close of the semester for the purpose of becoming eligible, with the exception of summer school.
   6. If a student withdraws from a class and is failing, it will be considered as failing in determining eligibility.

B. Other rules are just as important as the general rules:
   1. No activities, practice, or contest will be scheduled on Sundays, except as allowed by CHSAA.
   2. There shall be no practice of any kind except during the activity seasons as established by the CHSAA By-Laws.
   3. Any student who has been disqualified from a contest will be declared ineligible in accordance with current CHSAA Rules.

C. Insurance: Any student who participates in a sport must show proof of insurance or the parent/guardian must sign a release of liability. Your school has purchased an "all school" student accident supplemental insurance policy covering your child during school supervised and sponsored activities. This plan is **NOT**

designed to provide coverage for 100% of all medical expenses. Its intent is to supplement your health insurance coverage.

Your child is covered if he/she is regularly enrolled in the District and:

1. while on the school premises during the hours when school is in session and while participating in any school sponsored activity, including athletics, with the exception of high school football.
2. while away from the school premises, if participating in school sponsored activity including athletics, with all sports being covered with a low option plan.

If you don't have insurance, you can contact the District for information on optional plans to cover your child in or out of school. If your child plays high school football, you are not covered under the low option plan, but you can purchase additional coverage at a reasonable cost. If you do not have insurance and your child plays football, please contact the District Administration Office.

D. Activity participants must travel to and from the contest in the transportation provided by the school. Participants may be released to *parents only* with the approval of the coach/sponsor, and/or athletic director/administrator. Parents must sign off for each approved trip. Special circumstances with extenuating circumstances and emergencies MAY be reviewed by the athletic director/administration.

E. Athletes are allowed to play ONE sport per season.

F. A student must be in attendance for at least 4 periods on an activity day in order to participate in any extra-curricular activity, practice, event, or contest during the same day. Special circumstances MAY be reviewed by the athletic director/administration.

G. Students must be in attendance and not tardy the day after a game/trip. The first offense will be handled by the coach with documentation to the athletic director. The second offense will result in a bench from the next game/activity. (If it is during a school day and school hours, the participant will not be excused from school.) Exceptions with extenuating circumstances may apply.

H. Excessive absences may result in a student being prohibited from participating in an activity.

I. There is a cut policy at the varsity level. Number of appropriate participants will be determined for JV and C teams by each program.

J. To receive a varsity letter, athletes must follow all policies and guidelines set by each coach.

GENERAL INFORMATION

AUTOMOBILES

FOR THE SAFETY OF STUDENT BUS TRANSPORTATION, ALL STUDENTS ARE REQUIRED TO PARK IN THE GYM PARKING LOT. Student parking permits may be required. Students are not to park in the front teacher parking area or the band parking lot. Failure to follow the guidelines will result in a written warning given for the first violation. The second violation will result in a written warning and parent notification. A third violation may result in the vehicle being towed at the student's expense (estimated $50.00). ***Automobiles are subject to search at any time.***

BUS LOADING AREA

Only those students who are waiting to be picked up by an assigned bus are allowed in the bus loading area. All other students waiting for rides should stand on the band sidewalk.

CELL PHONES/ELECTRONIC DEVICES (policy JICJ)

Due to distractions and disruptions of the educational process and learning environment, cell phones/electronic devices are absolutely prohibited from being used anytime during the school day. Students may keep them in their backpacks/purses turned off, for after school usage only. Students who choose to violate this policy will have their phones/devices confiscated and kept in the office until the end of the day. For the first violation, the student may pick up the phone/device. For the second violation, the parent/guardian must pick up the phone/device and sign a Violation Contract. The third and subsequent violations will result in Saturday School and the phone/device not being returned until the time is served. ***Refusal to relinquish a cell phone/electronic device to administration will result in a 3 day suspension***. The school is not responsible for the loss or replacement of any cell phones/electronic devices. After two years, uncollected cell phones and electronic devices will be donated to a non-profit charity.

CLOSED CAMPUS

Trinidad High School is a closed campus. Only those students checked out by parents, enrolled in a college course, or in a work related program are allowed off campus during the school day.

CLOSURES AND DELAYS

In inclement weather, students and parents should listen to the local radio station, Channels 5, 11, & 13, or view the district website

tsd1.org, for closures or delays. Delays are always 2 hours after regular starting time.

CLUBS AND ACTIVITIES

Each club shall establish its own qualifications. All students are encouraged to belong to at least one club or activity. Each club shall have a written constitution or a set of by-laws for each member.

DANCES

Students who attend THS are welcome to attend all appropriate dances (Homecoming is for 9th-12th graders and Prom is for 11th-12th graders, underclassmen may only attend if they are invited by an upperclassmen). Students need to sign up so that a list of attendees can be approved by the Friday before the dance. High school students who attend other schools will need to be approved by the administration of his/her school; middle school students are not allowed to attend THS dances. If the person invited does not attend school, a form must be signed by a responsible adult, vouching for the person. No one over the age of 21 will be allowed to attend a THS dance.

EXTRA-CURRICULAR FIELD TRIPS

Students wanting to participate in extra-curricular field trips during the school week must not have any failing grades on his/her current grade check, no unexcused absences for 3 days prior to the trip, and no more than 4 absences in a 30 day period.

FINES

Textbooks are furnished free of charge to high school students. Students are responsible for returning textbooks that are issued to them in a satisfactory condition. Students who lose, damage, or destroy books are responsible for the cost of repairing and/or replacing the book. (Ripped pages-$3.00, unauthorized writing-$3.00, broken binding-$25.00, loss of use or lost-total cost.) Student records, report cards, and eligibility for graduation will be withheld until all fines are paid. (Fines & monies owed to School District #1 are carried over each year, and students' transcripts and eligibility for graduation may be delayed until ***all district*** debts are paid).

FIRE DRILLS

Fire drills are conducted regularly in accordance with the state fire laws. Each room is to use its assigned exit. Detailed instructions to these assigned exits are posted in the classrooms. The students will leave the room and proceed quickly to a designated area.

GRAFFITI
Any student found to be defacing school property or participating in gang graffiti will be turned over to the Trinidad Police Department. Charges may be pressed. Consequences may vary from detention to suspension.

LOCKDOWN DRILLS
Lockdown drills are conducted as safety precautions. Staff follows prescribed procedures in order to help students become familiar with the process in case of a crisis.

LOCKERS
To maintain good building appearance, stickers and other disfigurations are prohibited on the exterior. Lockers may be opened and checked by administration. **This is notification that the lockers may be inspected at any time**. Students are assigned lockers and are responsible for all content and damages to their assigned lockers. Students, who would like to change their locker assignment, must check with the office before doing so. Students will be required to pay a minimum of $25 for any damage they cause to the lockers.

PARENT PICKUP
For the safety of students, parents are requested to pick students up at the band parking lot.

ROYALTY SELECTION CRITERIA
In order for a student to be eligible for Homecoming, Prom, or TSJC Princess, the student must show good citizenship; have good attendance (no more than 8 excused/unexcused absences or 4 unexcused tardies in one class in the current semester); have no truancies, have no suspensions; do not have any NC's on their report cards, have not been a previous royalty recipient during the current school year; and must be enrolled in 5 classes with no failures. The Homecoming and Prom committees are responsible for the ceremony and participants. Any changes must be approved by the committee.

SKATEBOARDS
For the safety of our students, skateboarding is prohibited on school grounds. Consequences may include detention to suspension and/or confiscation.

SPEECHES
All speeches for homecoming and graduation must be approved by administration.

VISITORS

All visitors to any THS building must check-in at the office; they are not to go directly to classrooms or hallways. Parents/visitors are not to make contact with any student other than their own child or a teacher without an appointment.

STUDENT INTERNET & ELECTRONIC COMMUNICATION JS*R

Student Use of the Internet and Electronic Communications

Access to electronic resources is available to students, faculty and staff in the Trinidad Public School District (TPSD Net). TPSD Net will connect all district schools and provide access to electronic networked resources, including the Internet. The district's goal in providing this service to teachers and students is to promote educational excellence in the schools by facilitating resource sharing, innovation, collaboration and communication.

Acceptable Use

The purpose of TPSD Net is to support education in the Trinidad Public Schools by providing access to a variety of resources and the opportunity for collaborative work. Individual users of the Internet are responsible for their use of the network. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is generally not consistent with the purposes of the TPSD Net. Illegal activities are strictly prohibited.

Privileges

The use of the TPSD Net is a privilege, not a right, and inappropriate use can result in a cancellation of those privileges. Inappropriate use will be assessed by the system administrators based upon the acceptable use guidelines outlined in this document. The system administrators have the right to close an account at any time. The administration, faculty and staff of Trinidad High School may deny, revoke or suspend specific user accounts.

Rules and Responsibilities

1. The use of accounts must be for education and research consistent with the educational objectives and state standards of the district.
2. As a user of this school community system, students will notify a teacher or system administrator of any violations of this contract taking place by other Trinidad students or outside parties. This may be done anonymously.
3. Users may not give their passwords to anyone. Users must sign in at a computer if a password is not needed for access to the computer.

4. Users may not offer Internet access to any individual via their TPSD Net accounts.
5. Users may not use or play any games via the network, including those accessible via Telenet, unless it is part of a class assignment or project.
6. Users may not use or alter anyone else's Internet account.
7. Users may not create or share computer viruses.
8. Users may not destroy another person's data.
9. Users are not permitted to get from or put onto the network any copyrighted material (including software) or threatening, obscene or pornographic material.
10. No illegal activities may be conducted via the network.
11. All communications and information accessible via the network.
12. Pop, candy and food are not allowed while working on or near computers.
13. Chat rooms and e-mail, unless set up or assigned for educational purposes, are not permitted.
14. If students have any questions about the legitimacy of their activities, they should ask a teacher or a building administrator.
15. Users must not bypass any security measure installed on network computers.

District Internet users are expected to abide by these generally accepted network etiquette rules. These include, but are not limited to, the following:

1. Be polite and respectful. Do not threaten, write, read or send abusive messages. Inappropriate messages can result in suspension of access privileges.
2. Treat other online users, as you would like to be treated — with respect.

WEB 2.0 STUDENT CONTRACT, TRINIDAD SCHOOL DIST. #1

Web 2.0 allows for 2-way communication and networking via the internet.

1. Students using blogs, wikis or other Web 2.0 sites agree not to post or give out **family name (last name), password, phone number, email address, home address, or other information** that could help someone locate or contact you directly. Furthermore, you will protect the identity of your classmates. Students are expected to act safely by keeping personal information out of their posts.
2. Students using Web 2.0 sites agree to **not** share their user name or password with anyone besides their teachers and parents. Student agrees to never log in as another student, staff member, administrator, fictitious name, or member of the community.

3. Students using Web 2.0 sites are expected to treat blog, wiki and other spaces as classroom spaces. Speech that is inappropriate for class is inappropriate in Web 2.0. While we encourage you to engage in conversation with other students, we also expect that you will conduct yourself in a manner reflective of a representative of TSD1 and your school.
4. Student blogs, wikis and other Web 2.0 communications that you are allowed access to at school are to be a forum for student expression. However, they are first and foremost a tool for learning. Students are welcome to post on any school-appropriate subject. **All student writings will be screened by [insert teacher name] before they are published.**
5. Student blogs and wikis are to be a vehicle for sharing student writing with real audiences. Most visitors to our site who leave comments will leave respectful, helpful messages. **These comments will be screened by [insert teacher name] before they are posted.**
6. In accordance with the Responsible Technology User Policy, students using Web 2.0 sites take good care of the computers by not downloading or installing any software without permission, and by not clicking on ads. Student will immediately inform adult of any inappropriate material and click off site.
7. Students who do not abide by these terms and conditions may lose their opportunity to participate in blogs, wikis and Web 2.0 sites.
8. Tips for publishing on-line *Be safe *Be clear (you don't want what you say to be misunderstood) *Be mindful of what you say *Be respectful to others *Be informative *Respect Copyright

Students shall request permission to use resources and suitably cite all use of websites, books, media etc. They shall use and abide by the fair use rules. They shall not install software on TSD1 machines without permission. They shall not steal music or other media, and will refrain from distributing these in a manner that violates their licenses.

By signing the student handbook agreement, students agree to always act in a manner that is respectful to themselves and others, in a way that will represent the TSD1 in a positive way. They understand that failing to follow the above will lead to appropriate sanctions being enforced.

Texting and cyber postings outside of school time need to be addressed with the Trinidad Police Department.

HEALTH

ILLNESS

Students who are ill at school may contact the secretary so that arrangements can be made for them to see the nurse when she is available. Only first aid will be provided in all cases of injury. Medications that are to be given at school must follow the medication protocol which is available from the school nurse. If it is necessary that parents be contacted due to an injury or illness, every effort will be made to contact them at the numbers they have on file at the school.
THE COLORADO SCHOOL ENTRANCE IMMUNIZATION LAW REQUIRES ALL STUDENTS TO PROVIDE PROOF OF IMMUNIZATIONS TO ATTEND SCHOOL. A RECORD MUST BE PRESENTED BY THE FIRST DAY YOUR CHILD ATTENDS SCHOOL.

IMMUNIZATIONS

If a student's certificate of immunizations is not up-to-date, parents have 14 days to show documentation that the next required immunization has been given and complete a written plan for completion of all additional required immunizations. In order to prevent your child from being suspended from school, it is important that he/she have an updated immunization record on file.
If you would like to obtain a personal, religious, or medical exemption, the back of the Certificate of Immunization must be signed and dated by the parent, guardian, or physician. You may contact your local physician or the local health department if you have any questions in regards to your child's immunization record.

APPEAL PROCESS

Any student who is dissatisfied with a decision by a teacher may appeal this to the building principal. This shall be submitted in writing within five (5) days of the incident or decision. The principal will respond to the appeal within five (5) school days to the appeal.
TRINIDAD SCHOOL DISTRICT #1 DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY, RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, OR AGE IN ACCESS TO, EMPLOYMENT IN, OR PROVISION OF ANY OF TSD#1'S PROGRAMS, BENEFITS, OR ACTIVITIES.
THE FOLLOWING PERSON HAS BEEN DESIGNATED TO HANDLE INQUIRIES REGARDING THESE POLICIES**:**
SUPERINTENDENT OF SCHOOLS, 215 S. MAPLE STREET, TRINIDAD, COLORADO 81082 - PHONE (719) 846-3324.

GRIEVANCE PROCEDURE

Any individuals who feel that they are being harassed because of their ethnicity, religious beliefs, or gender should immediately notify their building administrator. If they are not satisfied that their concerns have been addressed, they may file a grievance. Grievance forms are available in each building and in the superintendent's office. All written grievances will be responded to within five (5) working days.

SECTION 504/ADA/HARASSMENT/OTHER GRIEVANCE PROCEDURES

The Trinidad School District #1 does not discriminate on the basis of disability with regard to admission, access to services, treatment, or employment in its programs or activities. Any alleged discriminatory practices within the scope of Section 504, or the Americans with Disabilities Act, Harassment, or Other Issues should be addressed through the grievance procedure that follows:

The person who believes he/she has a valid basis for grievance under Section 504/ADA/Harassment/Other Issues shall contact the building administration. They will inform you of the proper procedures for filing your grievance.