

**ONLINE VERSION**

**TRINITY JUNIOR HIGH SCHOOL  
STUDENT - PARENT HANDBOOK  
2016/17**

v/v

*Exceptional Education in the Catholic Tradition*



**TRINITY JUNIOR HIGH**

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Fort Smith, AR 72903

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## TABLE OF CONTENTS

### INTRODUCTION

A. UNIVERSAL RIGHT TO AN EDUCATION	4
B. MISSION STATEMENT	4
C. STATEMENT OF PHILOSOPHY	4
D. GOALS AND OBJECTIVES	4
E. STANDARDS	4
F. DIOCESAN POLICY MANUAL	5
G. RIGHT TO AMEND	5

### SCHOOL OPERATIONS

A. SCHOOL OFFICE HOURS	6
B. SCHOOL DAY LENGTH	6
6 C. AFTER SCHOOL PROGRAMS	
D. SCHOOL CLOSINGS DUE TO SNOW OR ICE	6
E. ATTENDANCE	6
F. CUSTODIAL & NON-CUSTODIAL PROVISIONS	7
G. TELEPHONE	7
H. CHANGE OF ADDRESS/TELEPHONE NUMBER	7
I. STUDENT RECORDS	7
J. FAMILY EDUCATION RIGHTS AND PRIVACY ACT	8
K. ANNOUNCEMENTS	8
L. MEDICATION	8
M. PROOF OF ENROLLMENT FORMS	8
N. ACCREDITATION	8
O. ADMISSION	8
P. ENTRANCE AND REGISTRATION	8
Q. SCHOOL FEES AND TUITION	9
R. IMMUNIZATION REQUIREMENTS	9
T. HUMAN SEXUALITY POLICY	9
9 U. OPTIONAL STUDENT INSURANCE	

### PROCEDURES

A. GUIDELINES FOR ABSENCES	10
B. PLANNED ABSENCES	10
C. MAKING UP WORK MISSED AND CONSEQUENCES OF ABSENCES	10
D. TARDIES	11
E. TRUANCY	11
F. COMPLAINTS	12

### ACADEMIC PROGRAM

A. INSTRUCTIONAL READINESS	12
B. PLACEMENT IN CLASSES	12
C. HOMEWORK	13
D. RENWEB	

	E. REPORT CARDS/PROGRESS REPORTING	13
	F. GRADING SCALE	14
	G. PROMOTION POLICY	14
	H. COURSE FAILURE	14
14	I. CYBER DAYS	
	J. WITHDRAWAL FROM TRINITY	15

**SCHOOL EXPECTATIONS/DISCIPLINE**

	A. APPROPRIATE BEHAVIORAL GUIDELINES	15
	B. HONOR CODE	15
	C. DISCIPLINE GUIDELINES	16
	D. IN-SCHOOL SUSPENSION (ISS)	17
	E. OUT-OF-SCHOOL SUSPENSION (SUSPENSION)	17
	F. EXPULSION	17
	G. BULLYING	18
	H. SEXUAL HARASSMENT	18

I. PROFANITY

18

	J. TOBACCO, ALCOHOL, AND DRUG POLICIES	18
	K. WEAPONS	19
	L. BEHAVIOR NOT COVERED	19
	M. EATING, DRINKING, AND GUM	19
19	N. DRESS CODE	19

**STUDENT LIFE**

A. ACADEMIC AND SCHOOL BEHAVIOR	22
B. SCHOOL ATTENDANCE	22
C. PERSONAL APPEARANCE AND BEHAVIOR	22
D. ACTIVITIES, ORGANIZATIONS, AND CLUBS	

22

E. GENERAL POLICIES FOR PARTICIPATION	22
F. ATHLETICS AND SPIRIT SQUAD/TEAM SPECIFICS	23
G. COMMUNITY SERVICE HOURS	23
H. TRYOUTS FOR SPIRIT SQUADS	

24

I. NATIONAL JUNIOR HONOR SOCIETY	24
----------------------------------	----

### **SCHOOL ORGANIZATIONS**

A. SCHOOL BOARD	25
B. PARENT – TEACHER ORGANIZATION (PTO)	25
C. BOOSTER CLUB	26
D. PARENT VOLUNTEERS	

26

E. VIRTUS	26
-----------	----

### **SCHOOL FACILITIES**

A. LOCKERS	27
B. ELECTRONIC DEVICES	27
C. VISITORS	28
D. HALLWAYS	

28

E. LIBRARY	28
F. FACULTY WORKROOM AND LOUNGE	28
G. ACTIVITY CENTER	28
H. LOCKER ROOMS	

28

I. LUNCH	28
J. COMPUTER/INTERNET TERMS	29

**STATEMENT OF RESPONSIBILITY**

**This on-line version of the Student/Parent Handbook is for reference and understanding of the rules and regulations of Trinity Junior High School. Students and Parents are to read this handbook, then print the Statement of Responsibility, complete, sign and return to the office by August 31, 2016. Changes or additions have been highlighted for your convenience. A printed copy of this handbook is available for viewing in the office during regular business hours.**

## **INTRODUCTION**

### **A. UNIVERSAL RIGHT TO AN EDUCATION**

*“All people of every race, condition, and age, since they enjoy the dignity of a human being, have an inalienable right to an education that is in keeping with their ultimate goal, their ability, and the culture and tradition of their country, in harmony with their fraternal association with other peoples in the fostering of true unity and peace on earth. For a true education aims at ... their ultimate end and the good of the societies of which, as an adult, they will share.”*

Declaration on Christian Education  
VATICAN COUNCIL II

The Catholic schools in the Diocese of Little Rock admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The Catholic schools in the Diocese of Little Rock do not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

While the school does not discriminate against students with special needs, a full range of services may not be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student’s emotional, academic, and physical abilities, and the resources available to the school in meeting the student’s needs.

### **B. MISSION STATEMENT**

Trinity Junior High School values each student as a unique gift from God. Our mission is to prepare young men and women to build futures dedicated to service, morality and justice while recognizing the necessity of Christian faith as the foundation of a meaningful life.

### **C. STATEMENT OF PHILOSOPHY**

Trinity Junior High School exists to offer young men and women an education based on the Catechism of the Catholic Church. With parents as partners, our faculty and staff provide an exceptional academic experience focused on spiritual, emotional and social development.

We believe that an exemplary education can only be fostered in a safe environment that affirms individual worth and mutual respect. As students develop a more mature perspective of the world, the Trinity staff models Christian responsibility and encourages students to partner with the community through stewardship and service.

### **D. BASIC GOALS AND OBJECTIVES**

1. To provide a program which will help each student to grow in faith, to come to a better understanding of his/her relationship with God, and to become an active member of the Christian community.
2. To spread the good news of the Christian message.
3. To provide each student with the opportunities to develop his/her educational skills and mental abilities according to his/her God-given talents.
4. To develop in each student a strong character which would exhibit respect and appreciate not only his/her own life, but the lives of others.
5. To establish a community of faith with the students, teachers, administrators, and parents, and to spread this to the surrounding local community.
6. To guide, to reason with, and when necessary, to impose discipline in order to enable the students to achieve self-discipline.

7. To encourage open communication between parents and teachers that will benefit the well being of the child's educational endeavor.

## **E. STANDARDS**

Manual of Policy and Regulations, Elementary and Secondary Catholic Schools of Arkansas, Diocese of Little Rock

- **STANDARD I**

EVERY CATHOLIC SCHOOL IN THE DIOCESE WILL PROVIDE A RELIGIOUS ATMOSPHERE AND PROGRAMS WHICH FOSTER AND DEEPEN KNOWLEDGE OF THE CATHOLIC FAITH AND PRACTICE OF A CHRISTIAN LIFE.

- Each school will develop a policy manual which contains its philosophy and lists its goals to correspond to the goals in the diocesan manual. This book will also contain the policies and regulations which pertain to the particular school. A current copy of this manual is to be on file in the diocesan office.
- This school manual will be distributed to school board members, faculty, and parents. Each school will evaluate its policies annually.
- Each school will give top priority to religion in the curriculum and will use approved religion texts.
- The school will work closely with the parish of each child for the preparation of the sacraments.
- Each school will provide opportunities of liturgical and paraliturgical services. Prayer will be interspersed throughout the school day.
- Schools will integrate faith and life by promoting understanding of the teachings of the Catholic Church through instruction and activities concerning vocations, missions, world hunger, justice, peace, and respect for life.

- **STANDARD II**

EVERY CATHOLIC SCHOOL IN THE DIOCESE WILL STRIVE FOR THE HIGHEST QUALITY EDUCATION AND TO THIS END EVERY CATHOLIC SCHOOL WILL MAINTAIN THE STANDARDS REQUIRED BY THE DIOCESE.

- Each school will adhere to the policies and regulations outlined in the diocesan policy manual concerning the operation of the school.
- A desk copy of the official diocesan manual will be provided for school board members and teachers.

- **STANDARD III**

EACH CATHOLIC CHILD IN A PARISH WITH A CATHOLIC SCHOOL WILL HAVE AN EQUAL OPPORTUNITY TO ATTEND THE CATHOLIC SCHOOL, REGARDLESS OF FINANCIAL SITUATION. NO CHILD OF A PARISHIONER WILL BE DENIED THE OPPORTUNITY TO ATTEND THEIR PARISH SCHOOL DUE SOLELY TO THE INABILITY TO PAY FULL TUITION.

- Parishioners will be encouraged by the pastor to support the parish school in a meaningful way, such as "Adopt-a-Student," periodic collections, fund raising activities, and volunteering time and talents.
- Parish tuition grants will be established for needy children of parishioners.
- An educational trust fund will be established to insure adequate support for the school.

- **STANDARD IV**

EVERY SCHOOL IN THE DIOCESE WILL REFLECT IN ITS ENROLLMENT AND/OR RESOURCES THAT IT IS SERVING THE POOR AND MINORITIES IN THE PARISH.

- Schools will make positive efforts to enroll the poor and minority students in the parish.
- Schools will adhere to the non-discriminatory policies in the diocesan policy manual when hiring minority faculty members.

- STANDARD V

EVERY CATHOLIC SCHOOL WILL FOLLOW THE ADMISSION POLICIES AS OUTLINED IN THE DIOCESAN POLICY MANUAL.

- Catholic students take precedence over other students.
- As part of the mission of evangelization, students who are not Catholic may be admitted on a space available basis.

## **F. DIOCESAN POLICY MANUAL**

THE DIOCESAN MANUAL OF POLICIES AND REGULATIONS FOR ELEMENTARY AND SECONDARY SCHOOLS WILL GOVERN ALL CATHOLIC SCHOOLS IN THE DIOCESE OF LITTLE ROCK. (Diocesan Policy 3.01)

## **G. RIGHT TO AMEND**

Trinity Junior High School reserves the right to amend this Student-Parent Handbook. Notice of Amendments will be mailed or posted on the website.

## **SCHOOL OPERATIONS**

### **A. SCHOOL OFFICE HOURS**

School office hours are 7:30 a.m. to 4:00 p.m. when school is in session. Summer hours vary.

### **B. SCHOOL DAY**

Parents may drop students at the gym beginning at 7:30 a.m. Athletics may begin at an earlier time in the B.C. and Fran Brock Activity Center (gym). The school day concludes at 3:20 p.m. Generally, students are permitted to enter the building at 7:50 a.m. As students arrive in the morning, they MUST wait in the gym or courtyard until dismissed to the school building.

### **C. AFTER SCHOOL PROGRAMS**

1. Math Lab is available Monday-Thursday from 3:30-4:00. Only students needing help in math are to attend. There is no charge for this service.

### **D. SCHOOL CLOSINGS**

- SNOW OR ICE

Trinity Junior High usually dismisses school in conjunction with the Fort Smith Public Schools in the event of inclement weather. Parents and students are encouraged to listen to local media for closure information. Trinity uses RenWeb and Facebook for email and text communication with parents. Use your parental judgment for safety.

- OTHER EMERGENCIES

The decision to close school temporarily due to an emergency such as an epidemic or an inability to operate the school effectively rests with the principal. Every effort will be made using Renweb to notify parents if any type of emergency situation arises.

### **E. ATTENDANCE**

ACCORDING TO STATE LAW, EVERY PARENT/GUARDIAN OR OTHER PERSON RESIDING IN THE STATE OF ARKANSAS AND HAVING THE CUSTODY OR CHARGE OF ANY CHILD OR CHILDREN BETWEEN THE AGES OF FIVE (5) AND SEVENTEEN (17) (both inclusive) WILL SEND SUCH CHILDREN TO A PUBLIC, PRIVATE, OR PAROCHIAL SCHOOL, OR HOMESCHOOL...UNDER SUCH PENALTY FOR NON-COMPLIANCE WITH THIS SECTION. (Arkansas Ann.6-18-201)



- Trinity students are expected to attend all classes for which they have been scheduled as well as other events and activities occurring during the school day (e.g., liturgies, assemblies, etc.). Exceptions to the above mentioned policy include illness, attendance at a funeral, doctors' appointments, court appearances, and attendance at official school sponsored activities. If any clarification must be made regarding the absence of a student, the principal will make this determination.
- **Generally, a pupil who has accumulated twenty (20) days of absences during the school year will be required to attend summer school, to make up the work missed, or to repeat the grade. (Diocesan Policy 2.04.2)** After ten (10) days of absence, the parent and student will receive written notification by the principal and will be required to present a physician's note explaining the circumstances for any future absences.
- No excused absences will be granted the days and times of standardized testing unless accompanied by doctor's orders for the absence of the student. Make-ups for standardized tests will be given in accordance with the regulations of the testing company.
- Procedures for absences may be found in the Procedures section.
- Students may not leave the school premises during the school day without the explicit permission of the principal. Permission may never be presumed.
- Students 0-9 minutes late for class will be considered tardy, students 10-24 minutes late for class will be considered ½ period absent, and students 25+ minutes late for class will be considered absent for the entire period.

### **Semester Test Exemption Policy**

**Students who have an A in a class with four (4) or less absences in a semester will be exempt from taking the semester test. Students who have a B in a class with three (3) or less absences will be exempt from taking the semester test. Students with a C and/or five (5) or more absences in a class will be required to take the semester test.**

**Three (3) tardies in a class will result in one (1) absence. School business absences will not be counted. In- and out-of-school suspensions will be counted as absences.**

**Students who qualify for the exemption but elect to take the test in order to raise their grade may not have their semester grade lowered as a result of the optional test.**

**Semester tests are worth 5% of the student's total grade each semester.**

## **F. CUSTODIAL & NON-CUSTODIAL PROVISIONS**

Trinity Junior High School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. It is the policy of Trinity Junior High School and the School Board to afford both custodial and non-custodial parents the same access to their children and the same rights and responsibilities toward their children.

The non-custodial parent will be given access to any and all information with regard to their students' attendance and participation in all Trinity Junior High School functions. It is further the policy of the School to allow the non-custodial parent free access to his/her child during the school day and after school hours for school-related activities, lunch, and transportation to and from school.

If any other arrangement exists, it is the custodial parent's responsibility to provide the school principal with court documentation or some other type of legal agreement signed by both parents. Trinity personnel will be informed of any custody arrangement affecting their student(s) that legally prohibits the sharing of information and/or access to the student.

All court documents and legal filings that are provided to the school will be maintained in the counselor's office along with the student's permanent records. Parents are strongly encouraged to inform the school of all court-ordered custody arrangements.

Decisions regarding need of medical, dental, or psychological treatments and appointments will remain with the custodial parent unless the custody decree states differently or the custodial parent gives written permission.

## **G. TELEPHONE**

- Students may use the office phones with permission from the office staff. Students are strongly discouraged from leaving class to make phone calls.
- Telephone messages to students from parents should be made only for reasons that cannot be postponed. Students are called to the office to pick up messages.
- **Cell phones must be silenced and put away in student lockers upon entering the school campus at the beginning of the day.**
- Cell phone use and/or possession during regular school hours is strictly forbidden unless it is a designated Bring Your Own Device (BYOD) day. Violation of this policy will result in consequences for the student as well as confiscation of the cell phone by school personnel. The parent will be required to pick up the cell phone from the principal after all incidents.
- Consequences for unauthorized cell phone use/possession:

**1<sup>st</sup> offense: Phone taken and must be picked up after school in office.**

**2<sup>nd</sup> offense: Phone taken and must be picked up after school in office BY PARENT.**

**3<sup>rd</sup> offense and above: Phone taken and must be picked up after school in office BY PARENT.  
Morning detention assigned.**

## **H. CHANGE OF ADDRESS/TELEPHONE NUMBER**

Any change of address or phone number, or other information kept on file by the school, should be reported to the office as soon as possible so that school records may be kept current.

## **I. STUDENT RECORDS**

- The school keeps full and accurate records of each student's attendance and academic progress. These student records are kept permanently at Trinity Junior High. When a student transfers to another school during the school year, a transcript of attendance, academic progress, test scores, and health records will be given to the parents to submit to the new school. At the conclusion of the 9<sup>th</sup> grade, students' records will be sent by Trinity to the students' prospective high school. No records will be sent until all charges have been paid.
- No data shall be released concerning any student without written parental consent. Parents shall have full access to and the right to challenge the accuracy of data on their children's records. No one except school personnel and parents have access to pupil data without either a subpoena or written permission of the student and his/her parent(s) or guardian(s).
- Non-custodial parents who wish to receive copies of progress reports, report cards, and newsletters should notify the school office at the beginning of the school year.

## **J. FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

The Family Education Rights and Privacy Act (FERPA) afford parents certain rights with respect to the student's educational record.

1. Parents and students (once over the age of 18) have the right of access to the student's official academic records. Each student has an official folder in which is placed academic transcripts and academic testing.
2. Information which is considered to be directory information will be subject to public disclosure in Trinity's Student Directory, as well as for press notification regarding public recognition of honors/awards. Parents have the right to restrict the dissemination of this directory information by indicating so on the Statement of Responsibility form located at the back of this handbook.

## **K. ANNOUNCEMENTS**

- Announcements are made daily at the beginning of 2<sup>nd</sup> Period after the devotional and the Pledge of Allegiance. Additional announcements will be made throughout the day as needed.
- All announcements must be approved by the principal and must be in the office by 8:30 a.m. for the morning announcements. Copies of morning announcements will be posted during 2<sup>nd</sup> period.

- Students are expected to be respectful and quiet during the devotional, the Pledge, and the announcements. NO EXCEPTIONS.

## L. MEDICATION

MEDICINE OF ANY KIND WILL NOT TO BE PROVIDED BY THE SCHOOL. NO MEDICATION WILL BE ADMINISTERED TO A STUDENT BY ANY SCHOOL PERSONNEL WITHOUT A WRITTEN DIRECTIVE FROM THE PARENT OR GUARDIAN. (Diocesan Policy 2.22)

No medication may be given to a student without a written directive signed by the parent or guardian. The written directive signed by the parent/guardian will include the time(s) the medication is to be administered to the student and must be on file in the school office.

**If you did not complete a Consent for Administering Prescription and Non-Prescription Medications at registration please complete the release at the back of this handbook if your child needs to take medication during school hours.** Any medication brought to school will be stored in a designated place under the control and supervision of office personnel. (Diocesan Policy 2.13) Medication sent to Trinity must be labeled with the student's name and be in its original container.

## M. PROOF OF ENROLLMENT FORMS

- In order to secure drivers' licenses and permits, students are required to provide proof of school enrollment. These state mandated forms are available in the school office. Students must request these forms from the school secretary **at least two days in advance.**
- **Forms are issued during summer months on Tuesday & Wednesday mornings.**

## N. ACCREDITATION

Trinity Junior High School is a member of the Arkansas Non-Public School Accreditation Association.

## O. ADMISSION

- Trinity Junior High School will admit students of any race, color, national, or ethnic origin and will afford them all the rights, privileges, programs, and activities generally accorded or made available to its students.
- Priority for admission will be given to the parishioners of the Fort Smith, Van Buren, Barling and Jenny Lind parishes. When space is available, non-parishioners may be admitted.

## P. ENTRANCE AND REGISTRATION

Trinity Junior High registration is held each spring, with final registration in August. At the time of registration, all students new to Trinity must present the following:

- Documentation of state required immunizations
- Birth certificate
- Baptismal certificate if Catholic or parish form

## Q. SCHOOL FEES AND TUITION

- Fees
  - o Hardback book rentals, consumable book fees, facility fees, etc., are included in monthly tuition amounts, dividing them into ten (10) or twelve (12) equal installments. Occasionally, your student may be assessed an additional fee depending on the circumstances and the program(s) in which they are enrolled.
  - o All parents must complete a payment agreement for monthly payments or pay for a full or half year in advance.
- Tuition
  - Parishioners of Christ the King, Immaculate Conception, Sacred Heart of Mary, St. Boniface, or St. Michael's will pay a parish-approved Catholic rate, and all non-Catholic students will pay the standard rate.

- **Financial aid information may be obtained from the FACTS tuition assistance website during open enrollment each spring. All families who wish to apply for assistance MUST complete the application process on the FACTS website each year.**
- **Any account 60 days overdue may be turned over to a collection agency or to small claims court for collection.**
- **Any account over 60 days past due makes students immediately ineligible for participation in any activities/sports according to the Arkansas Activities Association rules.**

## **R. IMMUNIZATION REQUIREMENTS**

The Arkansas Department of Health requires the following immunizations for a student to be admitted to school: All students Kindergarten through 12th grade will need the following:

- 5 doses of DTaP
  - **minimum of 4 doses if the 4th dose was administered on or after the 4th birthday**
- 4 doses of polio with the last dose **on or after the 4th birthday**
- 2 doses of varicella (chicken pox)
  - may accept written **DOCUMENTATION from M.D./DO/ANP/PA only**
- 2 doses of MMR (measles, mumps, rubella)
- 3 doses of Hep B (if alternate 2 dose series was given, must be indicated on record)

Additionally: If your child will be entering 7th grade

- 1 dose of Meningococcal vaccine

No child shall be admitted to a public or private school that has not been immunized as evidenced by an immunization record from a licensed physician or a public health department. Every child must have received all of the vaccines, be in-process of receiving needed doses, produce a letter from the Arkansas Department of Health approving serology as proof of immunity, or applied for an exemption to continue attendance.

## **S. TRANSFER STUDENTS**

Generally, students are not encouraged to transfer to Trinity after they have attended the first five days of a given semester at another school. However, exceptions can be made on an individual basis at the discretion of the principal after consulting with and receiving the permission of the pastoral administrator. If a waiting list is in place, accepted students may be contacted for admission if room becomes available during the school year.

**T. Trinity Catholic Junior High has fully adopted the Diocese of Little Rock's *Human Sexuality* policy. The diocesan human sexuality policy is a part of the diocesan *Manual of Policies and Regulations for Catholic schools*, and is located in subsection 4.42 of the section titled "4.0 Students." It can be viewed on the Catholic Schools Office website at:<http://www.dolr.org/schools/policy-manual>**

**U.** Our school/district has selected the **Student Insurance Plan** from K&K Insurance Group to make reliable coverage available to parents. If you don't have other insurance, this plan may be a resource to consider. Additionally, even if you have other coverage, this plan can help fill expensive "gaps" caused by deductible and co-pays. Coverage may be purchased at any time during the school year by visiting [www.studentinsurance-kk.com](http://www.studentinsurance-kk.com).

## **PROCEDURES**

### **A. GUIDELINES TO FOLLOW FOR ABSENCES**

1. When a student is unable to attend school, a parent or guardian must telephone or email the school office (782-2451 or [mnewman@trinitycatholicjh.org](mailto:mnewman@trinitycatholicjh.org)) before 8:30 a.m. to report the student's absence.
2. Parents are strongly encouraged not to schedule medical, dental or other appointments during regular school hours. If such an appointment is unavoidable, parents are asked to vary the times appointments are scheduled so students are not consistently missing the same classes.

3. Parents are required to sign students out in the office any time they plan to check the student out of school and leave the campus. Parents DO NOT have to come in and sign their student back in after returning from an appointment; However, the student must present a doctor's statement and sign back in to school upon return from such an appointment.
4. Students who become ill during the day will report to the office. Parents will be notified.

## B. PLANNED ABSENCES

While the school does not encourage students to miss school for any reason, they are asked to follow the procedure below. The purpose is to notify school personnel of a student's planned absence and give the student an opportunity to gather assignments prior to being gone. **School-sponsored activities are automatically excused (e.g., academic and athletic competitions).**

1. Student must complete the form and indicate specific date(s) and reason(s) for the absence.
2. Student must present the form to teachers and obtain signatures and information about assignments.
3. For each day of absence, the student is given two days after returning to complete and turn in assignments, make up tests, etc. See bullet points below for exceptions.
4. Failure to follow the above procedures will result in an unexcused absence and make-up work will be subject to late work policies.
5. **School sponsored activities are automatically excused. No form is necessary.**

*\*It is the student's responsibility to make up all class work, assignments and tests missed due to the absence, according to school guidelines.*

## C. MAKING UP WORK MISSED/CONSEQUENCES OF ABSENCES

Absence for sufficient reason affords the student an opportunity to make up missed work for credit. In general, the following guidelines will apply for making up work missed due to absence:

- **Students who are in the building for any part of the day are required to turn in all assignments due that day to all of their classes.** Otherwise, late penalties shall apply. For example, students who arrive late or leave early must turn in all work due that day. The exception to this rule applies to emergencies.
- **It is the student's responsibility to obtain make-up assignments from teachers.** It is recommended that students talk to each teacher regarding their make-up work in order to receive specific instructions and directives.
- **L ong-range assignments/projects** made previously by a teacher (i.e., prior to a student's absence) are due on the date assigned. Otherwise, late penalties shall generally apply.
- **Previously assigned homework** is due the day the student returns. Otherwise, late penalties shall generally apply.
- Students who are absent the day of a test or quiz should expect to take these tests/quizzes on the day they return. These tests will typically be scheduled outside of class time (i.e., during Study Hall). A teacher may elect to administer the test/quiz on a different day. It is the student's responsibility, upon returning to school, to meet with the teacher to schedule a time to take the make-up test/quiz.
- Parents of students absent from school need to check RenWeb for assignments.
- **Students will follow the Policy for Late Work as outlined in the Homework Policy unless arrangements have been made with the teacher.**
- Parents of children absent from school for extended periods of time due to major illnesses should contact the counselor to discuss assignments from teachers. Parents should encourage their children to work on an appropriate amount of schoolwork so that, upon return to school, students' progress will not be jeopardized.
- Students must submit make-up work according to the following guideline unless other arrangements are made with the teacher with the principal's approval:
  - **One-day absence:** work is due within two days after returning to school.
  - **Two-day absence:** work is due within four days after returning to school.

*\*For each day of absence, the student is given two days after returning to complete and turn in assignments, make up tests, etc.*
- Students **suspended** from school/class are required to turn in previously made assignments as well as any/all assignments given during the course of their suspension. While suspended, students are expected to complete class work/tests. Failure to do so may result in additional consequences.

Students who serve an in-school suspension (ISS) will receive full credit for their work, students who serve an out-of-school suspension will receive one-half credit.

- Students **suspended** from school are also suspended from participation in extracurricular activities including school social activities (e.g., school dances and athletic games, practices, etc.) for the duration of their suspension. This includes in-school suspension (ISS).

#### D. TARDIES

FOR A STUDENT TO MAKE SATISFACTORY IMPROVEMENT IN SCHOOL, IT IS NECESSARY THAT HE/SHE BE PRESENT ON A DAILY BASIS WHEN CLASSES BEGIN. TARDINESS INTERFERES WITH PROGRESS IN SCHOOL AND CONSTITUTES A DISTURBANCE FOR ALL MEMBERS OF THE CLASS. (Diocesan Policy 2.09)

- Frequent or perpetual tardiness to class is unacceptable. During the first few minutes of the day and of each class, the tone and agenda are set for the rest of the period. In being late, students interrupt the instructional flow and deprive the teacher of the class's full attention. This wastes valuable time as it requires the teacher to repeat directives and information when students enter the room late. Adequate time between classes has been scheduled so tardiness should not be a problem for students.
- A student is considered tardy if not in the classroom when the bell rings. Please note that many teachers require students to be in their assigned seat WHEN the bell rings to avoid being considered tardy.
- Consequences for tardies are assigned per semester, per class period (see below).
- Students who arrive late to 1<sup>st</sup> period MUST report to office before going to class.
- The only exception granted for tardiness applies to students who, upon arrival at school, submit a written doctor's excuse/appointment slip for that morning, thus verifying the reason for their tardiness. Students will still be counted as absent/ tardy for classes missed.
- Consequences:
  - 1<sup>st</sup> tardy -- Warning by teacher and documented by teacher in attendance chart
  - 2<sup>nd</sup> tardy -- Referral sent to principal and documented by teacher in attendance chart
  - 3<sup>rd</sup> tardy -- Referral sent to principal, documented by teacher in attendance chart, and counts as an absence for that class and may affect semester testing exemption.

4<sup>th</sup> tardy -- Above consequences apply and additional discretion.  
consequences may be applied at the principal's discretion.

#### E. TRUANCY

- Truancy, absence for all or part of the school day without permission of parents and school authorities, is considered an unexcused absence and the student will be assigned consequences. Students are also truant if they:
  - Leave the school without checking out through the office.
  - Are absent from a class without permission.
  - Become ill and go home/stay in the restroom/other location instead of reporting to the office.
  - Obtain a hall pass to go to a certain place but do not report there.
- In all cases, parents will be notified by the principal and the consequence assigned to the student will be discussed. Students who are truant are subject to a minimum penalty of In-School Suspension and a maximum penalty of expulsion.

#### F. COMPLAINTS

ANY PERSON FEELING AGGRIEVED CONCERNING ANY MATTER CONNECTED WITH THE SCHOOL WILL CONTACT THE INDIVIDUAL CONCERNED BEFORE DISCUSSING IT WITH OTHER PATRONS.

- **If a person has a complaint about a teacher, the individual must first go to the teacher to seek a solution to the problem.**
- **If the matter cannot be resolved satisfactorily, the person will contact the principal for an appointment.**
- **If the problem is still not resolved, the person will contact the pastoral administrator to discuss the matter.**
- **If no solution is found to the problem, the matter will be referred to the Superintendent.**

### ACADEMIC PROGRAM

## A. INSTRUCTIONAL READINESS

Students are expected to report to each class on time and with the proper materials (e.g., textbooks, pen, assignments) required by each teacher. Being prepared allows students and teachers to make the best use of instructional time.

## B. PLACEMENT IN CLASSES

Each year, students' placement in classes is carefully considered in order to set the stage for them to be successful. The courses offered vary from year to year and subject to subject. Final placement in courses is made according to academic requirements, student choices, class availability, past school performance (academic and behavioral), achievement on standardized tests and other placement tests, class sizes, and schedule conflicts. **Please be advised that a faculty recommendation is one major determination for student eligibility for enrollment in all Pre-AP courses. All students who wish to take a Pre-AP class must sign a contract along with their parents to secure a seat in the class.** *An agreement must be signed by Pre-AP students and parent.* All class changes must be made by the administration. Schedule changes may not be considered after five days of a new semester.

### Trinity Junior High School Pre-AP Course Agreement

Pre-Advanced Placement (Pre-AP) courses are advanced, academically rigorous courses designed to consistently challenge students to expand their content knowledge and skills to higher levels. Pre-AP courses prepare students for Advanced Placement (AP) courses, which are college-level courses taught in high school.

#### Expectations of Pre-AP Students:

- Students will check grades weekly via RenWeb.
- Students will expect to have substantial amounts of independent work and /or homework, amounting to several hours per week for each Pre-AP course.
- Students will budget time effectively to meet course requirements while participating in extra-curricular activities.
- Students will be fully prepared for each class period with required assignments and materials.
- Students will make maximum use of class time by behaving appropriately and minimizing disruptions.
- Students will consistently produce high quality work.

#### Expectations of Parents of Pre-AP Students:

- Parents will carefully consider the student's ability to manage time effectively and formulate a plan for assisting students in balancing the rigorous demands of the course with extracurricular commitments.
- Parents will encourage time management and organization skills that Pre-AP courses demand.

#### Pre-AP Course Removal:

If a student underperforms in a Pre-AP course, he or she may be removed and placed in a regular course. Once the student is removed, he or she will not be allowed to re-enroll in a Pre-AP Course for the remainder of the school year. The following conditions will constitute removal:

- Student receives a grade below a C (69.5) at the end of a quarter.
- Student has three (3) late or missing assignments in a quarter.
- Student exhibits inappropriate or disruptive behavior (as determined by the teacher) during class and/or fails to be consistently prepared for class with required assignments and materials. If the behavior is not corrected after verbal warnings from the teacher, one written warning will be provided to the parents via email or mail. If the student's behavior is not corrected immediately after the written warning, he or she will be removed from the course.

## C. HOMEWORK POLICY

Homework is an integral part of the Trinity program. Homework builds self-discipline, reinforces study skills, and provides practice and review

#### Expectations of Students:

- Be diligent about recording all assignments in planner.
- Talk with teachers to clarify understanding of assignments before leaving class.
- Take home necessary materials to complete homework.
- Budget time accordingly for long-term assignments.
- Regularly check grades and assignments on RenWeb.
- Check with teachers for assignments when you return from an absence. It is your responsibility.
- Promptly complete any missed work due to absence.

#### **Expectations of Parents:**

- Provide a suitable time and place for student to complete homework.
- Monitor and assist students with assignments, but do not do the work.
- Communicate with teachers first to share concerns about homework. If your issues are not resolved, communicate your concerns to the principal.
- Regularly check RenWeb for assignments, announcements, and grade reports.

#### **Expectations for Faculty:**

- Assign quality homework tasks.
- Provide clear expectations of assignments and due dates.
- Provide appropriate and timely feedback.
- Coordinate lesson plans, homework assignments, and long-term projects with school-sponsored events so students are not overburdened.
- Communicate with other faculty to coordinate exams so students can perform successfully.

#### **Policy for Late Work and Zeros:**

- If an assignment is one day late, the student may lose up to 20% of points
- Two (2) days late may result in up to a 50% loss of points
- Late work of two (2) days or more may result in the following:
  - a. Teacher will communicate with parents by telephone or email; administration will be notified.
  - b. A discipline referral will be made to an administrator and consequences will be applied.

#### **D. RenWeb**

The faculty and staff at Trinity Junior High utilize RenWeb, an on-line assignment/information website that is available for all students and parents. This system enables students to access a particular teacher's classroom assignments by date in order to further support them off campus in their homework endeavors. All students and parents are encouraged to access and implement this program as a means of clarification or completion of work so that success can be obtained for each and every student in the educational setting. Specific log-in information and access codes will be distributed when school begins in the fall.

Trinity staff members as well as auxiliary groups often post practice schedules, calendars of events, project timelines, etc. to better ensure success for students and keep lines of communication open between the school and the home.

Trinity also uses RenWeb and Facebook to connect with parents.

#### **E. REPORT CARDS AND PROGRESS REPORTING**

- Report cards are distributed once every quarter. Mid-term progress reports may be mailed home each four and one-half weeks to the parents of students who are doing unsatisfactory work, or whose conduct is unacceptable. Teachers may elect to give progress reports to all students.
- Parents are encouraged to be knowledgeable about their child's academic and behavioral progress. Conferences may be arranged with teacher(s) at the parents' or teachers' request.
- School-wide parent conference times are scheduled at the end of the first and third quarters. Please refer to the school calendar for these specific dates.

#### **F. GRADING SCALE**

The following grading system and values are used in computing grade point averages:



A	90 – 100	4.0
B	80 – 89	3.0
C	70 – 79	2.0
D	60 – 69	1.0
F	0 – 59	0.0

## H. PROMOTION POLICY

A STUDENT IS PROMOTED EACH YEAR ON THE RECOMMENDATION OF THE TEACHER AND THE PRINCIPAL. WHEN MAKING AN EVALUATION OF THE STUDENT'S ACADEMIC PROGRESS, THE TEACHER WILL CONSIDER THE SOCIAL, EMOTIONAL, PHYSICAL, AND MORAL DEVELOPMENT OF THE STUDENT, WHICH AT TIMES SHOULD BE GIVEN PREFERENCE OVER ACADEMIC PERFORMANCE (Diocesan Policy 2.07).

- Promotion will be based on a computed grade point of 0.7 in each subject.
- If a student fails one major core subject, he/she is required to complete summer school classes/tutoring as approved by the principal.
- Two major subject areas constitute a grade failure unless made up in the summer through an approved method with prior approval by the principal.
- Proof of attendance/completion of a summer course with passing marks must be presented to the principal before the student is permitted promotion to the next grade.
- Ninth graders must make up every semester unit failed.

## I. COURSE FAILURE

- Students who fail a class in a major core subject area will be notified by letter from the school counselor at the conclusion of the school year.
- A student is considered to have failed a semester if they have a semester average of less than 60%.
- In order to bring the grade **to a 65%** on the student transcript, the student must complete one of the following courses of study:
  - o Attend an approved summer school program. Approval must be granted in advance by the principal or the counselor. The student must complete study in the subject area and present verification of successful completion.
  - o The student can repeat the course under the guidance of a certified teacher, completing and passing all chapter tests in the subject area. Verification of the successful completion must be submitted by the certified teacher to the school.
  - o Successfully complete a pre-approved correspondence/on-line course and submit verification of that successful completion to the school.

**\*The course of study chosen by the student MUST be approved by the principal and the counselor prior to completion of the class. Failure to do so may result in not receiving credit for the course.**

- Any student who does not repeat a failed course during the summer months will be required to reenroll in the course the following year.

## J. CYBER DAYS

"Cyber Days" combine online educational tools with teacher planning and creativity to help students make the most of days where inclement weather forces cancellation of the regular school day. Assignments are done at home.

Teachers will upload assignments on their class website on the RenWeb site. All assignments and links will be listed under the Resources tab in Parents Web.

Please contact your teachers PRIOR to cyber days if you do not have access so other arrangements can be made for your child.

Students will have 5 days to complete their assignments, unless the teacher has specifically assigned a due date to the project, and/or the teacher has assigned homework to be turned in the next day then the Student Handbook rules will apply.

Cyber day lessons count for grades just like regular class days.

Most assignments should not require a textbook to complete. Just to be safe, students should take home their textbooks if possible.

## K. WITHDRAWAL FROM TRINITY JUNIOR HIGH SCHOOL

Students must submit a completed check-list, signed by all teachers/sponsors, stating that all books, equipment, uniforms, etc., have been turned in to the appropriate person.

## SCHOOL EXPECTATIONS/DISCIPLINE

Students are expected and encouraged to grow in their understanding of moral and honorable behavior while enrolled at Trinity Junior High School. In order to build a community where trust and respect are the foundation, it is important that students strive for the highest standards of honesty, integrity, and responsibility for their actions as well as in their treatment of others. To achieve an atmosphere where the Catholic faith, academic excellence, service, leadership, and character can be pursued, students and their parents must support the policies and regulations set forth by the Trinity administration and the staff.

Students must avoid conduct outside of school that would bring unfavorable criticism or publicity to the school or that would introduce unhealthy influences into the student body. Trinity Junior High enjoys a positive reputation in the community, and any action in which students participate that detracts from that reputation will result in punishment administered by the school. Once again, student behavior off campus may have serious consequences on campus. Firm, fair, and fast, consequences for negative behavior will be applied. Depending on the frequency and/or seriousness of the offense, suspension or expulsion may follow the infraction of the preceding general rules and particular rules that follow.

### A. APPROPRIATE BEHAVIORAL GUIDELINES

- Trinity Junior High, as well as other Catholic schools in the United States, has earned a reputation based on its high academic standards, the emphasis on values and morals, and the sense of discipline and order in the school. In such an atmosphere, teaching and learning must occur so that students prosper spiritually, academically, and emotionally. To ensure these goals, **students are expected to use appropriate behavior not only on school premises, but at any time they are in school uniform or representing the school in any way.** Students must realize that they are always a representative of and identified as TJH students whether they are in uniform or not.
- Generally, acceptable student behavior can be described as **behavior that assures the right of every student to learn, the right of every teacher to teach, and clearly demonstrates respect for the personal, civil, and property rights of others.** Students are expected to be courteous, attentive, and respectful.
- Students unable to abide by established school behavioral guidelines are subject to disciplinary actions.

### B. HONOR CODE

Basic Christian values call each student to use his/her God-given gifts and talents and to do so honestly. As a learning community, Trinity is committed to the development of personal honor and integrity for all its members. All who attend Trinity Junior High have the right to feel confident in the integrity and honesty of their peers. Every student is expected to conduct themselves as persons of honor whose academic accomplishments are a result of his/her own efforts, who accepts responsibility when confronted with an honor violation and who responds maturely to his/her correction or discipline.

**If a student is unsure how the Honor Code applies in a particular situation, it is ultimately the student's responsibility to clarify these areas with his/her teacher.**

- **The most serious violations** of our standard of academic honesty include theft and/or distribution of an exam; theft of, or tampering with a teacher's grade book or teachers' manuals. Such violations may result in a student's expulsion, suspension, and/or other disciplinary actions.

- **Other very serious violations** include flagrant plagiarism; duplication of another person's research papers; cheating on a test by copying answers from a source brought into the room; providing test answers to another student prior to or during a test; obtaining test answers from a student who previously completed a test; theft of or tampering with another student's work, including by computer; looking at another student's paper during a test; misgrading assignments and/or tests.
- **Individual teachers will explain to their students how the standard of academic honesty applies to their classes.** Clarification of teacher expectations regarding test taking, citing of references, cooperative work by students, etc., will be made at the beginning of each course.
- On all tests, exams, term papers, and other assignments, students must verify that all work attempted was completed by that individual alone. **The student's signature on the work becomes the student's verification of honesty and personal honor in completing the work assignment.**

## CONSEQUENCES

Such violations automatically result in:

1. A zero for the particular test or assignment,
2. Notification of parents, and the principal, who will decide on other appropriate disciplinary actions which may include but are not limited to a minimum penalty of detention with a maximum penalty of expulsion.

## C. DISCIPLINE GUIDELINES

Respect is a crucial requirement for growth. The goal of Trinity is to provide a learning environment in which students and staff relate to each other with Christ-like respect and dignity, allowing for spiritual, intellectual, and physical growth, without intimidation or threat. **Behavior is the responsibility of the student** and the student should be prepared to accept the consequences for actions that do not conform to a Catholic school setting as well as Trinity Junior High School standards.

GOOD ORDER BY STUDENTS IS EXPECTED IN EVERY SCHOOL. RULES AND EXPECTATIONS, TOGETHER WITH THE CONSEQUENCES FOR INFRACTIONS, ARE TO BE ESTABLISHED BY THE LOCAL ADMINISTRATION AND PUBLISHED IN THE SCHOOL'S MANUAL. THE FOLLOWING REGULATIONS ARE TO BE MET IN THE FORMULATION OF SUCH POLICIES:

- Good classroom discipline is first and foremost the responsibility of the classroom teacher.
- Corporal punishment is contrary to diocesan policy and is not to be used as a means of student control.
- Emphasis is placed on positive values rather than negative. When violations do occur, each case will be addressed with respect to the personal dignity of the student, the teacher, and all who have been offended by the student's misconduct.
- Means of coping with problem situations are to deny privileges to misbehaving students, talk to the student in private, inform parents or guardians, and/or seek positive help for the student from their counselor.
- Serious or continuous disciplinary problems will be referred to the principal, and parents will be notified of the infractions and of the disciplinary action taken.
- If a student cannot be helped through any of the above means, the principal will follow the procedure for suspension or expulsion.
- Examples of conduct not tolerated:
  - a. Any disorderly conduct/destruction of property. Students will pay for damage to school property.
  - b. Disrespect or abuse of school staff or students.
  - c. Possession of firearms or other weapons (replicas included).
  - d. Theft.
  - e. Possession of or use of alcohol, tobacco, or drugs.
  - f. Involvement in or possession of occult or satanic games, cards, or other paraphernalia. (Diocesan Policy 2.11)
  - g. Harassment/Bullying.
  - h. Cell phone use except on BYOD days.
- **CONSEQUENCES**
  - o Sanctions will include a minimum penalty of a reprimand and a maximum penalty of expulsion.

- o Depending on the severity of the offense, other consequences may include, but are not limited to:
  - Loss of club/activity/athletic participation
  - Removal from class
  - Morning Detention
  - In-School Suspension (ISS). Refer to section “D” below.
  - Out-of-School Suspension. Refer to section “E” below.
  - Expulsion. Refer to section “F” below.

#### **D. IN-SCHOOL SUSPENSION (ISS)**

In an attempt to provide an alternate to out-of-school suspension, Trinity Junior High School will institute the use of an ISS (In-School Suspension) program for students exhibiting persistent and/or serious behavioral infractions. While assigned to ISS, the student will be afforded the opportunity to complete their assignments for a grade and be in attendance at school. A student can only be assigned to ISS three (3) times per semester. Afterwards, additional behavioral infractions that would warrant ISS will result in an out-of-school suspension. The following guidelines will be adhered to when a student is assigned ISS:

- Students will attend the ISS program for the entire school day. Early exits are not permitted or the student will be required to repeat the day.
- If the student causes a problem while in ISS, they will be sent back to the principal for additional disciplinary actions.
- Class assignments for students who have been assigned ISS will be sent to the ISS officer at the beginning of 1<sup>st</sup> period on the day the student will be in attendance.
- Students should complete all assignments by the end of the school day. Additionally, these assignments must exemplify good quality and effort on the student’s part. Failure to comply with these criteria may result in additional ISS time for the student.
- Attendance in ISS will result in non-participation of extracurricular activities taking place before, during and after school hours for their assigned day(s).

#### **E. OUT-OF-SCHOOL SUSPENSION (SUSPENSION)**

SUSPENSION IS DEFINED AS A TEMPORARY EXCLUSION OF A STUDENT FROM A SCHOOL FOR DISCIPLINARY REASONS. SUSPENSION FROM THE SCHOOL WILL BE THE DECISION OF THE PRINCIPAL IN CONSULTATION WITH THE PASTORAL ADMINISTRATOR. (Diocesan Policy 2.13) Suspension is generally a penalty which may be used for chronic or very serious infractions of school rules. A student receiving more than one suspension in a given semester will likely be recommended for expulsion. The following guidelines will be used when suspending a student:

- Length of suspension (not to exceed ten days) will be determined by the principal and/or pastoral administrator and will reflect the offense committed.
- The principal will notify the student and the student’s parent(s)/guardian(s) of the reason for the suspension, the time of the suspension and the requirements for reinstatement.
- A student on suspension will not be allowed to participate in or attend any school activity at or away from the school campus.
- A student on suspension will not be allowed on school property unless escorted by a parent to the office on school business. Violation of this regulation may result in the student being prosecuted for trespassing and additional days of suspension.
- The day a student is to return from suspension, they must report to the principal with a parent before school starts in order to be reinstated. The student will be admitted back to school following the end of the suspension after a satisfactory solution to his/her conduct is agreed on by both parents and administrator(s) in the conference.
- Students on suspension will be required to complete all assignments given while they are out of school and have them ready to turn in to each teacher the day they are reinstated. It is the student’s responsibility off-campus and outside regular school hours to obtain these assignments from peers and/or Renweb. This work must exemplify good quality and effort or the student’s suspension may be lengthened.

#### **F. EXPULSION**

EXPULSION IS DEFINED AS THE PERMANENT DISMISSAL OF A STUDENT FROM SCHOOL. EXPULSION FROM TRINITY WILL BE THE DECISION OF THE PRINCIPAL IN CONSULTATION WITH THE PASTORAL ADMINISTRATOR.

- A written report containing reasons for the expulsion will be sent to the student's parent(s)/guardian(s) and to the diocesan superintendent.
- If parents wish to appeal the decision, they will arrange a hearing with the arbitration committee (Diocesan Policy 2.14).

**\*\*Trinity Junior High School pastoral administrator and/or principal reserve the right to dismiss any student whose parent/guardian challenges and fails to support diocesan and school policies.**

## **G. BULLYING/CYBER BULLYING POLICY**

Trinity Junior High School is committed to providing a safe learning environment for each of its students. Student achievement is best attained in an atmosphere that is free from the fear of emotional and physical intimidation and threats. Bullying is a significantly destructive behavior that will erode the foundational principles on which a school is built. Given the missions of the Catholic Schools of Arkansas and Trinity Junior High School, there will be no tolerance of any behavior that is classified as bullying and steps will be taken to eliminate such behavior.

Bullying and Cyber Bullying is prohibited in person or on social media while in school, on school property, in school vehicles, on school buses, at designated bus stops, at school sponsored activities, or at school sanctioned events. For the purposes of this policy, bullying is defined as behavior that may include, but is not limited to, teasing, taunting, threatening, frightening, and/or hurting other students physically or emotionally, or influencing others to use such practices. Bullying behavior will generally be established when an individual has endured a pattern of offensive behavior or when a single serious act is committed, depending on the surrounding circumstances. **ACA 2014 defines Cyberbullying and makes it a Class B misdemeanor.**

The staff and administration at Trinity Junior High School will make every effort to be sensitive to bullying behaviors that may take place in the classroom, hallway, lunchroom, locker room, activity center, etc. School employees and volunteers are required to report any instances of bullying to the principal. Students who believe they have been a victim of bullying or parents who believe their child has been a victim of bullying, must report this to a teacher, the school counselor, and/or the principal. After investigating the complaint, any student found to be in violation of this policy will be subject to disciplinary action that is appropriate to the degree of seriousness of the bullying behavior, the age of the offending student, and the frequency of the behavior.

## **H. SEXUAL HARASSMENT**

Trinity Junior High School is a place of study and worship, free of harassment which includes sexual harassment and all forms of sexual intimidation and exploitation either **in person or on social media**. For the purpose of this policy "sexual harassment" is defined as any unwelcome sexual advances, requests for sexual advances, requests for sexual favors, and/or other inappropriate verbal, visual, written, or physical conduct of a sexual nature, whenever such harassment occurs on school property or at a school-sponsored event. Any individual who believes he/she have been a victim or a witness of sexual harassment should report this behavior immediately to a faculty member or the principal. After investigating the complaint, any person found to be in violation of this policy will be subject to disciplinary action. **ANY STUDENT SUBJECTED TO OFFENSIVE BEHAVIOR IS ENCOURAGED TO CONTACT A FACULTY MEMBER OR THE PRINCIPAL.**

## **I. PROFANITY**

The school setting is one in which profanity will not be tolerated. Whether the profanity is written or verbal, all offending students will be assigned consequences by the principal, depending upon the nature and severity of the offense.

## **J. TOBACCO, ALCOHOL, AND DRUG POLICIES**

THE POSSESSION, USE, OR DISTRIBUTION OF ILLEGAL DRUGS OR ALCOHOLIC BEVERAGES IS NOT PERMITTED IN THE SCHOOL, ON THE SCHOOL GROUNDS, OR AT ANY SCHOOL FUNCTION.

1. If any student brings to school or has in his/her possession any drug or alcohol during school hours or at any school function, regardless of time or place, he/she is liable for expulsion.
2. He/she will be suspended immediately and parents will be notified.
3. Return to school will be contingent upon the student being actively involved in professional counseling and/or therapy if chemical dependency is evident.
4. A second offense will result in automatic expulsion.
5. When a student is involved in the distribution of alcohol/drugs to other students, whether for financial gain or not, he/she will automatically be expelled from school. The distribution of drugs in the State of Arkansas is a felony. Secondly, the action is aiding and abetting another youth in an illegal action. Such conduct cannot and will not be tolerated by the Diocese of Little Rock and its school system.
6. A teacher is required by law to report to school authorities any incident of alcohol or drug use. Not to report such an incident is against the law. (Arkansas Code Ann. 6-21-608) (Diocesan Policy 2.16)

**\*The Pastoral Administrator/Principal reserves the right to require drug testing for students at the expense of the parent.**

#### **K. WEAPONS**

THE CATHOLIC SCHOOLS OF ARKANSAS HAVE A NO TOLERANCE POLICY INVOLVING POSSESSION OF WEAPONS. PARENTS SHOULD UNDERSTAND THAT THE SCHOOL'S FIRST RESPONSIBILITY IS THE PROTECTION OF ALL OF ITS STUDENTS. THE SCHOOL TAKES THIS RESPONSIBILITY VERY SERIOUSLY. THEREFORE, IF A STUDENT BRINGS A WEAPON TO SCHOOL, OR TO A SCHOOL FUNCTION, OR HAS A WEAPON ON HIS/HER PERSON, THE SCHOOL WILL IMMEDIATELY EXPEL THE STUDENT. PARENTS ARE ADVISED THAT THE SCHOOL WILL CONTACT LOCAL POLICE OR APPROPRIATE AUTHORITIES AND WILL NOTE IN THE STUDENT'S PERMANENT RECORD THAT HE/SHE WAS EXPELLED FOR POSSESSION OF A WEAPON ON SCHOOL PREMISES OR AT A SCHOOL FUNCTION. POSSESSION INCLUDES, BUT IS NOT NECESSARILY LIMITED TO, HAVING A WEAPON IN A LOCKER, BOOKBAG, PURSE, OR VEHICLE.  
(Diocesan Policy 2.18)

#### **L. BEHAVIOR NOT COVERED**

Trinity Junior High School reserves the right to discipline student behavior that occurs on or in reasonable proximity to school property which is not conducive to good order and discipline, even though such behavior is not specified in the preceding written rules. Furthermore, students shall make full restitution of any property stolen/damaged by them and shall be subject to other disciplinary measures.

#### **M. EATING, DRINKING**

- EATING AND DRINKING ARE PERMITTED IN THE LUNCHROOM ONLY.
  - Water fountains are provided on all floors.
  - **Gum chewing is allowed at the teacher discretion.**
  - Water in clear bottles may be consumed in the classroom.
  - No sale of food items will be allowed in the classrooms during school hours. Food sales will occur during lunch only.

#### **N. DRESS CODE POLICY**

A SENSE OF CHRISTIAN MODESTY WILL DICTATE THE TYPE OF CLOTHING WORN BY STUDENTS.

1. Clothing will be appropriate for the academic climate of the school.
  2. The administration reserves the right to interpret what is appropriate.
  3. School uniforms are seen as affirming our school's mission and objectives.  
(Diocesan Policy 2.21)
- Dress code is required for all students attending Trinity Junior High School. In addition to being a convenience to both parents and students, uniforms play an important role in maintaining the proper academic atmosphere.
  - **Uniform policies:**

- o Uniforms are required for all students beginning the first day of school. **The dress code is in effect from 7:45 A.M. until 3:20 P.M., including lunchtime and between all classes. Discretion of the Trinity faculty and administration must be accepted as final judgment.**
- o Students should never presume they have permission to wear non-uniform clothing to school.
- o **Students will not be permitted in class out of dress code.** Students sent to the office for being out of dress code will be expected to correct the problem immediately and will receive consequences. Refer to the “Uniform Violations” section below.
- **Uniform Guidelines:**
  - o All clothing must be in good repair and properly sized: Students wearing clothing which is not hemmed, is torn, faded, worn, stapled, pinned, or taped will be considered out of uniform. Immediate steps must be taken to correct the problem and the consequences for being out of uniform shall apply.
  - o No hats, scarves, bandanas, jackets, coats, or non-uniform sweatshirts/sweaters are to be worn in the building during the school day.
  - o Dress and grooming must be neat and clean. It is expected that hair should be neat and clean at all times.
- **Uniform Violations:**  
Students who do not comply with the uniform policies, guidelines, and code are subject to consequences.
- **Consequences:**  
1<sup>st</sup> offense – Student sent to principal. Warning.  
2<sup>nd</sup> offense – Student sent to principal, and will be required to change clothes.  
3<sup>rd</sup> offense and above – Consequences are assigned at the discretion of the principal.
- **Uniform Code:**
  - o Shorts, Pants
    - Color – True navy and/or khaki with no identifying brand name or logo visible
    - Style – flat front or pleated, conservative cut, uniform style pants and shorts
      - Khaki is defined as “paper bag” tan – no green, stone, or nearly white permitted
      - **No cargo-style pants/skirts/skortis allowed**
    - Length – short length must be no more than a maximum of 3” above knee when in a kneeling position
    - Approved Vendors
      - Especially for You. 5700 Euper Lane, Ft Smith (452-4777).
        - o Uniforms available for fitting and purchase.
        - o *Note: Trinity receives a \$1.00 per piece rebate for uniform purchases.*
      - Lands’ End. May be purchased through the catalog or through the website
        - o Website: [www.landsend.com/school](http://www.landsend.com/school)
        - o Phone: 1-800-469-2222
        - o *Note: Trinity receives a 3% rebate on all uniform purchases through Lands’ End when the following Trinity Preferred School Number is given **9000-7639-9***
  - o Shirts
    - Solid white or true navy polo-style with half or long sleeves are to be worn whether alone or underneath jackets or sweatshirts. White shirts may be purchased at any store that sells plain white polo-style shirts. Navy shirts must be purchased at Especially for You.
    - All shirts must display the Trinity Logo.
    - No capped and/or cropped sleeves allowed
    - NO LOGO OR EMBLEM of any type, manner, or color other than the Trinity logo.
    - Any undershirt or undergarment worn under the uniform shirt must be plain white or flesh tone
    - All shirts must be completely tucked in with the belt fully visible during school hours.
    - Students may not affix buttons or stickers to shirts.
  - o Shoes
    - Shoes are to be comfortable, safe, and in good taste, including, but not limited to athletic shoes, Birkenstock-style, loafers, etc.
    - The following shoe types are not permitted:
      - Boots
      - Flip flops
      - Platform or high-heeled
      - Beaded or mule-type

- Any shoe not deemed appropriate by administration
- Socks
  - Students must wear plain, white or black socks with minimal logos or emblems.
  - Socks must be visible when shoes are worn.
  - Socks will be sold to students for \$3 if not correct.
- Belts
  - Students must wear a belt with uniform shorts/pants.
  - Belts must be plain in design and a solid brown, black, or khaki color.
  - Belts may be rented from the office for \$3 per day and returned at the end of the day.
- Sweatshirts, Sweaters (Cardigan or V-Neck) and Fleece Jackets/Vests
  - All sweatshirts, sweaters and fleece items MUST be ordered and purchased through Especially for You, Lands' End or the Trinity Booster Club with the TJH logo/emblem.
  - If worn, a collar from a uniform shirt must be visible.
- Outerwear
  - Non-uniform jackets and coats may be worn to school, but must remain in lockers during school hours.
  - Approved uniform outerwear is the only outerwear that can be worn in the classroom during school hours.
- Purses
  - Purses are to be no larger than the size of a standard notebook. All students are required to leave their purses and backpacks in their lockers.
- P.E.
  - P.E. uniforms MUST be obtained through the TJH Athletic Department and are required for all students in P.E. and/or athletics.
- Hair
  - Hairstyles for girls and boys must be worn in an appropriate manner and may never be extreme.
  - No extreme or unnatural hair colors or hairstyles are allowed.
  - Boys are expected to maintain a clean cut hairstyle
    - hair no longer than the top of the collar
    - no facial hair or sideburns allowed
  - Girls' hairstyles must be arranged to be off the face and out of the eyes.
  - The final decision for the appropriate hairstyle rests with the principal.
- Jewelry
  - Jewelry worn must be in good taste and not disrupt the school environment.
  - Body piercing is not permitted.
  - Excessive jewelry is not permitted.
  - Boys are not permitted to wear earrings at school or any school sponsored activity.
- Other.
  - Tattoos are not permitted
  - Writing or drawing on shoes, clothing, or the body is not permitted.
  - For boys, undershirts must be solid white beneath their uniform shirt.
  - Girls must wear white or flesh colored undergarments beneath their uniform shirts.
- Tag Day Dress
  - Generally, one Friday per month is designated as a "Tag Day" which is fundraiser for a specific Trinity club/organization on that day.
    - \$3.00 donation to the sponsoring group
    - Students may choose to wear uniforms on tag days
  - Tag Day Dress Guidelines
    - Student dress on tag day or free dress days must be in **good taste**.
    - Dress not allowed includes, but is not limited to:
      - Spandex type fabrics or extremely form-fitting clothing
      - Writing on/across any part of pants.
      - Short shorts or skirts – must be no more than 3" above knee when kneeling
      - Severely low cut blouses or shirts
      - Clothing with tears, holes, see through or frays
      - T-shirts with alcohol, tobacco, drug, vulgar or offensive language, and/or violent graphics
      - Sleeveless shirts or tank tops
      - A safe rule of thumb -- when in doubt, don't wear it!



\*Students who do not comply with the regulations for special dress days will be considered out of uniform and will be assigned consequences. They will be required to call home and have a parent bring a school uniform.

## STUDENT LIFE

The various interscholastic and extracurricular activities offered by Trinity are considered vital ingredients of the total educational program. These activities enable students to gain valuable experiences that would not be provided in a strictly academic program. Each student is encouraged to participate in several activities each year.

- **Participation in school activities is a privilege earned through dedication, hard work, and self-discipline. When Trinity students are participating in school-sponsored activities (e.g., field trips, athletic teams, Quiz Bowl) out in the community they are representing the school. As such, they are expected to act in accordance with Trinity policies and guidelines.**
- Students involved in Trinity sponsored activities must:
  1. Be in compliance with Trinity policies stated in the Student-Parent Handbook, with particular emphasis on guidelines relating to academic performance, behavior, and attendance;
  2. If appropriate, meet eligibility requirements established by the Arkansas Activities Association;
  3. Meet requirements established by the organization sponsor, and/or its constitution.
- Failure to adhere to school expectations (during the school day, at school functions, etc.) and/or coaches' and sponsors' requirements for athletics or activities may result in disciplinary action including, but not limited to, suspension or dismissal.

### A. ACADEMIC AND SCHOOL BEHAVIOR

The Trinity academic program and behavioral standards are rigorous and require diligence and hard work by the students. Students are expected to demonstrate their personal best in the classroom as well as during each specific activity. Failure to abide by school expectations jeopardizes a student's privilege to be a member of a school athletic team or participate in school-sponsored activities.

### B. SCHOOL ATTENDANCE

- In order to participate in an event on a particular day, **a student must be in school for the FULL DAY on the day of the event per AAA Rule.** Exceptions to this policy can only be made by the principal.
- If a student is suspended at school, that student is also suspended from any practices, games, etc. for the FULL DAY on the day(s) suspended (i.e., if a student is suspended for a Tuesday, the suspension includes involvement in any school activities, sports, social, etc. Tuesday evening also).

### C. PERSONAL APPEARANCE AND BEHAVIOR

Students represent the school and are the primary examples of Trinity that the public sees. Therefore, students' personal appearance and behavior at events reflects upon the school as well as individual students and teams.

- Students are required to abide by dress codes established by their coaches/adult sponsors.
- Students are required to behave during meetings, practices, and competitions, in keeping with the Trinity philosophy, one of respect for others.
- Failure to comply with school or activity guidelines will result in disciplinary action including, but not limited to, being held out of practice or competitions, and suspension or removal from the activity.

### D. ACTIVITIES, ORGANIZATIONS, AND CLUBS

Among the clubs and organizations available at Trinity Junior High, based on student interest, academic record and teacher recommendation are:

- Art Competitions and Exhibits (local/state)
- Student Council
- Pure Heart Girls
- Athletics
- Spanish Club
- Fellowship of Christian Athletes (FCA)
- Earth Club
- \* Choir Club
- Band
- Quiz Bowl
- Yearbook Staff

- SADD
- Geography Bee
- Secondary Math Competitions
- National Junior Honor Society (NJHS)
- Drama Club

- Science Bowl
- Spelling Bee
- Spirit Squads (Pep Club, Cheer, Dance)
- Student Ambassadors

#### **E. GENERAL POLICIES FOR PARTICIPATION/ELIGIBILITY**

- **In addition to meeting Trinity’s academic requirements for eligibility/participation, students shall meet the Arkansas Activities Association eligibility guidelines in order to participate in the athletic program, on spirit squads (pep club, cheer, dance, and band), and on academic knowledge teams.** In all cases, a student with behavioral problems can be recommended for ineligibility from all extracurricular activities by the principal.
- **Trinity Junior High Academic Requirements/Eligibility**
  - **All incoming 7<sup>th</sup> graders are eligible to participate in all interscholastic and extracurricular activities for the first semester.** Upon completion of the first semester, all 7<sup>th</sup> graders are subject to the same eligibility rules listed below for 8<sup>th</sup> and 9<sup>th</sup> grade students.
  - **In order to be eligible at the beginning of the school year, all 8<sup>th</sup> and 9<sup>th</sup> grade students must have a 2.0 grade point average and have passed all courses from the previous school year.**
  - **At midterm of each quarter, any student with an “F” in any class or any student who has below a 2.0 grade point average will be ineligible for the remainder of the quarter.** While ineligible, students are required to participate in and complete all classroom assignments in every class.
  - **Eligibility will be reviewed at the end of each quarter for all students participating in interscholastic and extracurricular activities.** If a student becomes ineligible at the end of any quarter, they will remain ineligible until mid-term of the next quarter at which time their progress will be reassessed. Based on the student’s progress, they will either be reinstated or their ineligibility will continue until the end of the quarter when status is reviewed again. Please be advised that eligibility status will never be determined on the exact midterm day or final day of any quarter. Rather, it will be determined after the faculty has been required to submit quarter grades to the administration of the school.
  - Students repeating a school year are ineligible the year of repeating the grade.
- Practices and meetings must be called by the sponsor or coach and supervised by said sponsor or coach. All practices must meet the approval of the Trinity administration.
- Any students whose tuition account 60 days overdue are immediately ineligible for participation in athletics or any organization governed by the Arkansas Activities Association.

#### **F. ATHLETICS AND SPIRIT SQUAD/TEAM SPECIFICS**

- Interscholastic athletics at Trinity are governed by the rules and regulations of the Arkansas Activities Association.
- All athletic programs and organizations are under the jurisdiction of the principal, with the athletic director serving a major role in the organizing, budgeting, scheduling, ordering, supervision of coaches, and general supervision of all aspects of the athletic program.
- A physical examination is required before practicing and/or applicable tryouts for athletics and Spirit Squads.
- Prior to the start of activities, all participants must be covered by sufficient insurance under a family accident policy or the school accident policy.

#### **G. STUDENT COMMUNITY SERVICE REQUIREMENTS**

##### **TRINITY JUNIOR HIGH SCHOOL SERVICE HOUR REQUIREMENTS**

Trinity Junior High School requires students complete volunteer service hours as part of the curriculum. All of the Religion classes require service hours as do the National Junior Honor Society and Pre-AP Civics. The main purpose is to encourage students to take their faith outside the classrooms and actually apply what they are learning in school. Christ calls all of us to a life of service, a call reiterated throughout the Scriptures, Church

documents and Diocese expectations. This ministry is a contribution of our time and talents in a volunteer capacity to help make our world a better place to live.

Each one of the above named classes or clubs have different expectations regarding volunteer hours. Every teacher or sponsor will provide students hard copies of these at the beginning of school and they are also on Renweb for easy review and printing.

There are many summer activities and programs that offer volunteer service opportunities for our students. When school starts, it is a busy time for all concerned so if you can get ahead of the game during the summer the better off everyone will be.

The criteria for volunteer/service hours are:

- Service to or with people. Examples: Children’s Emergency Shelter, Habitat for Humanity, Project Compassion, Stepping Stone School, Local Hospital programs, The United Way, Good Samaritan Clinic, Cancer Support House, Lincoln Childcare Center, Parish schools Vacation Bible Schools, Public libraries, Backpack Program, etc. If you have questions about a specific program please call Trinity.
- Hours must be earned outside of school hours.
- Supervisors must be present and sign off on a volunteer form.

7<sup>th</sup> Religion: 3 hours each quarter for a total of 12 for the year.

8<sup>th</sup> Religion: 3 hours each quarter for a total of 12 for the year.

9<sup>th</sup> Religion: 3 hours each quarter for a total of 12 for the year.

Pre-AP Civics: 2 hours each quarter, 4 hours per semester course. This class is 1 semester only.

TJHS: 20 hours for 1<sup>st</sup> year members

25 hours for 2<sup>nd</sup> year members

#### H. TRYOUTS FOR SPIRIT SQUADS

- TJH Spirit Squads are
  - o Pep Club – 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> grade girls
  - o Cheerleaders – 8<sup>th</sup> and 9<sup>th</sup> graders; membership by tryout
  - o “*True Blue*” Dance Team – 8<sup>th</sup> and 9<sup>th</sup> graders; membership by tryout
- Tryouts for Cheerleaders and Dance Teams are held during the third quarter of the school year; practice and tryout dates will be available on the School Calendar found in the School Office.
- **PRIOR TO TRYOUTS, A MANDATORY PARENT MEETING WILL BE HELD TO DISPENSE NECESSARY CONSENT PAPERS AND INFORMATION REGARDING TRYOUT AND PARTICIPATION REQUIREMENTS, DATES AND TIMES.**
- Participants must
  - o have been an active member of a Spirit Squad/extracurricular (including band and/or athletics)
  - o have a 2.0 grade point average the preceding quarter
  - o submit all required forms on time (permission, insurance, physical exam)
- Ability/skill judges may be selected by the principal and spirit squad sponsors to evaluate participants on tryout day.
- Current eighth grade Spirit Squad members must try out again should they wish to participate as a ninth grader.
- Spirit Squad candidates must be able to attend required summer camp(s).
- Cost(s) of camp(s) and uniforms are the responsibility of the participants.

#### I. NATIONAL JUNIOR HONOR SOCIETY

Membership is open to eighth and ninth grade students who have attended Trinity Junior High for one semester and who have a cumulative grade point average of 3.5 or higher. Students who meet the scholastic requirement are then evaluated by the entire faculty on the basis of leadership, service, citizenship and character. Each of these four attributes is assigned a ranking of 4 to 1, 4 being the highest and 1 the lowest. This evaluation is then presented to the five-member Faculty Council which will make the final selections for membership. Once selected, members **must** maintain these standards.

**Membership in the Trinity Junior Honor Society is an honor and a privilege, not a right. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, citizenship, and character. A deficiency in any of these areas is cause for dismissal from the Society.**

The following are the criteria for membership set forth in Trinity Junior Honor Society Handbook:

- **LEADERSHIP**

The student who exercises leadership

- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates initiative in promoting school activities
- Exercises positive influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability
- Is a leader in the classroom, at work, and in other school or community activities
- Is thoroughly dependable in any responsibility accepted
- Is willing to uphold scholarship and maintain a loyal school attitude

- **SERVICE**

Service is generally considered to be those actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation to the individual performing the service. The student who serves

- Volunteers and provides dependable and well organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Is willing to represent the class or school in inter-class and inter-scholastic competition
- Does committee and staff work without complaint
- Participates in some activity outside of school, for example, Girl Scouts, Boy Scouts, religious groups, volunteer services for the elderly, poor, or disadvantaged
- Mentors persons in the community or students at other schools
- Shows courtesy by assisting visitors, teachers, and students

- **CITIZENSHIP**

The student who demonstrates citizenship

- Understands the importance of civic involvement
- Has a high regard for freedom, justice, and respect of the American form of government (representative democracy)
- Demonstrates mature participation and responsibility through involvement with such activities as Scouting, community organizations, and school clubs

- **CHARACTER**

Trinity Junior Honor supports the Character Counts Coalition. Through this activity, the society supports and recommends the use of a multi-faceted definition of character known as the "Six Pillars of Character." A person of character demonstrates the following six qualities:

- Respect
- Responsibility
- Trustworthiness
- Fairness
- Caring
- Citizenship

In addition, it can also be said the student of character:

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior

- Cheerfulness
- Friendliness
- Poise
- Stability
- o Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- o Demonstrates the highest standards of honesty and reliability
- o Regularly shows courtesy, concern, and respect for others
- o Observes instructions and rules, is punctual, and faithful both inside and outside the classroom
- o Has powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies
- o Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
- o Actively helps rid the school of bad influences or environment

## **SCHOOL ORGANIZATIONS**

### **A. SCHOOL BOARD**

- Organization
  - o EACH CATHOLIC SCHOOL IN THE DIOCESE OF LITTLE ROCK WILL HAVE A CONSULTATIVE SCHOOL BOARD IN ACCORDANCE WITH THE POLICIES AND REGULATIONS ADOPTED BY THE DIOCESAN BOARD OF EDUCATION AND APPROVED BY THE BISHOP.
  - o UNLIKE A PUBLIC SCHOOL BOARD, THE CATHOLIC SCHOOL BOARD IS NOT AUTONOMOUS. ACCORDING TO THE CODE OF CANON LAW, ALL PARISH BOARDS ARE CONSULTATIVE. ACTIONS OF THE BOARD BECOME EFFECTIVE ONLY UPON THE APPROVAL OF THE PASTOR. PARENTS OF OTHER FAITH TRADITIONS MAY BE BOARD MEMBERS, BUT SINCE THE MAIN PURPOSE OF THE BOARD IS TO ASSIST THE PASTOR AND THE PRINCIPAL IN PROVIDING QUALITY CATHOLIC EDUCATION, THE MAJORITY OF THE BOARD MEMBERS ARE TO BE PRACTICING CATHOLICS.
  - o TO BE A SCHOOL BOARD MEMBER IS MORE THAN JUST A COMMITMENT, AND IS DISTINCTLY DIFFERENT FROM A POLITICAL APPOINTMENT. IT IS TO CONTRIBUTE ONE'S TALENTS, WISDOM, EXPERIENCE, FAITH LIFE, AND GOOD WILL TO THE MISSION OF THE SCHOOL. INDIVIDUAL BOARD MEMBERS EXERCISE NO OFFICIAL CONSULTATIVE ROLE OUTSIDE THE BOARD MEETING. INDIVIDUAL COMPLAINTS ARE NOT THE RESPONSIBILITY OF BOARD MEMBERS AND SHOULD NOT BE DISCUSSED AT BOARD MEETINGS. (Diocesan Policy 5.02)
- Responsibility/Role of a School Board Member
  - o The board assists the principal and pastoral administrator in formulating policies that are compatible with diocesan policies.
  - o The board assists in formulating the school budget.
  - o The board contributes to the hiring decision of a new principal. The final decision belongs to the pastoral administrator, in consultation with the superintendent of schools.
  - o The board represents the parish and school communities when considering the overall well-being of the school in regards to policy formation, budgetary matters, tuition rates, and fundraising needs.
  - o School board members are mindful that the daily administration of the school is the responsibility of the principal. Therefore, if a complaint is heard by a school board member, he/she must not attempt to solve the problem. Instead, the board member must refer the individual to the appropriate person. (Diocesan Policy 5.05)
  - o School board members are not to attempt to solve school problems but are to refer the aggrieved person to the above procedure. If a board member is approached, he/she will notify the principal. (Diocesan Policy 3.22)

### **B. PARENT-TEACHER ORGANIZATION/BOOSTER CLUB**

TO ENABLE THE PARENT'S PARTNERSHIP ROLE TO BECOME A REALITY IN EDUCATION, EVERY CATHOLIC SCHOOL IN THE DIOCESE WILL HAVE A PARENT-TEACHER ORGANIZATION. THE ORGANIZATION WILL FUNCTION IN ACCORDANCE WITH THE FOLLOWING DIOCESAN REGULATIONS.

1. Membership – membership in the parent-teacher organization will consist of parents/guardians of students, pastors, principal, and faculty.
2. Officers – officers are president, vice president or president elect, treasurer, and secretary.
3. Executive Committee – When necessary, the executive committee is comprised of the officers plus the pastor and principal. A past president may also be a member of this committee.
4. Constitution and Bylaws – each organization will follow the constitution and bylaws based on guidelines furnished by the diocesan school office.
5. Program needs will be determined based on the needs of the school as outlined by the principal, board, and long-range plans. The principal will have approval of all programs.
6. In accordance with fiscal responsibility mandated by Canon Law for Church organizations, the parent-teacher organization will practice good stewardship in the reporting and expending of funds. (Diocesan Policy 3.03)
  - It is recommended that the Parent-Teacher Organization join the National Catholic Education Association for parents, the national Forum of Catholic Parent Organizations.

### **C. BOOSTER CLUB**

The function of the TJH Booster Club is to give support and encouragement to the students who participate in all extracurricular activities at the school. Parent members volunteer their time in order to perform the non-coaching duties that must be accomplished at all home athletic events. All parents are required to volunteer their time for concession stand duty during football, volleyball, and/or basketball season.

### **D. PARENT VOLUNTEERS**

Trinity requires parents to perform a minimum of **10 hours of volunteer hours each year at Trinity**. These hours may be completed with fund raising activities, athletic events, concession stand help and many other opportunities. Every student must participate in one school-wide fundraiser each year. The “buy out” option is \$200 per year. **PARENTS MAY NOT BUY OUT OF THEIR CONCESSION STAND HOURS.** Forms are available in the office to be turned in each month. The office will keep the records.

### **E. VIRTUS**

**All volunteers must be VIRTUS trained.** VIRTUS is a program designed to help empower organizations, and the people involved in these organizations to better control risk and improve the lives of those who interact with the Church.

The National Catholic Risk Retention Group, Inc. (National Catholic) created the VIRTUS program. Monsignor Kevin McCoy, past board chairman of National Catholic, asked whether child sexual abuse could be prevented and, if so, how. In March of 1998, National Catholic invited prominent national experts from many disciplines—to discuss these questions at a forum in Washington, D.C. From those discussions, the initiative for the VIRTUS programs was created.

### **PARENT RESPONSIBILITIES**

The following are responsibilities of parents whose children attend Catholic schools:

- To be a partner with the school in the education of your children
- To understand and support the religious nature of the school
- To read all communications from the school
- To discuss concerns and problems with the appropriate personnel
- To be as actively involved as you can in the life of the school and to volunteer assistance when possible
- To promote the school and to speak well of others
- To meet your financial obligations in a timely manner and to support fundraising
- To be responsible in what you post online. Before creating online content consider some of the risks and rewards that are involved. Keep in mind that any conduct that adversely affects employees, students, or families of the parishes or school may result in disciplinary action up to and including withdrawal of your child from the school and/or legal action.

### **SCHOOL FACILITIES**

Trinity Junior High School is one program of several housed on the grounds of the St. Scholastica Monastery and Retreat Center. Trinity is housed on the first, second, and third floors of the west end of the St. Scholastica

Retreat Center and in the B.C. and Fran Brock Activity Center. Students are to remain within these designated school areas except when they are going to lunch or chapel, or are under the direct supervision of a teacher or their parents.

School facilities are for the use of all students. Students are expected to accept personal and community responsibility for the condition of the building. A clean building contributes to an atmosphere of pride and order. Students are expected to act responsibly and maturely and not to endanger the well being of themselves and others.

Disposing of litter and trash in trashcans and wastebaskets around the school is expected.

### **A. LOCKERS**

LOCKERS are a privilege and are provided for students to use for storing books and personal belongings during the school day. Each student is responsible for his/her locker and its condition during the year. Failure to adhere to locker guidelines and expectations will result in loss of locker privileges.

1. Personal items, including backpacks and purses, are to be kept in the lockers during class.
2. Food and drinks, other than lunch items for each particular day, are not to be stored in lockers.
3. No individual may invade the privacy of another person by entering, tampering with, or vandalizing another's locker.
4. Payment for repair of locker damage is the responsibility of the student.
5. Lockers remain the property of Trinity Junior High School and are subject to inspection by school officials for reasonable cause.
6. **ONLY LOCKS OBTAINED FROM THE TRINITY OFFICE ARE PERMITTED ON LOCKERS.**
7. Students must use the locker assigned by the school office.
8. **ONLY MAGNETS MAY BE USED TO AFFIX PICTURES, NOTES, ETC. TO LOCKERS.**
9. Students are expected to keep their lockers clean and neat. Inappropriate items, including pictures and other items not in keeping with the Trinity philosophy, may not be kept in lockers.
10. Students should use common sense regarding the personal items they bring to school. **LARGE SUMS OF MONEY AND VALUABLE ARTICLES SHOULD NOT BE BROUGHT TO SCHOOL.** The school cannot be responsible for students' belongings.
11. **STUDENTS MUST KEEP THEIR LOCKERS LOCKED (BOTH SCHOOL AND GYM LOCKERS)** and are encouraged NOT to share combinations.
12. Articles lost or found should be reported to the office. Periodically, students should check the lost and found table near the Band Room for lost items. Several times a year, unclaimed Lost/Found items will be donated to area shelter agencies.

### **B. ELECTRONIC DEVICES**

Electronic devices such as, but not limited to cell phones, tablets, kindles, etc., have become an everyday part of life. However, **the use of such devices is not permitted during the school day unless directed by a teacher.** Students ignoring this requirement will be sent to the principal and have their item confiscated by Trinity personnel. Consequences may be assigned at the discretion of the principal.

- Any day can be designated as Bring Your Own Device (BYOD) days for electronic devices.
- Teachers must approve of devices on this day only if used in the classroom.
- Headphones are not permitted at any time, unless approved for educational purposes.
- All devices must use the TJHS wireless platform for internet connection.
- All use of devices must comply with school rules and BYOD rules.

### **C. VISITORS**

- **ALL PARENTS AND VISITORS MUST CHECK IN AT THE OFFICE AND OBTAIN A VISITOR'S BADGE BEFORE VISITING A CLASS OR CONTACTING A TEACHER OR STUDENT.**
- Trinity uses the Hall Pass program to generate Visitor's Badges so you will need a driver's license for identification in the program.
- Students are not allowed to bring/invite visitors to Trinity during the school day, including lunch period.

### **D. HALLWAYS**

Out of respect for the learning process during class time, students may not be in the hallways unless on official school business.

- **Students must have the authorized hall pass if they are out of the classroom during class time.**
- Students should take all books, homework, etc. to class, as they are not allowed to retrieve materials from lockers once the class bell has rung.

#### **E. LIBRARY**

- Students using the **LIBRARY** are to maintain quiet so that they, as well as fellow students, may accomplish their work.
- Borrowed books may be kept two (2) weeks. A fine is charged for all overdue books.
- The student who checked out a book is responsible for replacement cost of lost or damaged books.
- Student grades will be withheld until all fines have been paid and all lost or damaged books have been replaced.

#### **F. FACULTY WORKROOM AND LOUNGE**

These facilities are to be used by faculty/staff only.

#### **G. ACTIVITY CENTER**

The Activity Center is used throughout the school day for classes. Only those students assigned to class in the Activity Center are to be present in the Activity Center and must be accompanied by a teacher or coach.

- Appropriate footwear must be worn when using the Activity Center.
- In order to preserve the finish on the floor, students should walk around the perimeter rather than across the playing area.
- **Students in P.E. classes must wear P.E. clothes and approved athletic shoes.**
- Use of the gym or McCauley room must be scheduled through the office. There are fees for use of Trinity facilities.

#### **H. LOCKER ROOMS**

The locker rooms are provided for use by the students in the physical education classes and athletics. The coaches and group sponsors will discuss specific rules concerning the locker rooms and gym. Student safety is a major concern. Students are to conduct themselves responsibly and maturely while in the locker room. Failure to behave appropriately in the locker room may result in a student's loss of locker room privileges and/or other disciplinary action.

#### **I. LUNCH:**

- During the lunch period, students are to be in the Lunchroom by the time the tardy bell for their lunch session rings (i.e. "A" Lunch or "B" Lunch).
- Students may bring their lunch or purchase lunch from vendors.
- Students must remain in the lunchroom until dismissed by the lunch supervisor on duty.
- No books, study materials, backpacks, or purses are to be brought to the lunchroom.
- Students are expected to clean up after themselves, disposing of trash in the trashcans and cleaning spills up immediately.
- **TJH Vendors**
  - Monday                      Geno's Pizza
  - Tuesday                     Art's Barbeque
  - Wednesday                Chick-Fil-A
  - Thursday                  Schlotzkey's
  - Friday                        Spanish Club Lunch or **"BROWN BAG" Fridays** – students are to bring lunch from home



**\*\* Lunch with my Student(s): On the first Wednesday of each month, students who have a birthday that month may wear Tag Day and parents or grandparents may bring food for the student. Otherwise, restaurant food is not to be brought in.**

**No Delivery Policy: It is the policy of Trinity not to accept any deliveries for students during the school day. This includes flowers, balloons, food, etc.**

## **J. COMPUTER/INTERNET TERMS OF USE**

Internet access is available to students and teachers at Trinity Junior High School. We are pleased to provide this access and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation, and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Teachers will supervise student access; however, on a global network it is impossible to control all materials and an industrious user may discover controversial and/or offensive information. Trinity Junior High School firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the philosophy of Trinity.

The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If a TJH user violates any of these provisions, disciplinary consequences will result which are deemed appropriate by the school principal. Your signature regarding the Internet Use Agreement is legally binding and indicates that the signing parties have read the terms and conditions carefully and understand their significance.

**UNAUTHORIZED ACCESS TO CONFIGURATION PROGRAMS OF COMPUTERS WILL RESULT IN A STUDENT BEING DENIED COMPUTER PRIVILEGES FOR 10 (TEN) SCHOOL DAYS.**

### **INTERNET - TERMS AND CONDITIONS**

1. Acceptable Use -The use of your account must be in support of education and research and consistent with the educational objectives of Trinity Junior High School. Use of another organization's network 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 commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.
2. Privileges - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator and the principal will deem what is inappropriate use and their decision is final.
3. Students will receive E-mail addresses through Trinity.  
**Students may not access social media, including but not limited to Twitter, Instagram, Pinterest, SnapChat, Facebook, etc., accounts from the TJH network. Students may not sign up for free E-mail accounts through the TJH network.**  
**Students may not use instant messages through the TJH network.**
4. Network Etiquette – You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:  
Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.  
Do not reveal the personal address or phone number of students, teachers, administrators, or yourself.  
Do not use the network in such a way that you would disrupt the use of the network by other users. All communications and information accessible via the network should be assumed to be private property.  
On-Line gaming is strictly prohibited.  
Be polite. Do not get abusive in any postings on the Internet.

5. Trinity Junior High School makes no warranties of any kind, whether expressed or implied, for the service it is providing. TJH will not be responsible for any damages you suffer.
  - o These include loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence or your errors or omissions.
  - o Use of any information obtained via the Internet is at your own risk. TJH specifically denies all responsibility for the accuracy or quality of information obtained through its services.
6. Security - Security on any computer system is a high priority, especially when the system involves many users.
  - o If you feel you can identify a security problem on the Internet, you must notify the system administrator or your teacher.
  - o Do not demonstrate the problem to other users.
  - o Do not use another individual's account. Attempts to logon to the Internet as a system administrator will result in cancellation of user privileges.
  - o Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet and the computer labs.
7. Vandalism - Vandalism will result in cancellation of privileges. Vandalism is any malicious attempt to harm or destroy hardware or the data of another user, Internet, or any of the above listed agencies or other networks. This includes, but is not limited to, the uploading or creation of computer viruses.
8. The principal and pastoral administrator reserve the right to assign consequences to any student whose on-line behavior is contrary to the mission of the school. This includes but is not limited to internet use before, during, and after school hours, and may involve detention, suspension, or expulsion.

# Trinity Junior High School



## Athletic Department

### Policies & Sportsmanship Rules

### Regarding

### AAA Sanctioned Activities

Dear Parents and Students,

At Trinity Junior High School we pursue excellence in all things. The day-to-day life of a junior high student is challenging in and of itself. When young people take on the extra responsibility of activities, it takes a greater commitment on their part to be successful.

The athletic program at Trinity Junior High seeks to provide an experience of Christian competition that will enable students to develop their athletic skills as they also learn the values of Christian sportsmanship.

A complete sports program is provided for both boys and girls. The sports teams are a member of the Arkansas Activities Association.

The coaches' and the school's role is to provide activities that are "the other half of education and the extension of the classroom." Values such as confidence, citizenship, sportsmanship, work ethic, social skills and responsibility are among many we feel should be a part of the educational process.

As a school, Trinity and parents must work together to provide positive experiences for members of our athletic teams.

During the school year, if you have any questions or comments, please feel free to call us at 479.782.2451.

God Bless,

TJH Coaches 2016

**Mission** Trinity Junior High School's Interscholastic Athletic program creates spiritually, emotionally, and physically disciplined scholar athletes who exhibit pride, passion, and a sense of tradition. Our athletic program promotes fair competition through athletes who demonstrate commitment, teamwork, and integrity.

**Motto** We can do all things through Christ who strengthens us. (Philippians 4:13)

**Vision** TJH's vision is to enrich the lives of all student-athletes through the values of teamwork and competition. Our student-athletes will learn and appreciate the intricacies of their sport, while always representing our families, school, and teams with the highest levels of character, class, and excellence.

### **Goals**

#### **For athlete**

A Trinity scholar- athlete believes in:

1. The Christian message, the value of academics, and the principles of fair play.
2. Respect for teammates, opponents, coaches, officials, and themselves.
3. Maintaining an environment that values cultural diversity and gender equity among its student-athletes and coaches.
4. Commitment, dedication, and hard work as the keys to success.
5. Being a role model and leader by living substance free, supporting all athletic programs, and representing the school community with integrity.

#### **For coaches**

A Trinity Junior High School Coach will strive to:

1. Create a positive and memorable experience that will be cherished by the student-athlete for the rest of his/her life.
2. Teach the unquestionable truth the whole is always greater than the sum of its parts.
3. Teach the specific and unique skills of our sport to the very best of our abilities by using all means, methods, and resources available to us.
4. Teach the skills of competition and always put the team in the best situation to succeed.

**Athlete's Code** The Administration and Coaching Staff of Trinity Junior High School believe that being an athlete is a privilege. Along with being a great honor, that privilege carries with it many responsibilities. The following criteria are expected of our athletes:

1. Our athletes will be intense competitors on the field or court. Outside of the competitive arena, they are to conduct themselves as ladies and gentlemen at all times, and always show respect for their teachers and for other students.
2. Our athletes are to display positive leadership at all times in our school and communities.
3. Our athletes are to always strive for the highest in moral and spiritual values.
4. When we travel to compete against opponents, our athletes will remember who they are, whom they are representing, and will conduct themselves accordingly.
5. Our athletes have the opportunity to receive a first-class education at Trinity Junior High School, which is the number one reason for being here. Pride in the classroom will bring pride on the playing field or court.

**Special notes** Participation in the athletic program is not a right, but a privilege. Therefore, it is imperative that all students taking part in athletic program understand the Athletic Code and conform to the rules therein, and that the coaches of the sport and activity, along with the Principal shall have every right to remove these privileges.

**Trinity Junior High School Student Handbook** The TJH Athletic Handbook is meant to complement any guideline set forth in the TJH Student Handbook and further detail situations pertaining to athletics. If and when there is an inconsistency between the two documents, generally the TJH Student Handbook would take priority. Otherwise, the principal reserves the right to make a ruling on a case by case basis.

**Membership** Trinity Junior High athletic programs are part of the Arkansas Activities Association (AAA). Without exception, all of our teams will follow the rules and guidelines established by the AAA. Please refer to the AAA Sportsmanship Manual.

Additionally, Trinity Junior High School is a proud member of the 7A River Valley Conference for Basketball, Track, and Volleyball. Football is independent. Each conference is governed by the AAA and its own constitution ([www.ahsaa.org](http://www.ahsaa.org)).

## Teams

Below is a listing of all sports offered at or through Trinity Junior High School.

Season	Sport	Competition Level
Fall	Girls Volleyball	8-9
	Girls Volleyball	7
	Cross-Country	7-9
	Football	7-9
	Cheer/Dance	8-9
Winter	Girls Basketball	7-9
	Boys Basketball	7-9
	Cheer/Dance	8-9
Spring	Baseball	8-9
	Boys Track	7-9
	Girls Track	7-9
	Boys Intramural Golf	7-9
	Girls Intramural Golf	7-9
	Tennis	7-9

**Player Eligibility** Before being able to compete in an interscholastic contest all students who wish to participate in athletics must meet the requirements set forth by the AAA. Additionally, they must meet medical and academic requirements.

**Medical Eligibility** Before being able to compete in an interscholastic contest or practice, potential student-athletes must also have an up to date physical.

**Academic Eligibility** **REFER TO THE TJH STUDENT HANDBOOK.**

### **Tryouts**

1. Tryouts are held for the following sports:
  - Volleyball
  - Basketball
  - Baseball
  - Tennis

**\*Cheer and dance team tryouts have separate guidelines as outlined in their constitutions.**

2. **Ninth grade teams:** Students in grades 8 and 9 are eligible to tryout. Seventh grade may try out for varsity by the coach's request only.
3. **Eighth grade teams:** Students in 8<sup>th</sup> grade are eligible to tryout. Seventh grade may try out for varsity by the coach's request only.
4. **Seventh grade teams:** Students in the 7<sup>th</sup> grade only. All 7<sup>th</sup> graders automatically make football, basketball, volleyball, and track teams.

### **In Season - Reasonable Time Commitment**

Ninth grade teams plan on a 5-6 day practice per week commitment depending upon the sport. Ninth grade should expect to play and practice on non religious vacation days and all school vacations.

Any athlete not capable of this commitment should seriously consider their involvement in 9<sup>th</sup> grade athletics. Depending on the sport there will be Saturday games and practices. Make up games could be played over school vacations.

### **Playing Time/Meetings**

Playing time for your student or another TJH student WILL NOT be discussed at any time. If you need to speak with a coach, please call them and set up a specific time for a meeting. No meetings will take place immediately after a practice or during a game. Once a meeting time has been established, your student will be expected to attend the meeting as well.



In general, guidelines for playing time will be as follows:

Eighth and ninth grade playing time is not guaranteed for any player on the team. Seventh grade players will play in every game even at the expense of winning.

### **Athletic Priorities**

Trinity Athletics will maintain FIRST priority over any traveling squads during athletic seasons.

Trinity athletic practices and/or games CANNOT be missed due to membership on a traveling squad (AAA Rule). (Example: An athlete who runs track may not miss a practice or a meet in order to play in a basketball or baseball game for their traveling team.)

### **Team Travel**

Means of travel to and from away games will ultimately be decided by the head coach of each sport. For example, the head football or basketball coach may rule that all players are required to ride the bus to and from each away game. If the coach allows any exceptions, the procedure detailed below MUST take place PRIOR to the student leaving for the designated athletic event.

After riding to an athletic event on the bus, players may go home with **their** parent(s)/guardian(s) as long as the following takes place:

1. The parent signs out the student on the form provided by the coach.
2. Players are not allowed to ride home with any other parent/guardian other than their own without special permission.

### **Exceptions to this policy can only be made by the principal or the principal's designee.**

Upon returning to Trinity Junior High School, players should be picked up in a timely manner.

Coaches will remain with students until all are picked up, so please be respectful of their family time. For teams who will be changing at the opposing team's facilities, the spirit of the school dress code should be followed.

### **Equipment**

All teams, regardless of level, have a responsibility to have their game dress speak volumes of their class and excellence. All game shirts will be tucked in. No player should make modifications to his or her uniform. They are to wear what is provided to them and treat their uniforms with respect.

Athletes will be assigned and will return uniforms to their head coach at the beginning and end of their seasons. At the conclusion of the season, no athlete should turn in uniforms to anyone other than the head coach. Athletes are entirely responsible for their uniforms during the course of the season. If uniforms are lost, the athlete and family are responsible for the cost of the uniform.

### **Facilities**

1. At no time should any student athlete be in ANY SECTION of the Activity Center, including locker rooms, without the supervision of a member of the coaching staff.
2. Athletes who wear cleats or spikes must remove these items before entering the building.
3. Athletes are responsible for keeping the facilities in order and they should report any damages or problems to the coaching staff.
4. All showers must be turned off after showering. The last person in the shower area is expected to check all showers.
5. No horseplay will be allowed in showers or dressing area.
6. Team members are the only people allowed in the locker room area.
7. All athletes are issued lockers for use during their particular season. Lockers must be secured with a lock issued by the athletic department. Lost locks will be replaced at a cost of \$5 charged to the athlete.
8. Any items left in the gym will be either thrown away or donated to a charitable organization.

### **Final Thoughts**

*Awards:* Teams and athletes will be recognized at the school awards banquet in the spring.

***Attendance:* A student may not participate in athletics on a given day they are absent from any part of the school day for any reason or if they are assigned In-School Suspension the day of the athletic event.**

*Removal from school/suspended:* Any time an athlete is removed from school and/or suspended they are ineligible for the length of the suspension.

*Officials:* Athletes are only allowed to address officials when prefacing their statements with Sir or Ma'am. NEVER are athletes permitted to question or otherwise disrespect officials. Coaches can calmly and respectfully ask for rules clarifications and interpretations.

***Complaints/Concerns:* If a parent chooses to question or is concerned about an athletic decision, they need to contact the head coach of that particular sport in order to discuss and resolve the situation. When contacting a coach, please attempt to call during school hours and your call will be returned promptly. Any concern/complaint that cannot be resolved with the head coach needs to be directed next to the principal. If the principal cannot bring resolution to the issue at hand then the pastoral administrator will be contacted.**

### **Conduct Unbecoming of a TJH Athlete**

Principal and Head Coaches, reserve the right to discipline, suspend, or expel an athlete as it relates to the athletic program if the spirit of the TJH Athletic Handbook is not upheld. When the offense is

serious (violence, threats, substance related, racism, bullying, theft, disrespect for property or humanity, etc.), the discipline may carry over to the academic environment and/or legal authorities as well.

### **SPORTSMANSHIP**

**The Arkansas Activities Association (AAA) defines sportsmanship as “those qualities of behavior which are characterized by generosity and genuine concern for others. Good sportsmanship is abiding by the rules of a contest and accepting victory or defeat graciously. It should be evident in all school functions and should demonstrate the ability to accept defeat without complaint, to enjoy victory without bragging, and to treat opponents with fairness and courtesy.”**

**The fundamentals of sportsmanship can be found online at the Arkansas Activities Association website. These fundamentals must be adhered to by each individual attending TJH athletic and AAA sanctioned events. These standards are characterized by a sense of doing what is right and exhibiting respect for others even during events filled with fierce competitiveness and often controversy. Trinity Junior High School parents, students, staff and spectators are required to abide by these AAA standards as a means of exuding common decency as well as Christian values at all interscholastic events. Each parent and their student must be familiar with and document their intention to abide by these sportsmanship rules.**

## **STATEMENT OF RESPONSIBILITY**

***PLEASE COMPLETE AND RETURN TO THE TRINITY OFFICE BY AUGUST 31, 2016.***

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**This handbook contains policies and procedures for the students of Trinity Junior High School. These policies will be enforced on campus during regular school hours as well as at school-sponsored activities or any other event where a student is representing TJH. Parents and students should read them carefully. The statement below, when signed and dated by student and parent/guardian, provides documentation that parents and students have received copies of these policies and that**

**they agree to follow the expectations and provisions contained within. This documentation will become part of the student's file.**

Printing of parent(s) and student(s) names, addresses, phone numbers, and email addresses listed in the TJH Student Directory, sharing parent(s) email addresses for contact by the PTO and/or Booster Club, submitting students' names in the newspaper for Honor Roll, video-taping or taking pictures or name of students in school related events for publication will all be done at the school's discretion unless parents notify the office otherwise IN WRITING prior to September 1, 2016.

Please initial here to indicate your permission for student(s) to travel on school transportation on school business. \_\_\_\_\_

***\*In the event that a student or parent is uncertain of a policy or procedure named in this handbook, they will contact the principal for clarification within one week of receipt of the policy manual. This policy manual is posted on RenWeb and is available 24/7. Students or parents may view a hard copy of this manual in the school office during regular business hours.***

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Parent/Guardian Signature

Date

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Student Signature

Grade

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Student Signature

Grade