

# TRINIDAD HIGH SCHOOL

# STUDENT HANDBOOK

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# TRINIDAD HIGH SCHOOL

**Team Name:** Miners

**School Colors:** Blue and White

**School Song:** Stand Up and Cheer

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

**816 WEST STREET**

**TRINIDAD, COLORADO 81082**

**846-2971 Phone**

**846-7488 Fax**

## THS SCHEDULES

### Bell Schedule for 2016-2017

Period One.....	8:00-9:01
Period Two.....	9:05-10:06
Period Three.....	10:10-11:11
Period Four.....	11:15-12:16
Lunch Fourth.....	11:11-11:41
Period Five.....	11:45-12:46
Lunch Fifth.....	12:16-12:46
Period Six.....	12:50-1:51
Period Seven.....	1:55-2:56
Period Eight.....	3:00-4:00

### LATE START Schedule for 2016-2017

Period One.....	10:00-10:46
Period Two.....	10:49-11:35
Period Three.....	11:38-12:23
Period Four.....	12:26-1:11
Lunch Fourth.....	12:23-12:48
Period Five.....	12:51-1:36
Lunch Fifth.....	1:11-1:36
Period Six.....	1:39-2:24
Period Seven.....	2:27-3:12
Period Eight.....	3:15-4:00

### Advisory/Assembly Schedule

Period One.....	8:00-8:55
Assembly/Advisory.....	8:59-9:36
Period Two.....	9:40-10:35
Period Three.....	10:39-11:34
Period Four.....	11:38-12:33
<i>Lunch Fourth.....</i>	<i>11:34-12:04</i>
Period Five.....	12:08-1:03
<i>Lunch Five.....</i>	<i>12:33-1:03</i>
Period Six.....	1:07-2:02
Period Seven.....	2:06-3:01
Period Eight.....	3:05-4:00

### 2016-2017 SCHOOL CALENDAR

School Begins-----	Aug. 28, 2017
Labor Day-----	Sept. 4, 2017
Homecoming-----	Sept. 29, 2017
Parent Tchr Conf-----	Oct. 23/25, 2017
Thanksgiving Break---	Nov 23-25, 2017
End of semester 1 -----	Dec 14, 2017
Winter Break-----	Dec. 15 -Jan. 1, 2018
Classes Resume-----	Jan 2, 2018
Parent Tchr Conf-----	Feb 5/ 7, 2018
Spring Break-----	March 19-22, 2018
Graduation -----	May 20, 2018
End of semester 2-----	May 24, 2018
Last Day of School-----	May 24, 2018
Memorial Day-----	May 28, 2018

## **ACADEMICS**

### **COLLEGE CLASSES/DUAL CREDIT**

Students who participate in TSJC College/Dual Credit must:

- Be a Junior or Senior (exceptions may be approved by administration to meet individual students ALP Programs).
  - have and maintain a 2.0 cumulative GPA
  - be pre-approved in courses
  - Obtain an approved ACT, SAT or Accuplacer score to meet TSJC requirement for enrollment.
  - sign, along with parents, a contract in which it is understood that they will be billed for the amount of tuition & fees and follow the payment guidelines set forth by TSJC
  - receive a C or above in the pre-requisite class
  - understand that the college classes are not weighted, unless taught at THS and identified an Honors Class
  - understand that if a class is taught at THS, students may not take a course at TSJC, unless approved by administration for extenuating circumstances
  - Students wanting to take TSJC Friday or Summer Classes need prior approval in order to receive THS credit. Friday and/or Summer Classes are not included in student GPA's
- Students can enroll for TSJC Concurrent enrollment courses offered on the THS campus. If a student chooses to take classes other than those offered by THS it is the parent's responsibility to pay for the course.
- If the student does not pass with a C or above, parents will be responsible for paying the bill. Students who receive a D or F in 1st semester dual credit courses will not be allowed to participate in 2nd semester dual credit courses. Students who have outstanding balances for a prior semester will not be able to participate in subsequent dual credit classes.
- Fees, books, and supplies are parent responsibility.
- Students who take classes on the TSJC Campus will need to ensure that the TSJC schedule does not conflict with the THS schedule. Conflicts of schedules will not be allowed.

### **GRADE CHECKS (BI-MONTHLY)**

Grade checks will be given to students twice a month to take home to parents. Please review the grades, discuss with students, sign and return them to the school for extra credit in any one of the students' classes.

### **GRADE LEVEL CLASSIFICATION**

Minimum credits are required in order to be promoted to the next grade:

10th grade - 4

11th grade – 10

12th grade - 17

## GRADING ASSESSMENT

The grading scale for THS is as follows:

100- 90.....A    89 -80.....B    79 -70.....C    69 -60.....D    59 -0.....F

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

## GRADUATION REQUIREMENTS

Student needs a minimum of 24 credits.

English 4.0	Physical Education 1.0
Social Studies 3.0	Career Development 0.5
Math 4.0	Health 1.0
Science 3.0	Electives 7.5

\*Community Service Hours-40 hours before graduation

\*\*Four years of Marching Band may replace 1.0 of P.E.

\*\*\*Foreign Language-2 years is strongly encouraged for all students.

\*\*\*\***At the end of the April, seniors who are failing required classes will be taken off the graduation list.**

## CREDIT REDEMPTION

APEX is an online credit redemption program. Each student slot is \$25.

Any student who enrolls in an online credit redemption course through THS during the school year will be responsible for the cost if they do not pass or complete the course within the timeframe set. The parent will be required to sign a financial agreement.

## CLASS WEIGHTING REGULAR CLASSES

A - 4    B - 3    C - 2    D - 1    F - 0

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

## CLASS WEIGHTING HONOR CLASSES

A - 5    B - 4    C - 3    D - 2    F - 0

The following are Honors Classes:

English I, II, \*III, Eng 121, Eng 122, & \* IV, Lit 115, Lit 201, \*Pre-Calculus,

\*College Algebra, \*Trigonometry, & \*Calculus, Honors Chemistry, Physics

\*Classes may be taken for TJSC dual credit. College classes are not weighted, unless taught at THS and identified as an Honors Class.

## HONOR ROLL

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

## NATIONAL HONOR SOCIETY REQUIREMENTS

Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Students in the tenth, eleventh, and twelfth grades are eligible for membership. For the scholarship standard, a student must have a cumulative grade point average of 3.5 or better on a 4.0 scale for 3 consecutive semesters. In addition, members must be enrolled as a traditional student and maintain an academic course load that includes the academic areas of study of math, English, science, social science, and any other academic solid course (psychology, sports psychology, accounting). The course of study in each area must be progressive. Once inducted, new members are required to maintain the same level of performance (or better) in all four areas of evaluation that lead to their selection. In addition, each member is obligated to regularly attend chapter meetings held once every month during the school year and participate in individual chapter service projects. Meetings times and dates are placed in the daily bulletin. Students must be in good standing in order to be selected as an NHS officer.

## SCHEDULE CHANGES

Students will only be allowed to add or drop a class at the beginning of the first semester within a **one week period**. All schedule changes must be approved by the administration.

## VALEDICTORIAN & SALUTATORIAN

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

## **ATTENDANCE**

Colorado Compulsory School Attendance states that every child who has attained the age of six years, and is under the age of seventeen years, shall attend school. **State compulsory attendance policy:** The school will follow the State Compulsory Attendance Policy to include legal proceedings following four (4) truancies in one month or ten (10) in a school year, whichever comes first. This policy shall be made available to parents/guardians from the administration upon request.

## **ABSENCES**

### **ATTENDANCE POLICY (JH-2)**

Students are encouraged to attend school every day. The TSD1 Board of Education believes that by being in school, students will receive the full benefit of their education. The school of education will make the final decision on whether an absence is excused or unexcused.

The following procedures will be followed for an unexcused absence.

1. Parents should call the school between 7:30 am and 9:00 to indicate that the student is absent and the reason for the absence.
2. If the parents do not contact the school by 9:30, then the school will contact the parents.

With proper documentation, the following reasons are acceptable for an excused absence. All other absences are unexcused.

1. Professional appointments (doctors, dentists, etc.)
2. Death of an immediate family member
3. Student who is in the custody of the courts
4. School sponsored activity
5. Other as approved by THS administration
6. Up to 3 days of verified college visitations for seniors only (juniors with special circumstances may receive approval from administration).

## **LOSS OF CREDIT FOR ABSENCES**

**At 4 absences,** the counselor will meet with the students to discuss attendance and an attendance letter will be sent home.

**At 6 absences,** the student and parents will meet with an attendance board to discuss attendance and to develop an attendance contract.

**At 8 absences,** the student and parents will meet with administration to review attendance, the contract and further consequences.

**At 10 absences,** the school must follow the Colorado Compulsory Attendance Law. This law states that students and parents will be reported to court for legal proceedings at 10 absences per school year or 4 absences per month.

**Upon the 11<sup>th</sup> absence in any period**, the student will lose credit. Credit can be recovered through APEX after school for 1 hour each day. There will be a \$25 dollar fee for each semester credit. If the fee is not paid or if the student misses 2 afterschool periods, they will not receive credit.

### **HOMEWORK REQUESTS FOR AN EXCUSED ABSENCE**

Faculty spends an excessive amount of time preparing homework for students who are absent and whose parents request work. Too often the prepared work is not picked up by the end of the day and/or students do not complete the work; therefore, if requested work is not retrieved and/or completed after two requests, the student will need to get the make-up work upon their return to school. Requests for homework will only be honored if the student is absent 2 or more consecutive days. Requests **MUST** be made by 9:00 a.m. and can be picked up in the THS office after 3:00p.m.

### **PERFECT ATTENDANCE**

To qualify for perfect attendance may not have any excused or unexcused absences for the year. They can not have more than 3 tardies per quarter.

### **TARDIES**

1. Students are expected to be in class each period before the tardy bell. Any student who is late to school **MUST** report to the office, sign in, and obtain a tardy pass. Students who are more than five minutes late to any class without a valid excuse will be sent to the office and marked truant.
2. Any student, who is 15 or more minutes late to 1<sup>st</sup> hour, will be marked as an unexcused absence.
3. Three unexcused tardies equals one unexcused absence for that period.
4. Excessive tardiness will be considered reason for disciplinary action and will be referred to administration by teachers. Students will receive detention for the 3<sup>rd</sup> unexcused tardy; the next 3 unexcused tardies will result in two hours of detention; the next 3 unexcused tardies will result in 3 hours of detention, any further tardies will result in suspension.

(Teachers have the discretion to appropriately address tardies within their classrooms with administrative approval).

### **TRUANCY (JHB)**

The term truancy as used in this policy shall mean absence from school without permission of a parent or guardian and/or leaving school during the day for any reason, without permission of an administrator.

The administration will investigate truanancies to determine the reason or cause for the truancy. In all cases of truancy, the school will make a reasonable effort to notify the parent/guardian. Appropriate disciplinary action will be

taken in cases of truancy, beginning with assigned detention hours up to suspension and possible recommendation for expulsion. Habitually truant students will be placed on a plan and/or recommended for truancy court.

### **COUNSELING/GUIDANCE**

The counselors assist the students in planning their ICAP (Individual Career & Academic Plans), and supply information about careers, college, and scholarships. Counselors will provide counseling in personal, school, or other related issues and make appropriate referrals, as necessary.

### **PERSONAL INFORMATION**

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

### **WITHDRAWALS**

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

### **DISTRIBUTION OF OVER-THE-COUNTER MEDICATION**

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

### **DISCIPLINE**

#### **DETENTION**

Detention of students may be assigned after school. A violation of a school rule may result in detention. Detention procedures must be followed or students will be told to leave and extra hours may be assigned.

### **DRESS CODE**

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

EXAMPLES OF ITEMS NOT ALLOWED INCLUDE:



1. Sheer and/or see-through garments (without another shirt worn underneath; and only if shirt underneath would pass code itself).
2. Hats; head coverings (including hoods), sunglasses, or gloves are not permitted.
3. Offensive or indecent decals on clothing.
4. Excessively baggy or tight clothing. Leggings will be permitted as long as the shirt covers to mid-thigh.
5. Camies, racer back shirts and spaghetti straps may not be worn. Sleeveless shirts may be worn only if the shoulder is at least 2 inches wide. No visible undergarments. Shirts worn off-the shoulder are not allowed unless a school appropriate shirt is worn underneath. Shirts with open backs must have another appropriate shirt underneath. Shirts that are cut too low or expose the midriff area are not allowed.
6. Clothes that advertise alcohol, tobacco, drugs, sexual innuendoes, criminal violence or profanity are not allowed.
7. Gang paraphernalia or any gang-related items, (long belts at waists, gloves, etc.) are not permitted.
8. Shorts and skirts must be below mid-thigh when seated. If length becomes an issue, this privilege may be revoked.
9. Any articles of clothing, apparel, piercings, or accessories that cause a distraction, disturbance, or danger.

**FINAL APPROVAL OF DRESS WILL BE DETERMINED BY ADMINISTRATION.**

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

**DRUG AND ALCOHOL USE BY STUDENTS (policy JICH)**

Trinidad School District #1 shall promote a healthy environment for students by providing education, support, and decision-making skills in regard to alcohol, drugs, and other controlled substances and their abuse. In order to accomplish this goal, a cooperative effort must be made among the schools, parents/guardians, community, and its agencies. It shall be a violation of Board Policy and considered to be behavior which is detrimental to the welfare or safety of other students or school personnel for any student to possess, use, sell, distribute, procure, or to be under the influence of alcohol, drugs, or other controlled substances. The unlawful possession or use of alcohol or controlled substances is wrong and harmful to students. For purposes of this policy, controlled substances include, but are not limited to,

narcotic drugs, hallucinogenic or mind altering drugs or substances, amphetamines, controlled substances as defined in law, or any prescription or nonprescription drug, medicine, vitamin, or other chemical substances not taken in accordance with the Board Policy and regulations of administering medicines to students. This policy also includes substances that are represented by, or to the student to be, any such controlled substance or what the student believes to be any such substance. This policy shall apply to any student who is on school property, in attendance at school in a school vehicle or taking part in any school sponsored or sanctioned activity, or whose conduct at any time or place interferes with the operations of the district or the safety or welfare of students or employees. Students violating this policy shall be subject to disciplinary sanctions which may include suspension and/or expulsion from school and referral for prosecution. Expulsion shall be mandatory for sale or distribution of drugs or other controlled substances. Situations in which a student seeks counseling or information from a professional staff member for the purpose of overcoming substance abuse shall be handled on an individual basis depending upon the nature and particulars of the case. When appropriate, parents shall be involved and every effort made to direct the substance abuser to sources of help. The district, in recognition that drug and alcohol abuse is a community problem, shall cooperate actively with law enforcement, department of human resources, or other agencies and organizations, parents, and any other recognized community resources committed to reducing the incidents of illegal use of drugs and alcohol by school-aged youths. Whenever possible, in dealing with student problems associated with drug and alcohol abuse, school personnel shall provide parents/guardians and students with information concerning education and rehabilitation programs which are available. Information provided to students and/or parents about community substance abuse treatment programs or other resources shall be accompanied by a disclaimer to clarify that the school district assumes no financial responsibility for the expense of drug or alcohol assessment or treatment provided by other agencies or groups unless otherwise required. This is the student and parent/guardian's notification and copy of the drug and alcohol administrative procedures. The district shall conduct a biennial review of its drug prevention program to determine its effectiveness, to implement any required changes and to ensure that the disciplinary sanctions required are consistently enforced.

### **GROUND FORS SUSPENSION/EXPULSION (JKD/JKE-E)**

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

- (1) Continued willful disobedience or open and persistent defiance of proper authority;
- (2) Willful destruction or defacing of school property;
- (3) Behavior on or off school property which is detrimental to the welfare or safety of other pupils or of school personnel, including behavior which creates a threat of physical harm to the child or other children.
- (4) Declaration as a habitually disruptive student for which expulsion shall be mandatory.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **SPECIFIC EXAMPLES OF GROUNDS FOR SUSPENSION**

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

#### **A. Fighting Offenses Not Rising to the Level of Assault**

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

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

\*If a conflict appears to be likely, the student is, if at all possible under the circumstances, expected to make all reasonable efforts to

avoid the conflict, including verbalizing the desire not to fight, leaving the scene, or seeking the help of a school employee.

4. A threat assessment will be completed.

#### B. Fire and False Alarm Offenses

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

#### C. Property Offenses

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

#### D. Verbal Misconduct and Harassment

1. Profanity. Directing profanity, vulgar language, or obscene gestures toward others, including students, school personnel, or school visitors, will not be tolerated. (Including written)
2. Harassment. Trinidad School District #1 will not tolerate harassment of any individual because of their race, religious beliefs, or sex. A student commits harassment with intent to harass, annoy, or alarm another person, when the student:
  - a) repeatedly makes lewd or obscene (collectively defined as patently offensive references to sexual/racial matters) comments or gestures to or at another student,
  - b) repeatedly follows a student around,
  - c) repeatedly insults, taunts, or challenges another in a manner where such words or behavior is likely to incite an immediate and violate response from the student(s) being addressed,
  - d) threatens another student with physical harm.

#### E. Violent & Aggressive Behavior (JICDD)

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

#### F. Other Offenses

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

### **REGULATIONS FOR SMOKING AND POSSESSION OF TOBACCO PRODUCTS**

Smoking and use of tobacco products including E-Cigarettes, Vape Pens, other electronic nicotine-delivery systems, or cigarette facsimiles by students while in or on school properties is prohibited. The first violation will result parent notification and will result in 1-3 days ISS or OSS. A second violation will result in parent notification and may result in 1-5 days OSS. Subsequent violations will result in further suspensions and a Behavior Plan.

### **BULLYING PREVENTION AND EDUCATION (JICDE)**

Any student who engages in any act of bullying is subject to appropriate disciplinary action including but not limited to suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, of any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made.

### **BULLYING**

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

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

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

### **SCHOOL DISTRICT POLICIES JICDA (Code of Conduct):**

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

1. Causing or attempting to cause damage to school property, or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property, or stealing or attempting to steal private property.
3. Commission of an act, which if committed by an adult, would be robbery or assault as defined by law. Expulsion shall be mandatory in accordance with state law except for commission of third degree assault.
4. Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.
5. Violation of district or building regulations.
6. Violation of the district's policy on dangerous weapons in the school. Expulsion shall be mandatory for carrying, bringing, using or possessing a

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

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



## **EXTRA-CURRICULAR**

### **ATHLETICS**

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

<i>Football</i>	<i>Boy's &amp; Girl's Golf</i>	<i>Girls' Soccer</i>
<i>Volleyball</i>	<i>Wrestling</i>	<i>Cheerleading</i>
<i>Boys' &amp; Girls'</i>	<i>Boy's &amp; Girl's Track</i>	
<i>Basketball</i>	<i>Baseball</i>	

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

### **EXTRA CURRICULAR ELIGIBILITY**

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

*ATHLETICS BAND CHORUS DEBATE KNOWLEDGE BOWL*

There will be no participation until the eligibility status has been established. Eligibility grade must meet the general eligibility requirements.

### **NCAA COLLEGE FRESHMEN ELIGIBILITY REQUIREMENTS**

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

### **TRINIDAD HIGH SCHOOL ATHLETIC/ACTIVITY CODE**

As a student athlete or activity participant of Trinidad High School, you assume a very important role. You represent our student body to the community as well as to all other schools with which we compete. The image of our entire system will be reflected by your behavior in all that you do. During your period of participation at Trinidad High School, you will enjoy many special privileges as long as you remain in good standing. Opportunities in these programs will be limited only by you as an individual. You will have the best our school can offer. With privileges come responsibilities. The responsibilities will require self-discipline, and in some instances – sacrifices. You as an individual must make the decision as to whether or not you can live within the following guidelines in order to enjoy the privilege of representing the BLUE AND WHITE. COLORADO HIGH SCHOOL ACTIVITIES ASSOCIATION RULES will be complied with for each activity where appropriate. Each sponsor is responsible to know, to inform members and parents/guardians, and to enforce school and CHSAA Regulations in these matters.

## **GENERAL INFORMATION**

### **ADDRESSING STAFF**

Students will respectfully address staff using Mr., Mrs., Ms. or Coach with their last name.

### **AUTOMOBILES**

ALL STUDENTS ARE REQUIRED TO PARK IN THE GYM PARKING LOT. Student parking permits are required and can be obtained through SRO Nick Mattarano by providing proof of insurance and license. Students are not to park in the front teacher parking area or the band parking lot. Failure to follow the guidelines will result in a written warning given for the first violation. The second violation will result in a written warning and parent notification. A third violation may result in the vehicle being towed at the student's expense (estimated \$50.00). Automobiles are subject to search at any time.

### **BUS LOADING AREA**

Only those students who are waiting to be picked up by an assigned bus are allowed in the bus loading area.

### **CELL PHONES/ELECTRONIC DEVICES**

Due to distractions/disruptions of the educational process and learning environment **electronic devices, including iPod and cell phones MAY NOT be used during school hours**. Students may keep them in their backpacks/purses turned off. Students who choose to violate this policy will have their electronic device confiscated and kept in the office. For the first violation, the student may pick up the phone at the end of the school day. For the second violation, the parent/guardian must pick up the phone. The third and subsequent violations may result in detention or suspension. Refusal to relinquish a cell phone to THS staff may result in a detention or suspension. The school is not responsible for the loss or replacement of personal items. After two years, any unclaimed items will be donated to charity.

### **CLOSED CAMPUS**

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

### **CLOSURES AND DELAYS**

In inclement weather, students and parents will be notified by School Messenger. Parents need to have updated phone numbers in the district database. Delays are always 2 hours after regular starting time.

## **CLUBS AND ACTIVITIES**

Each club shall establish its own qualifications. All students are encouraged to belong to at least one club or activity.

## **DANCES**

Students who attend THS are welcome to attend all appropriate dances (Homecoming is for 9th-12th graders and Prom is for 11th-12th graders, underclassmen may only attend if they are invited by an upperclassmen). Students need to sign up so that a list of attendees can be approved prior to the dance. High school students who attend other schools will need to be approved by the administration of his/her school; middle school students are not allowed to attend THS dances. If the person invited does not attend school, a form must be signed by a responsible adult, vouching for the person. No one 21 years of age or older will be allowed to attend a THS dance. For the safety of all students, doors are to remain locked during dances and once a student leaves the dance, they will not be permitted to re-enter. Decorations are the responsibilities of the students.

## **EXTRA-CURRICULAR FIELD TRIPS**

Students wanting to participate in extra-curricular field trips during the school week must not have any failing grades on his/her current grade check, no unexcused absences for 2 days prior to the trip, and no more than 4 absences in a 30 day period. They must be in attendance the day after the trip.

## **FINES**

Textbooks are furnished free of charge to high school students. Students are responsible for returning textbooks that are issued to them in a satisfactory condition. Students who lose, damage, or destroy books are responsible for the cost of repairing or replacing the book (loss of use or lost-\$90.00.) Fines may also be charged for any other destruction of school property, to include lockers. Student records, report cards, and eligibility for graduation will be withheld until all fines are paid. (Fines & monies owed to School District #1 are carried over each year, students' transcripts & eligibility for graduation may be delayed until all debts are paid).

## **FIRE DRILLS**

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

## **LOCKDOWN/LOCKOUT DRILLS**

Lockdown and lockout drills are conducted as safety precautions. Procedures are followed in order to help students become familiar with the process in case of a crisis.

## **GENERAL ELIGIBILITY**

**All activities** including but not limited to CLUBS, DANCES, FIELD TRIPS, SPECIAL EVENTS, and ATHLETICS will be held to weekly grade checks. **The student may not have more than one failing grade.**

## **GRAFFITI**

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

## **HALLWAYS**

Students are not to be in the halls during class time.

## **LOCKERS**

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

## **LUNCH**

Trinidad High School lunch costs are as follows:

Full pay - \$3.00    Reduced - \$0.40    Breakfast - \$1.50    Adult meals - \$3.50

## **PARENT PICKUP**

For the safety of students, parents are requested to pick students up and drop students off at the front of the gym.

## **ROYALTY SELECTION CRITERIA**

In order for a student to be eligible for Homecoming, Prom, or other royalty must meet the following requirements:

- No more than 8 excused or unexcused absences in the current semester
- No more than 4 unexcused tardies in one class in the current semester
- Students may have no truancies in the current semester
- Have no suspensions in the current school year
- Have no NC's on their report cards for the current year

- Have not been a previous royalty during the current school year
  - Must be enrolled in 5 classes for the school year
  - Must have no failures during the current school year
- The Homecoming and Prom committees are responsible for the ceremony and participants. Any changes must be approved by the committee.

## **SKATEBOARDS**

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

## **SPEECHES**

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

## **STUDENT INTERNET & ELECTRONIC COMMUNICATION policy JS\*R** **Student Use of the Internet and Electronic Communications**

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

### **Acceptable Use**

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

### **Privileges**

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

## **Rules and Responsibilities**

1. The use of accounts must be for education and research consistent with the educational objectives and state standards of the district.
2. As a user of this school community system, students will notify a teacher or system administrator of any violations of this contract taking place by other Trinidad students or outside parties. This may be done anonymously.
3. Users may not give their passwords to anyone. Users must sign in at a computer if a password is not needed for access to the computer.
4. Users may not offer Internet access to any individual via their TPSD Net accounts.
5. Users may not use or play any games via the network, including those accessible via Telenet, unless it is part of a class assignment.
6. Users may not use or alter anyone else's Internet account.
7. Users may not create or share computer viruses.
8. Users may not destroy another person's data.
9. Users are not permitted to get from or put onto the network any copyrighted material (including software) or threatening, obscene or pornographic material.
10. No illegal activities may be conducted via the network.
11. All communications and information accessible via the network.
12. Pop, candy and food are not allowed while working on or near computers.
13. Chat rooms and e-mail, unless set up or assigned for educational purposes, are not permitted.
14. If students have any questions about the legitimacy of their activities, they should ask a teacher or a building administrator.
15. Users must not bypass any security measure installed on network computers.

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

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

## **WEB 2.0 STUDENT CONTRACT, TRINIDAD SCHOOL DIST. #1**

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

1. Students using blogs, wikis or other Web 2.0 sites agree not to post or give out family name (last name), password, phone number, email address, home address, or other information that could help someone locate or contact you directly. Furthermore, you will protect the identity of your classmates.

Students are expected to act safely by keeping personal information out of their posts.

2. Students using Web 2.0 sites agree to not share their user name or password with anyone besides their teachers and parents. Student agrees to never log in as another student, staff member, administrator, fictitious name, or member of the community.
3. Students using Web 2.0 sites are expected to treat blog, wiki and other spaces as classroom spaces. Speech that is inappropriate for class is inappropriate in Web 2.0. While we encourage you to engage in conversation with other students, we also expect that you will conduct yourself in a manner reflective of a representative of your school.
4. Student blogs, wikis and other Web 2.0 communications that you are allowed access to at school are to be a forum for student expression. However, they are first and foremost a tool for learning. Students are welcome to post on any school-appropriate subject. All student writings will be screened by [insert teacher name] before they are published.
5. Student blogs and wikis are to be a vehicle for sharing student writing with real audiences. Most visitors to our site who leave comments will leave respectful, helpful messages. These comments will be screened by [insert teacher name] before they are posted.
6. In accordance with the Responsible Technology User Policy, students using Web 2.0 sites take good care of the computers by not downloading or installing any software without permission, and by not clicking on ads. Student will immediately inform adult of any inappropriate material and click off site.
7. Students who do not abide by these terms and conditions may lose their opportunity to participate in blogs, wikis and Web 2.0 sites.
8. Tips for publishing on-line \*Be safe \*Be clear (you don't want what you say to be misunderstood) \*Be mindful of what you say \*Be respectful to others \*Be informative \*Respect Copyright

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

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

***Social Media and texting outside of school time needs to be addressed with the Trinidad Police Department.***

## **VISITORS**

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

## **HEALTH**

### **ILLNESS**

Students who are ill at school may contact the secretary so that arrangements can be made for them to see the nurse when she is available. Only first aid will be provided in all cases of injury. Medications that are to be given at school must follow the medication protocol which is available from the school nurse. If it is necessary that parents be contacted due to an injury or illness, every effort will be made to contact them at the numbers they have on file.

**THE COLORADO SCHOOL ENTRANCE IMMUNIZATION LAW REQUIRES ALL STUDENTS TO PROVIDE PROOF OF IMMUNIZATIONS TO ATTEND SCHOOL. A RECORD MUST BE PRESENTED BY THE FIRST DAY OF ATTENDANCE.**

## **IMMUNIZATIONS**

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

## **APPEAL PROCESS**

Any student who is dissatisfied with a decision by a teacher may appeal this to the building principal. This shall be submitted in writing within five (5) days of the incident or decision. The principal will respond to the appeal within five (5) school days to the appeal.

**TRINIDAD SCHOOL DISTRICT #1 DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY, RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, OR AGE IN ACCESS TO, EMPLOYMENT IN, OR PROVISION OF ANY OF TSD#1'S PROGRAMS, BENEFITS, OR ACTIVITIES.**



THE FOLLOWING PERSON HAS BEEN DESIGNATED TO HANDLE INQUIRIES REGARDING THESE POLICIES: SUPERINTENDENT OF SCHOOLS, 215 S. MAPLE STREET, TRINIDAD, COLORADO 81082 - PHONE (719) 846-3324.

### **GRIEVANCE PROCEDURE**

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

### **SECTION 504/ADA/HARASSMENT/OTHER GRIEVANCE PROCEDURES**

The Trinidad School District #1 does not discriminate on the basis of disability with regard to admission, access to services, treatment, or employment in its programs or activities. Any alleged discriminatory practices within the scope of Section 504, or the Americans with Disabilities Act, Harassment, or Other Issues should be addressed through the grievance procedure that follows: The person who believes he/she has a valid basis for grievance under Section 504/ADA/Harassment/Other Issues shall contact the building administration. They will inform you of the proper procedures for filing your grievance.

# MINERS ATHLETIC HANDBOOK

## Introduction

This handbook communicates important information concerning athletic policies and procedures to our parents, students, and coaches. After reviewing this information, we ask that the parents/guardian and student sign the receipt page in the back of the handbook and return it to his/her head coach.

It should be noted that different sports may have additional rules and regulations that go beyond what is listed in this athletic handbook. Those rules/policies/procedures will be in addition to this athletic handbook, but they shall not alter the rules of this handbook.

This handbook is intended to assist in providing a successful experience for all involved in Trinidad SD#1 Athletics and for efficient operation of the program. The athletic handbook is designed to coexist with the Student Handbook and the Student Code of Conduct.

## Philosophy

The athletic program is an integral part of the total educational program. Participation in Athletics is vital part of the physical, mental, social, and moral growth of our students. Our program is not designed to transcend the academic program but to supplement and enhance the total educational experience. Our programs provide valuable lessons for practical situations. Student-athletes experience daily accomplishments and adversities discovering within themselves and through outstanding role models the abilities to handle these situations. It is our intent for student-athletes to develop leadership skills, positive attitudes, good work ethics and the skills necessary to be part of a team that requires sacrifice and service to others. Many intangibles are taught in athletics that become lifelong lessons for the student-athlete. Participation in athletics is a **privilege** that carries with it **responsibilities** to the sport, the school, the student body, the community, and to oneself.

Athletics is about teaching the value of competition, dedication, commitment, goal setting, hard work, **sportsmanship**, teamwork, and personal sacrifice. If the coaches, athletes, parents, and fans will live up to these standards, athletics will continue to serve as an outstanding extension of academics and source of great pride for the school and community. By excelling at these attributes, winning on the scoreboard will take care of itself.

## Responsibilities/Expectations

Participation in athletics is a privilege that carries with it responsibilities and expectations to the school, the sport, the student body, the community, and to oneself far greater than those required of other students. Participation in athletics is not a guaranteed right to

every student. When choosing to participate in athletics, the student and parent/guardian accept these responsibilities and expectations. These responsibilities and expectations will become valuable lessons which will enhance the potential for success in school and in life.

## **ACADEMICS**

- Athletes must realize that they are students first and athletes second.
- Athletes must meet Trinidad SD#1 set eligibility criteria.
- Students will receive grade checks that will be signed by parents.
- Coaches may set playing restrictions for failing or unacceptable grades.
- Tutorial assistance may be discussed and provided for students struggling with their grades.

Athletes are encouraged and expected to maintain all their grades throughout the school year. Failure to take care of his/her grades may result in the athlete being removed from athletics until he/she has raised all class grades to passing.

## **PRACTICE AND GAME ATTENDANCE**

It is the obligation and responsibility of team members to attend ALL scheduled practices, meetings, and games, and to be on time. Practice times will be scheduled and announced to the team members. Effort will be made to communicate these times to the parents, BUT it is the responsibility of each athlete to know their practice, game and departure times. If an athlete is uncertain, he or she should ask the coach for clarification.

## **Tardiness / Absences**

Being late is considered a tardy and each tardy will be categorized as excused or unexcused.

There will be consequences for an unexcused tardy. Any team member who arrives late to practice or who leaves early is disruptive to the team's improvement and game plan. It is very important that the individual athletes are not pulled out of a practice until practice concludes.

The head or immediate coach should be notified as soon as possible when an unavoidable conflict arises with practice, meeting, or game. If the coach is notified before the workout, most absences will be excused. If the coach is NOT notified prior to the workout, it will be unexcused absences. With the widespread and available use of cellular phones and computers, communication not made in a timely manner should occur in rare instances. All coaches appreciate and understand that a situation may arise which may prevent timely notification. In these rare occurrences, the head coach of the sport affected will use professional judgment in deciding whether the absence is excused or

unexcused. The athlete will have consequences for and Unexcused absence in addition to conditioning make-up. Consequences and make-up work for unexcused absences will be given by the Head Coach or designee; this workout may vary from sport to sport. Coaches may also have the option to make athletes with an excused absence to make-up the conditioning missed.

Athletes should understand that habitual tardiness or absences, even if excused, can be detrimental to their ability to perform and to let their knowledge of team concepts. Habitual tardiness or absences may result in loss of lettering points, playing time and/or possible suspension or dismissal.

*Injured athletes* who cannot actively participate in practice must still follow all attendance policies. The injured athlete will be expected to participate in practice in whatever capacity allowed, even it only to encourage his/her teammates. Being a member of a team is not always convenient.

*Ineligible athletes* shall attend and participate in practices and meetings unless excused by the head coach.

*Inter-school suspension (ISS)*: Athletes assigned to ISS are considered Unexcused.

\*\*Trinidad SD#1 handbook rules on tardies and absences will be followed, but coaches may have additional rules.

## **ATTENDANCE AT SCHOOL**

The athlete must be in attendance the entire day before, the day of and the day after the day of competition. Failure to attend will result in non-participation in the practice or competition.

## **EQUIPMENT CHECK-OUT**

Coaches will check-out all necessary equipment/uniforms required by their sport to the student-athlete. Students are responsible for all equipment checked out to them. At the end of the sport season, coaches are to check-in all equipment checked out to the athlete. Athletes should turn in equipment/uniforms clean and at designated check-in time period set by the coach.

Any lost or damaged equipment/uniforms can be charged to that athlete at the price of replacement. An athlete CANNOT participate in his/her next sport until any equipment/uniform not turned in or paid for is taken care of through the coach/athletic department.

*Coaches have the right to not allow any extra equipment/added uniform dress, not handed out by the school. \*A doctor's order will override this\**

## **DRESS CODE / PERSONAL APPEARANCE**

Miner athletes must recognize that their appearance, personal expression, and actions always influence people's opinion of them, of athletes, the team, of the school and community. Athletes who habitually violate dress and grooming standards may be subject to disciplinary action including suspension if the violations are not corrected.

### *Requirements*

1. Athletes are expected to follow the adopted dress code as set forth in the THS Student Handbook.
2. Each head coach may have additional dress and grooming standards for their sport.
3. **School team uniform checked out to athletes is not to be worn for personal wear, or be worn by family members, unless approved by the head coach.**

## **QUITTING**

Quitting is an intolerable habit to acquire. Commitment to being a team member and acceptance of your role is one of the most valuable lessons learned in athletics. We will strongly encourage the student-athlete to finish the way they start. However, the decision to quit must be made before the first competition. Concerns and frustrations can often be worked out with communication between the athlete and coach.

*Athletes that choose to quit a sport may only move to another sport during that season if both head coaches and athletic director mutually agree that it is in the best interest of the athlete and both teams for the athlete to be released.*

## **EARNING A VARSITY LETTER**

The LETTER, a symbol of school and team pride is earned through commitment, athletic talent, effort, and personal sacrifice. The letter is bestowed upon athletes in respectful acknowledgement of these attributes required of a Miner athlete.

Each head coach is responsible for setting the specific criteria for earning a varsity letter in their sport.

Trinidad Letter Club will present certificates/plaques to each athlete who earned a varsity letter in their sport. The head coach from each sport is responsible for communicating to each athlete and the athletic director when an athlete has earned their varsity letter for their sport.

Jacket, letter, embroidery, patches, or other embellishments are the sole responsibility of the individual, not Trinidad SD#1.

*Jackets will be ordered in early December and late April of each year through the athletic director.*

## **TEAM TRAVEL**

Trinidad SD#1 will provide transportation for away contests. Athletes, student support staff, etc. should ride to and from the contest on school provided transportation. The use of portable electronics, (music, cell phones, movies, etc.), is dependent on the driver's and coach's discretion.

Athletes are expected to remain with the team on the return trip home. We want to encourage team unity at all times. *The head coach may make exceptions at his/her discretion as deemed necessary; however this practice is discouraged and intended only for special circumstances.*

The parent/guardian and athlete must make personal contact with the Head or designated assistant coach before leaving. A written signature confirming transfer of custody must be signed. If the athlete is being released to another parent, it must be preapproved by the athlete's parent and the same procedure is to be followed at the conclusion of the contest.

### *Travel Guidelines*

- 1. Be on time and ready for the bus.*
  - 2. Be appropriately dressed. No cleats/spikes should be worn on bus.*
  - 3. Please do not leave valuable items on the bus or visiting locker room. If you choose to take such items, you assume the risk of losing them.*
  - 4. Be courteous and pick up your trash as you exit the bus when arriving back at school.*
  - 5. Always represent Trinidad with upstanding character.*
- Each sport Head Coach may have additional travel standards; these are intended as minimum standards.*

## **LOCKER ROOM**

Athletes are expected to help keep locker rooms as neat and sanitary as possible. It is the expectation of athletes to throw away their trash, pick up their equipment/clothing, and keep the locker room neat. All equipment should be hung or placed in their locker. NO equipment should be left on the floor or out of their locker. Specific locker and locker room guidelines may vary depending on the sport.

Keep all valuables locked up. Valuable items that cannot be secured in your locker should not be brought into the locker room or should be turned in to a coach. Do not leave valuables out in the open. LOST items are the RESPONSIBILITY of the athlete. All athletes have access to securable lockers. (Athletes must supply their own locks). Athletes should ask their coach if they are unsure how to secure their valuables. THEFT is not tolerated and it should not be encouraged by providing the opportunity. Enforcement of anyone caught stealing will following the Trinidad SD#1 rules on stealing.

## **INJURIES**

The potential for injury is inherent in all interscholastic sports. Even with the best coaching, advanced protective equipment, and strict observance of rules, injuries can and will happen. Parents and students must be willing to accept the risks associated with school sports.

Athletes should report all injuries to their coach (trainer) and to their parent. Any athlete may/should report a suspected injury of another player if he/she does not report it.

### ***Injured Athlete – Parent Recommendations***

1. If your athlete is injured during a contest, please remain in the spectator area and allow the evaluation of the athlete to take place. The coach or medical personal will locate and communicate with you. (Please do not enter playing area or locker room until invited)
2. Athletes should report all injuries whether sustained in athletics or outside athletics.
3. Athletes under a Physicians care must present a signed release before being allowed to continuing participating in practice or competition.

## **COMMUNICATION**

### ***Parent/Coach Relationship***

Both parenting and coaching are difficult vocations. By establishing lines of communication and understanding each position, we are able to accept the actions of the other and provide greater benefit to our children. As parents, when your children become involved in our programs, you have the right to have clear communication with the coach of your child's program. One purpose of this handbook is to provide a line of communication between the athletic department and parents.

### **Communication Athletes/Parents Expect From Coaches:**

1. *Location and times of all practices and contests.*
2. *Team requirements, (special equipment, etc.)*
3. *Discipline which results in consequences.*

### **Communication Coaches Expect From Players:**

1. *Notification of any personal schedule conflicts well in advance.*
2. *Specific concerns with program/coach's expectations.*

## **Communication Chain**

1. Athlete to Coach
2. Parent to Coach
3. Parent to Athletic Director
4. Parent to Principal
5. Parent to Superintendent
6. Parent to School Board

## **Parent/Coach Conferences**

### **Appropriate Issues to Discuss With Coaches:**

1. *Treatment of your child*
2. *Ways to help your child improve*
3. *Concerns about your child's behavior*

### **Issues NOT Appropriately to Discuss With Coaches:**

1. *Team Strategies*
2. *Playing Time*
3. *Other student-athletes*
4. *Other programs*

### **Parent/Coach Conference Procedure**

If you have a concern to discuss with a coach, please follow the procedure:

1. Please do not confront a coach BEFORE, DURING, or AFTER a contest or practice.

Likewise, coaches are instructed not to engage in a conference at these times. (An informal 24 HOUR rule after practice/contest should be used in timing of conferences) During or after practice/contest can be an emotional time for both the parent and the coach, and to have a productive meeting, all parties involved should be calm, rational, and have objective attitudes in a private setting. *(For expediency, parent/coach conferences may be held following a PRACTICE only if previously scheduled and at the coach's discretion).*

2. Call the Athletic Director to set up an appointment with the head coach during the next day.
3. If the resolution is not met, call the Athletic Director to set up appointments following the chain of command.

## **ATHLETIC FORMS AND PHYSICAL EXAMINATIONS**

No STUDENT-ATHLETE shall be **eligible to practice or play a school sport** until they have passed a medical examination, (current date) and completed all other required forms and have turned them in and on file with the head coach of that sport or athletic director. All forms must have required signatures.

### **Physical Examination and Athletic Forms Required**

1. Current physical examination
2. Activity Participation Form
3. Parent Warning Release Form
4. Insurance Form
5. Academic Eligibility Form
6. Bullying/Hazing Form
7. Emergency Release/Medical Information Form
8. CHSAA By-laws Form
9. Athletic Handbook Receipt Form