

**COMPUTER TECHNOLOGY POLICY AGREEMENT FORM
2018-2019**

PLEASE RETURN SIGNED FORM TO YOUR HOME ROOM TEACHER

PARENT/GUARDIAN:

My signature below indicates that as a parent or guardian of a student in the Trinity Area School District, I have read the District's Computer Technology Policy. I understand that it is impossible for the district to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network.

Parent/Guardian Print Name Here:

Parent/Guardian:

Date: _____

STUDENT:

As a student in the Trinity Area School District, I have read and understand all the points in the Trinity Area School District Computer Technology Policy and agree to adhere to them. If I do not follow the rules, I understand that my **computer access privileges will be taken away and disciplinary action may result.**

Student Print Name Here: _____

Student Signature: _____

Date: _____

STUDENT PLANNER SIGNATURE PAGE

I have read and understood the policies and procedures of Trinity Middle School.
I know that it is my responsibility to follow all rules set by the school and the district.

Student Signature: _____

Date: _____

I have read and understood the policies and procedures of Trinity Middle School.
I have reviewed and discussed this information with my child.

Parent Signature: _____

Date: _____

Dear Parent or Guardian,

As you may already be aware, there are a number of different publications used to communicate more effectively at Trinity Middle School. Among the vehicles employed for communicating with the public and the school community are hard copy communiqués, telecommunications, and electronic communications. At times, either by design or inadvertently, student photographs appear in the various forms of communication including the Trinity Area School District Newsletter, the Trinity Middle School Yearbook, Trinity Middle School Pro Share video conferencing, the Trinity Middle School web page, Facebook, Twitter, and the Trinity Area School District web site.

If, for any reason, personal, familial, or otherwise, you **do not wish** your child(ren)'s photograph to be published in a Trinity School related publication, please complete the following written request and return it to Trinity Middle School's main office. If you have any questions, please contact the school at 724-228-2112. Your time and attention to this matter are greatly appreciated.

Thank you,

Michelle Ostrosky
Principal
Trinity Middle School

TRINITY MIDDLE SCHOOL
PARENTAL REQUEST

Student's Name _____ Grade _____

Parent/Guardian's Name _____

Please do NOT publish my child's photograph in any Trinity Area School District publications.

Parent/Guardian Signature _____

Date of Request _____

(Your request will be documented and distributed to appropriate parties, but your cooperation is essential. Please remind your son/daughter that he/she is responsible to exclude himself/herself from photographic events of this nature for publications.)

TRINITY AREA SCHOOL DISTRICT

Vision Statement

The long-standing tradition of pride and excellence in the Trinity Area School District is for each individual to have purpose, respect for self and others, confidence in one's abilities to be critical thinkers, life-long learners, effective problem solvers and communicators.

Mission Statement

The Trinity Area School District, in partnership with the parents and the community, prepares students to reach their fullest potential and to become contributing members of society.

We Believe:

- ***Every student can learn.***
- ***Every student is entitled to a safe and nurturing learning environment.***
- ***Every student has value and is treated with dignity and respect.***
- ***Every student's independence, creativity, and leadership are promoted.***
- ***Every student is equipped to be technologically literate, responsible and productive.***

TELEPHONE DIRECTORY

Superintendent	225-9880
Trinity Middle School	228-2112
Special Education Office	225-9880 Ext. 6518
Athletic Office	225-5380 Ext. 6514
Transportation	225-5380 Ext. 6508

Name _____

Homeroom Teacher _____

The School Board Policy has been condensed and summarized in this student handbook.
A full copy of the School Board Policy is available online at www.trinitypride.org.

BELL SCHEDULES
REGULAR BELL SCHEDULE
STUDENT SCHEDULE
2018-2019

PERIOD	SUBJECT	ROOM	TEACHER
1			
2			
3			
4			
5			
6			
7			
8			
HOMEROOM			

INTRODUCTION

Trinity Area School District will provide a safe and healthy environment for students with due consideration for their legal rights and responsibilities. School rules are established to ensure the health and safety of all students. This handbook is designed to assist you in understanding the rules and procedures of Trinity Middle School. A more comprehensive description of the policies is available on the district website: www.trinitypride.org, and in the main office.

IN LOCO PARENTIS

Due consideration has been given to the legal rights and responsibilities of the school administration, staff, students, and parents/guardians. The school's professional staff is operating under Section 1317 of the Pennsylvania School Code. This specifies that every teacher, vice principal and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his/her school during the same time he/she is in attendance, including the time required in going to and from his/her home, (on school property, during a school session, or anywhere at a school sponsored activity) as the parents/guardians or persons in parental relation to such pupil may exercise over them.

This concept of in loco parentis clearly sets school personnel apart from law enforcement officials. School administration and staff have the right to conduct searches without warrants. Such searches may be conducted based on considerably less evidence than required by the police. The school district reserves the right to use all legal means to maintain a safe and secure school environment.

STUDENT RESPONSIBILITIES

It is the responsibility of students of Trinity Area School District to:

1. Know the rules and regulations and conduct themselves in accordance.
2. Willingly volunteer information relating to the health, safety, and welfare of the school community and the protection of school property.
3. Willingly volunteer information in disciplinary cases and cooperate when having knowledge of importance in relation to such cases.
4. Dress and groom themselves so as to meet safety and health standards, and not to cause disruption to the educational processes.
5. Assume that until a rule is waived, altered, or repealed in writing, it is in full effect.
6. Assist the school staff in operating a safe school for all students enrolled therein.
7. Be aware of and comply with the Commonwealth and local laws.
8. Exercise proper care when using public school facilities and equipment.
9. Attend school daily, except when excused, and be on time for all classes and other school functions.
10. Make necessary arrangements for making up work when absent from school.
11. Pursue and attempt to complete satisfactorily the course of study prescribed by the Commonwealth and local school authorities
12. Avoid indecent or obscene language or gestures.
13. Avoid active or passive discrimination against another student or groups of students because of sex, race, color, creed, social status, or political following.
14. Treat classmates and building staff with respect and dignity at all times.

GUIDANCE COUNSELING

Students will interact with the guidance counselors to gather information, address concerns or problems, set future goals and assist with scheduling.

Students are assigned to counselors as follows:

Mrs. Cortazzo Students whose last names begin with A – K

Ms. Watson Students whose last names begin with L - Z

THERE WILL BE NO SCHEDULE CHANGES WITHOUT ADMINISTRATIVE APPROVAL

STUDENT ASSISTANCE PROGRAM

Here at Trinity Middle School we have a Student Assistance Program (SAP) for identifying and assisting students who experience barriers to learning. The SAP team at Trinity Middle School consists of teachers and community agency liaisons specifically committed to helping students. The SAP team can help you find services and assistance within the school or in the community. The SAP Team members are easily identified by the picture of the blue "T" above their doorways! If you need help regarding your academic performance, attendance and/or behavior, find a teacher with a blue "T" and they will gladly help you.

SCHOOL ATTENDANCE

Children between the ages of eight (8) and seventeen (17) are required by state and federal law to attend school. Parent/Guardians are held responsible for their children's attendance by the compulsory attendance law. The following reasons will be accepted as excused absences: **1) illness, 2) death in the immediate family, 3) quarantine, 4) impassable roads, 5) recovery from accident/physical injury, 6) required court attendance, 7) religious holiday, or 8) other reasons properly deemed to be "urgent" by the building principal.** When absent, students must bring in a note signed by their parent/guardian or their doctor indicating the date(s) of the absence and the reason(s). **The note must be submitted within five (5) days of their return to school. Failure to do so will result in the absence being recorded as illegal (truant).** Students receive zeros for any work missed during an illegal absence. Make-up work will not be accepted for illegal absences.

Students truant for an extended period of time (3 or more days) may at the discretion of the administration be given no credit for that class even though he/she has a passing grade. It is the student's responsibility to report for homeroom attendance. A student may be considered truant when not reporting for homeroom or not signing in tardy. All students participating in extracurricular or athletic functions are to be in school on the days of scheduled events, activities, and practices. Students who are absent cannot participate on the day of their absence.

TARDY TO SCHOOL

A student is considered **tardy** to school if he/she arrives **after 7:50 am**. Tardiness to school is considered similar to absences by the State of Pennsylvania. Acceptable excuses for tardiness include: **a) illness/doctor's appointment, b) death in the immediate family, c) quarantine, d) impassable roads**. If a student is tardy due to illness, it is an excused tardy if he/she brings a signed note from the parent/ guardian that day or the day of the tardy. Tardies due to illness will not be subject to disciplinary action. If a student is tardy to school because of a doctor's appointment, it is an excused tardy if he/she brings a form from the doctor to confirm this appointment. This confirmation must be turned in to the office upon arrival to school. Tardies covered by a doctor's excuse are not subject to disciplinary action. A record of tardiness will be kept on each student.

If the student fails to meet the above criteria for tardiness, teachers are notified and the student receives a zero (0) for work missed. If a student accumulates **three (3) or more unexcused tardies** during a nine (9) week period, **disciplinary action will be administrated accordingly**. Participation in extracurricular activities on day of discipline is prohibited.

ILLEGAL ABSENCE

A student is considered illegally absent for the following reasons in accordance with the Pennsylvania State Attendance Laws and Trinity Area School District policies: **1) truancy, 2) oversleeping or missing the bus, 3) trips not approved in advance by the building principal will be designated as illegal or unexcused. Trips that have been disapproved by the building principal will be marked as unexcused, 4) shopping, 5) hunting, fishing, or attending ball games or sporting events (This does not include pre-approved school-sanctioned sporting events), 6) birthday parties or other celebrations, 7) employment, 8) inefficient private transportation or automobile breakdowns, 9) parent illness, 10) cutting class, or 11) any other reasons not listed in the legal excuse grouping presented in the Pennsylvania School Code of 1949 or Trinity Area School District Policies.**

EARLY DISMISSAL

In no case is a student to leave school during the day without permission from the office or the principal. If such permission is necessary, the student **must turn the request in at the box that is located at the student entrance**. He/she must bring in a written note by the parent/guardian indicating the time he/she wishes to be dismissed, the reason for the dismissal, and a phone number to verify the dismissal. A student who is dismissed from school early because of a doctor's appointment must bring a form from the doctor's office to confirm the appointment upon returning to school that same day or the first day they return to school. A student who becomes ill while at school must be excused through the Nurse's office. Any student receiving an early dismissal because of illness or illegal excuse is not permitted to participate in any school or extra-curricular program/activity that day. If a student does not bring in an excuse/written note, the absence is considered an illegal absence.

When an early dismissal is necessary, the student must bring in a written request, which includes:

Student's Name (First and Last Name)
Date and time of early dismissal
Reason for dismissal
Signature of parent/guardian
Phone number where parent/guardian can be reached for verification

Parents are only allowed to sign out their own child. Students are NOT permitted to leave with another parent. This includes after school activities, at away events, etc.

TRIPS/VACATIONS

Students planning absences due to a trip **must complete a request for student absence from school form** which can be obtained from the office. After the parent/guardian completes the form the student takes the form around to his/her teachers for signatures. When this is completed the form should be brought to the attendance office **five (5) days prior to the start of the vacation**. Failure to complete and submit assignments on the first day of return will result in a daily grade conversation from incomplete (I) to failure (F). The State of Pennsylvania allows a student to be absent not more than ten days (10) days for out of town trips.

ARRIVAL/DISMISSAL OF STUDENTS

Homeroom begins at 7:30 a.m. Students arriving by auto after 7:50 a.m. will be considered tardy. The students are to enter the building and report to the main office and sign in. No automobiles will be permitted at the main school entrance between 2:30 p.m. and 3:00 p.m. since buses will be loading children at this time. No students are to arrive before 7:20 a.m. since adult supervision is unavailable until 7:20 a.m. No parking will be permitted at the curb directly in front of the middle school at any time. This also includes weekends.

CANCELLATION OF SCHOOL

When it is necessary to cancel school, parents/guardians will receive a phone call from the district's Alert Now system. Do not call the school office, school personnel, or radio/TV stations for cancellation information. You are to assume that school is in session unless you receive an Alert Now message, or hear a radio/TV cancellation announcement. School delays and cancellations can be found on the district's home webpage www.trinitypride.org.

ABSENTEEISM CALLING PROCEDURE

Trinity Middle School uses an automated, computer calling system to communicate student absences, tardies, & early dismissals to parents/guardians. Therefore, when your child is absent from school, you do not need to call the school. When a student is marked absent from school, you will receive an automated phone message sent to your home number informing you that your child is absent from school. At that time, if you have any questions, regarding the absence, tardy, or early dismissal, you should contact the middle school immediately.

SCHOOL VISITORS

To enter the building, you must use the bell and identify yourself. Someone will then release the door lock. Parents/guardians are always welcome to visit the school. However, the safety of students and staff is a priority. Entrance to the building may be made only through the Visitors Entrance. ALL visitors MUST sign in, show identification, and obtain a Visitors Pass at the Main Office upon entering the building. An appointment may be made to see a teacher, counselor, the principal, assistant principal, or to visit classes. Students will only be released to parents or guardians!!!

PUBLIC SHOW OF AFFECTION

In circumstances, middle level learners – in their quest for maturity and self-expression- choose to act in manners that may not be age appropriate. Therefore, middle school students are discouraged from any public show of affection. Obviously, good taste and common sense require that you keep any show of affection private anyway. Displays of affection are not permitted in school and students failing to respect this request will face disciplinary consequences.

SCHOOL BUS RULES

Students are to conduct themselves appropriately on the school bus. The following things are prohibited on all school transportation: smoking, profane language, throwing articles on the bus, loud noise, defacing or destroying the bus, fighting, endangering the safety of self/others, refusing to obey the drivers requests, heckling the driver, standing while the bus is in motion, purchase/possession/consumption of alcohol or any other unlawful substance. Students can lose the privilege of riding the bus to and from school!

BUS DISCIPLINARY ACTION

The following are guidelines. After the third offense, disciplinary action is at the discretion of the principal. The parent may request a meeting with the bus driver to discuss any offense, but at no time should a parent board a school bus.

1. **First Offense** – Written Warning
2. **Second Offense** – Suspended from riding the school bus for a period of one day. Student must attend school and provide own transportation to and from school. Parents will receive notification, by phone or mail. If you have an answering machine, a detailed message will be left.
3. **Third Offense** – Suspended from riding the school bus for a period of three days. Student must attend school and provide own transportation to and from school. Parents will receive notification.
4. **Serious and Multiple Offenses** – Additional administrative action including, but not limited to, suspension of 5-10 days of termination of transportation privilege. Students must attend school if permissible. Parents will receive notification.

LOST AND FOUND

A lost and found area is located in the cafeteria and the boys/girls locker rooms. Students are encouraged to take any articles they find to the cafeteria and to check lost and found for articles they may have lost.

LIBRARY POLICIES

Students must have a library pass to be admitted to the library. No book is to be taken from the library until it has been checked out. Books may be borrowed for three (3) weeks and then renewed, if necessary, for another week. No one is permitted to leave the library except with the consent of the librarian before the bell rings. Students are only permitted to sign out three (3) books at a time. **LOST BOOKS SHOULD BE REPORTED IMMEDIATELY TO THE LIBRARIAN AND PAYMENT MADE FOR THE APPROPRIATE COST OF REPLACEMENT.** Students with overdue library materials will be denied the privilege of checking out additional materials and use of the library. Books may be returned at any time during the day at the library check out desk. Students may be denied the privilege of attending special events if library are lost or overdue!

PARENT/TEACHER CONFERENCES

A parent/teacher conference can be arranged at any time during the school year. Team conferencing, where all involved instructors work together with parents to solve problems, may also be available. (Conferences of this type must occur at specifically designated time periods due to scheduling commitments). If you desire a conference, please feel free to call the school to arrange an appointment through your Childs guidance counselor.

CLASS CUTS

Students out of class or any portion of class, without permission will be considered as cutting class and will receive a zero (0) grade in the class missed illegally. The student also faces disciplinary action.

STUDENT GRADING REPORT

There will be a uniform letter grade reporting system and grading scale for grades 6 through 8 in Trinity Middle School.

The following system will be employed to maintain consistency:

A	=	90 – 100
B	=	80 – 90
C	=	70 – 80
D	=	60 – 70
F	=	0 – 60
I	=	Incomplete
Med	=	Medical

Honor Roll is 3.4 – High Honor Roll is 3.75

REPORT CARD DISTRIBUTION

Reports of each student's progress throughout the year will be posted on Skyward every nine (9) weeks. The report contains grades for each course taken and also reports the days absent. Parents and students also have 24-hour access to grades via Skyward. Parents who have not accessed a Skyward account should call the Technology Department at 724-225-5380, ext. 7116.

HOMEWORK POLICY

Philosophy of Homework - Homework is a necessary part of the educational process. Its purpose is to prepare students for new material and to reinforce previous material. Homework strengthens the short and long-term learning process and broadens student learning experiences through research. Homework given as punishment or busy work has no value in the learning environment. As responsible educators, it is our duty to see that homework is a positive activity for students. Responsible parents/guardians should support the homework policy of the Trinity Area School District.

Objectives of Homework:

- To develop study skills, work habits, and a sense of personal responsibility so that the student may become an independent learner.
- To reinforce learning through the practice, application, integration, and/or extension of knowledge and skills.
- To help the student organize time and activities.

- To stimulate the student 's curiosity and creativity.
- To enrich the school experience and to encourage an interest in leisure and career-centered activities.
- To foster a sense of self-accomplishment.

Definition of Homework - Homework is properly defined as any work planned or approved by the teacher to be completed by the student outside of the regular classroom without the immediate and direct supervision of the teacher. The four (4) types of homework a teacher may use are listed:

Practice assignments are given to provide the student an opportunity to continue that which has been presented and practiced in class; for example, the math teacher assigns the student additional problems for homework after the math concept has been both presented and practiced in class. (These assignments can be effective when a skill needs practice, but may become dull and counter-productive, if used extensively with students who have the skill well in hand.)

Preparation assignments are aimed at preparing the student for the next lesson in that subject; for example, the science teacher assigns material in the textbook to read/study in order to discuss and ask questions in class. (Students should understand not only what to read, but also what is to be accomplished by the reading.)

Extension assignments are made to extend a previously learned skill or body of knowledge; for example, the social studies teacher assigns material in the textbook to read library reference material in order to gain additional insight into the concept being studied. (Aimed at individual application, research and study, this type of assignment may be long-term and focus on student production, not merely reproduction.)

Creativity assignments are provided to allow a student to apply previously learned knowledge; for example, the English teacher provides an opportunity for a student to respond to a piece of literature through written, artistic, or dramatic expression.

Role of Student:

- Understand and write down the assignment using their agenda book.
- Ask the teacher questions regarding the assignment, if it is not clearly understood.
- Do assignments carefully, neatly, and thoroughly.
- Submit assignments on time.
- Make up homework missed due to absence from class.
- Assume responsibility for completion of individual assignments without constant dependence upon others for help.
- Utilize study halls and available resource materials.

Homework for Absentees - Students who are absent from school because of illness or suspension are advised to check Skyward and/or the teacher's website for homework. **Parents can also request homework by e-mailing their child's teachers through Skyward. Parents can retrieve their child's textbooks from their locker between the hours of 3pm – 4pm daily or on-line from their electronic textbooks.** All students are responsible for making up class work missed while absent from school. It shall be the student's responsibility to secure the work missed when returning to school.

Failure to Complete Homework – Students who DO NOT complete homework assignments can be placed on “social probation.” Restrictions include: dances, assemblies, sporting events, field trips, etc.

Note: Student's have one (1) day for each day's absence to make up their incomplete work.

DISCIPLINE

Discipline is an intricate component of an education system for the social development of its students. The Trinity Middle School discipline policies and procedures provide for not only the students protection and well-being, but also their growth. Copies of Trinity Middle School Discipline Policy are available in the office. The following are strictly prohibited on campus at all times: weapons, drug paraphernalia, alcohol products, lighters and matches. In addition to school discipline, a police referral may be indicated. Also prohibited are electronic devices (pagers, cell phones, i-pods, mp3 players, laser pointers, cameras, etc.), **see School Board Policy No. 237**. Card games of any type, and gambling are not permitted.

AFTER-SCHOOL DETENTION (ASD)

You are not permitted to talk or pass notes. You are not permitted to sleep. Students assigned to ASD may not participate in extracurricular activities on that day. If the student fails to serve the detention on the assigned date, he/she has one (1) day to make it up without penalty. The student remains ineligible until the detention is served.

OUT-OF-SCHOOL SUSPENSION (OSS)

Out-of-School Suspension (OSS) may be assigned by any principal for a period of one (1) to ten (10) consecutive school days. Students will be informed of the reason for suspension. When the suspension exceeds three (3) consecutive school days, the student and parent/guardian shall be given the opportunity for an informal hearing. Students are responsible for making up assignments and work missed during the suspension period.

CAFETERIA RULES

The following rules are to be observed during the lunch period. The student will be responsible to:

0. Walk to lunch. Running and pushing are not permitted.
1. Line up in an orderly fashion, and sit in assigned areas.
2. Return all paper and refuse to the garbage cans.
3. Refrain from pounding tables or tossing articles around cafeteria.
4. Refrain from yelling or shouting.
5. Remain in the cafeteria, unless excused by the cafeteria monitor.
6. Refrain from bringing cans or bottles into the cafeteria.
7. Pick up paper or food when asked by the teacher or monitor.
8. Follow all school rules and proper etiquette.
9. Refrain from throwing food.
10. Keep tables, chairs, and floors clean for the next group.
11. Keep food and beverages in the cafeteria at all times.

ONLY 8 CHAIRS TO EACH TABLE. STUDENTS MUST SIT IN A CHAIR, NOT SHARE A CHAIR. (Students are not permitted to move seats around cafeteria!)

LUNCH DETENTION

Lunch detention is at the discretion of the administration and those on cafeteria duty only and can be given for any offense. Failure to adhere to these rules and the general rules of the cafeteria will result in disciplinary action being taken.

STUDENTS ARE NOT PERMITTED TO CARRY ANY TYPE OF CONTAINER TO CLASS OR FROM THE CAFETERIA FOR ANY REASON UNLESS PRESCRIBED BY A MEDICAL DOCTOR.

BIKES, SKATES, SKATEBOARDS & ROLLERBLADES

No riding of bicycles/skateboards/rollerblades/scooters on school property at any time. Students are not permitted to ride or bring these items to school at any time.

BOOK BAGS/ BACK PACKS

Book bags and backpacks are permitted in school; however, they are not to be carried from class to class (except physical education) and must be kept in the student's locker throughout the school day, unless otherwise indicated by the principal or his designee.

FABRICATION OF INFORMATION POLICY

Intentionally or in reckless disregard of the truth, making false reports concerning a student(s), teacher(s), or administrator(s) which materially and substantially interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity or interferes with another individual's rights is punishable under the TASD policy.

PROFANE LANGUAGE

The use of profane language is forbidden at all times. It is degrading when used or directed toward another student. The usual result is a disturbance because students become upset when profane language is directed toward them. If profanity is used, it usually results in the student being sent to the office for a discipline conference and a detention or suspension.

CHEWING GUM

Students are not permitted to chew gum at the middle school. (Teachers are permitted to allow for changes within their classroom only. Please follow the policy of each individual teacher.)

TOBACCO AND SMOKING

All smoking is prohibited in the building, on the bus, and on the school campus at all times. This includes areas of the parking lot, on the walks, or on the school campus. Violations of this policy will result in suspension from school. A citation will be issued to all students possessing tobacco products. A fine not to exceed \$50.00 will be issued.

LOCKERS AND CARE OF VALUABLES

Lockers should be kept neat and tidy at all times and should pass the inspection which will be held periodically. Marking the lockers or kicking the doors shut is not permitted. Posters are not to be posted on the inside or outside of locker doors.

- Students are permitted to go to their lockers before homeroom, before and after the lunch period, before data block/exploratory, and after school. Teachers may grant a student permission to go to his/her locker in case of emergencies.
- The school assumes no responsibility for any losses from a locker. Nevertheless, if the student feels an item has been taken from the locker, he/she should report the loss to the office.
- Students should not bring unnecessary valuables to school with them.
- The locker is the property of the Trinity Area School District and school officials may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary juvenile or criminal procedures.
- Prior to a locker search students shall be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that the locker contains materials which pose a threat to the health, welfare and safety of students in the school, student lockers may be searched without prior warning.
- Locker clean-ups will be conducted periodically throughout the school year during extended homeroom. Homeroom teachers will monitor and inspect all student lockers for cleanliness in grades 6, 7, and 8.
- STUDENTS ARE NOT PERMITTED TO SHARE LOCKER SPACE.

PHYSICAL EDUCATION LOCKERS AND ATTIRE

Students must change to appropriate physical education attire. Time and locker room space is set aside for students to change their clothing. A student's grade may be jeopardized for failure to dress appropriately. Appropriate attire includes: shorts, t-shirts, sweatshirts, sweatpants and athletic shoes or attire designated by teachers in class contract. **ALL DRESS MUST ADHERE TO THE DRESS CODE.**

FIRE DRILL

A fire drill direction sign is posted in each room. When the fire bell rings, students are to rise immediately and leave the room in single file. Only personal items should be taken. Books are to remain in the room. The first student in line should open the doors. Silence must be maintained throughout the drill to permit emergency communications. Upon leaving the building, students will leave a reasonable amount of space for fire fighting equipment. A signal will be given when it is time to return to the building. Students are to return directly to their classrooms for an attendance check.

TEXTBOOKS

All text books, supplementary books and equipment, are furnished to the students without charge. It is each student's responsibility to take the best possible care of these items at all times. These items are loaned to the student by Trinity Middle School. If they are damaged, lost, or stolen, payment must be made for their replacement. Restitution of these items shall be made before a new item is issued. **THE STUDENT MUST PAY THE COST OF REPLACING ANY LOST ITEM**

ASSEMBLIES

Assemblies will be held throughout the year. These will be scheduled during the special period established on the schedule as much as possible. When students go to the auditorium, the following regulations must be adhered to:

0. Pass quietly and orderly to the auditorium.
1. Sit in the assigned section or row as directed by your teacher.
2. Booing and jeering are not allowed at any time.
3. Dismissal will be by row only or as directed by your teacher.
4. Remember, people judge our school by your conduct at assemblies. Please be respectful at all times.

CHANGING OF CLASSES AND TRAFFIC REGULATIONS

Everyone should obey the following rules to allow students to move through the hallways in a safe, timely fashion.

1. Teachers will be in the halls to direct and move traffic. They are to be obeyed at all times.
2. Traffic should move as rapidly as possible to avoid congestion in the hallway.
3. There will be two-way traffic in all hallways. Always walk on the right side of the hallway.
4. Do not go through the library to go to class. Use these areas only when directed.
5. Students must walk at all times.
6. Students leaving a classroom have priority; students waiting to enter a classroom should make room for those who are exiting.

HALL PASSES

Students are not permitted in the hallways during class time without a signed pass from their classroom teacher. It is the students responsibility to obtain a pass before leaving class. Students are required to use their assignment books daily for academic purposes, as well as, restroom privileges. Students must use the hall passes in their assignment books to pass in the halls for a variety of reasons (i.e. guidance office, main office, nurse's office, principal's office, rest room). Teachers will initial the passbook and students will be expected to carry it at all times. If students have a medical condition (registered with the school nurse's office) or an emergency, then additional pass time may be afforded. The teacher may use his/her discretion and judgment in emergency conditions. Students are not permitted to go to the office for a pass if they are late for class. A student's hall pass privileges may be suspended by an administrator.

TELEPHONE POLICY

Students are not permitted to make/receive phone calls and/or text message during the school day. In case of an emergency an office phone will be made available. Incoming messages of an emergency will be delivered to the individual student in question. Cell phones are not permitted during the school day (7:30am – until after pm bus duty/after school tutoring). Students using cell phones during this time will be referred to the office for disciplinary action. Under no circumstances shall a teacher excuse a student from school. Students are excused via the nurse's office and/or the main office.

BUS PASSES

Students must ride the bus to which they are assigned. Due to concerns with transportation, a special transportation form must be used anytime you are requesting a change in bus assignment for your child. (Forms are on line or can be picked up in the Middle School office).

Students must ride the bus to which they are assigned.

Only requests submitted on this form will be considered. Requests will be granted on an individual basis. If the bus you are requesting is full the request will be denied. Phone calls will not be permitted to change busses. A written permission slip from the parent must be submitted to the main office in order to obtain a bus pass. Students may only travel on established bus routes and get off at regular designated bus stops. The issued bus pass is given to the bus driver as the student boards.

Parents are only allowed to sign out their own child. Students are NOT permitted to leave with another parent. This includes after school activities, at away events, etc.

ADDRESS OR PHONE NUMBER CHANGES

It is extremely important that the school maintain a correct address and contact number on each student. If the student's address or phone numbers should change, the parent/guardian is to contact Mrs. Digon in the Registration Office located at Trinity High School and update that information as soon as possible.

NURSE

Before reporting to the nurse, a student must be excused by a classroom teacher with a signed pass, except during an absolute emergency where first aid is required. At the discretion of the nurse, the parent/guardian will be notified to take the student home. **ALL MEDICINE MUST BE TAKEN TO THE NURSE UPON ENTERING THE BUILDING.** If medication is to be taken at school, a medication form must be obtained from the school nurse. Students are not permitted to carry any prescription or over-the-counter medications on school grounds. Students are excused via the nurse's office and/or the main office. Students are not permitted to use their cell phones to call or text their parents/guardians/siblings, etc. for an early dismissal. ANY STUDENT NOT EXCUSED/DISMISSED THROUGH THE NURSE OR ADMINISTRATION, WILL RESULT IN AN ILLEGAL ABSENCE!!

CELL PHONES

Students are permitted to bring cell phones to school. HOWEVER, THE SCHOOL ACCEPTS NO RESPONSIBILITY FOR LOST, DAMAGED, OR STOLEN CELL PHONES.

The primary purpose of allowing students to bring cell phones to school is so they may be used after school hours. Therefore, the **phones must be shut off and kept in a locked locker during the school day.** The cell phone should not be in the possession of the student during the school day. If the cell phone should ring while in a locker, it will be removed due to it being a distraction to the learning environment.

They must be kept entirely out of sight during the school day (7:30am – until after pm bus duty/after school tutoring).

Students who have a necessity to use a phone during the school day, such as communicating with a parent, may do so by using one of the office phones during non-instructional times. Also, **if a student is ill, only the nurse (or main office personnel) is to contact the student's parent/guardian.** ANY STUDENT NOT EXCUSED/DISMISSED THROUGH THE NURSE OR ADMINISTRATION, WILL RESULT IN AN ILLEGAL ABSENCE!! In the event of an emergency, a parent/guardian may contact a student by calling the middle school office.

Violation of these guidelines will result in confiscation of the cell phone and disciplinary action.

The cell phone will not be returned to the student. A parent/guardian will be required to come into the school and pick the phone up if it is confiscated by the school.

Students are responsible for the protection and safety of their electronic systems. They should be cautious about sharing them or making them available to other students without an assurance of trust. Stealing is a serious offense at Trinity Middle School, but it is impossible to protect students if they do not take precautions or use these items wisely. If the cost of replacement is a serious consideration, these items may need to be left at home.

CHEATING POLICY

Cheating is defined to include any of the following:

1. Obtaining help from another student during examinations or classroom assignments
2. Knowingly giving help to another student during examinations or classroom assignments
3. The use of notes, books, or any source of information during examinations or classroom assignment, unless authorized by the examiner/teacher.
4. Obtaining, without authorization, an examination or any part thereof.
5. Plagiarism.
6. Providing one's work for another student to copy and submit as his/her own.
7. Altering, or causing to be altered, the record of any grade in a grade book, office or other record.
8. Using another student's work to copy and submit as his/her own.

HAIR AND DRESS CODE

Students' dress shall conform to the present contemporary community standards of health, safety, decency, optimum learning conditions and good taste. Students have the responsibility to keep themselves, their clothes, and their hair clean. School officials may impose limitations on student participation in the instructional program where there is evidence that the lack of cleanliness constitutes a health hazard. School officials may impose limitations on dress where the attire causes the disruption of the educational process or constitutes a health or safety hazard. Students may be required to wear special clothing while participating in physical education classes, shop, extra-curricular activities, or other situations where special attire may be required to insure the health or safety of the student. Repeated dress code violations may be dealt with as incidents of defiance of authority or insubordination.

Students are permitted to wear shorts during school hours as long as they are mid-thigh in length. Skirts and dresses are to follow the same guidelines. Appropriate shirts and tops must also be worn. Undergarments may not be worn as outer garments. Pants are to be above the waist. Pants may not "sag" or be worn in a manner that exposes undergarments. Shirts must fully cover the chest, stomach, & back area. Open back dresses are not permitted. Shirts and blouses should not be too low-cut or revealing.

The following are considered inappropriate for school wear and will **NOT BE PERMITTED**: "short" shorts or skirts (MUST BE MID-THIGH LENGTH and miniskirts cannot be worn with leggings), no spandex material, tube tops, tank tops, spaghetti strap tank tops, bare midriff, bare shoulders (No off the shoulder shirts), sleeveless shirts, open weave or see-through garments, muscle shirts, **ANY CLOTHING WITH HOLES - NO HOLES OR TORN JEANS ARE PERMITTED ABOVE THE KNEE**. Any clothing or jewelry with suggestive, obscene, or vulgar wording or pictures, or which advertise or promote drugs, alcohol or tobacco products, hats (unless motivated by genuine religious persuasion), hoods or bandannas. Hats, coats, and jackets ARE NOT PERMITTED to be worn in school. Pajamas or pajama bottoms are not permitted unless school sponsored activity. Book bags are not permitted to be carried class to class.

Students should not write on themselves or other people, or wear stickers, distracting makeup, etc. No chains connected to wallets, pants, belts, etc., will be allowed and may be considered as weapons.

POSTING SIGNS OR ADVERTISING

Approval from the Superintendent or Principal is required before posting material on school bulletin boards or hallways.

**TRINITY AREA SCHOOL DISTRICT
MIDDLE SCHOOL DISCIPLINE CHART**

- *ASD – AFTER SCHOOL DETENTION**
- *OSS – OUT-OF-SCHOOL DETENTION**
- *SUSP. OF PRIV. – SUSPENSION OF PRIVILEGES**
- *LLEA – LOCAL LAW ENFORCEMENT AGENCY**
- *TIPP – TRUANCY INTERVENTION PREVENTION PROGRAM**

This chart serves as a reference for the administering of student discipline. The action taken is contingent upon the seriousness or the frequency of the offense. Parent conferences will be called at the Administrator's discretion.

ALL DISCIPLINARY ACTION WILL BE ADMINISTERED AT THE DISCRETION OF THE
ADMINISTRATION

DISCIPLINE CHART

LATE TO SCHOOL UNEXCUSED – LATE FOR CLASS

3 tardies	Parent contact
4-6 tardies	1 day ASD
7+ tardies	3 days ASD

DISRUPTION – MISCONDUCT – DISRUPTANCE – DISOBEDIENCE

First Offense	1-3 days ASD/Parent contact
Second Offense	1-3 days ASD/Parent contact
Third Offense	1-3 days ASD/Parent contact/OSS

DRESS CODE

First Offense	Corrective action/Change Clothes/Parent contact
Second Offense	1 day ASD/Change Clothes/Parent contact
Third Offense	3+ days/Change Clothes/Parent Contact

TRUANCY

First Offense	Parent contact
Second Offense	Parent contact
Third Offense	TIPP/Parent Letter Mailed
Fourth Offense	Parent Letter Mailed/Parent Conference Scheduled with Administration
Fifth Offense	Parent Letter Mailed in violation of Attendance Improvement Plan
Sixth Offense	Citation

SMOKING, SNUFF, TOBACCO POSSESSION

First Offense	Parent contact/1 OSS/Possible citation
Second Offense	2 days OSS/Parent conference requested/Possible citation
Third Offense	3+ offenses/3 days OSS

PROFANITY (SPEAKING, WRITING, DRAWING, ETC.)

First Offense Parent contact/1 OSS/Possible citation
Second Offense 1-3 OSS/Possible Citation
Third Offense Parent contact/3 days OSS/Citation

CUTTING CLASS

First Offense 1-3 days ASD
Second Offense 1-3 days ASD/Saturday Detention
Third Offense 3+ offenses/5-9 days OSS/Citation/Parent contact/Possible Board hearing

FIGHTING – PHYSICAL ALTERCATION

First Offense Parent contact/1-3 days OSS/Possible citation
Second Offense 3-5 days OSS/Possible citation/Parent contact
Third Offense 3+ offenses/5-9 days OSS/Citation/Parent contact/Possible Board hearing

VANDALISM

First Offense Parent contact/Restitution/Possible citation
Second Offense Parent contact/Restitution/1-3 days OSS/Possible citation
Third Offense Possible Board hearing/Parent contact/Restitution/3-5 days OSS/Possible citation

THEFT/EXTORTION

First Offense Parent contact/2days OSS/Restitution/Possible citation
Second Offense Parent contact/3-5 days OSS/Restitution/Possible citation
Third Offense Parent contact/Restitution/5-9 days OSS/Possible citation/
Possible Board hearing

BOMB THREAT

First Offense Parent contact/Possible Board hearing/9 days OSS/Possible citation

WEAPONS

First Offense 9 days OSS/Possible Board hearing/Possible citation

DRUG/ALCOHOL

First Offense 9 days OSS/Possible citation/Possible Board hearing
Second Offense 9 days OSS/Refer to Board for expulsion

CHEATING

First Offense Parent contact/Zero on assignment/ ASD
Second Offense Failure for 9 weeks
Third Offense 1-3 days OSS/Failure for 9 weeks

ASSAULT

First Offense Parent contact/1-3 days OSS/Possible citation
Second Offense Parent contact/3-5 days OSS/Possible citation
Third Offense Parent contact/Refer to School Board/Possible Board hearing/
5-9 days OSS

ARSON

First Offense Parent contact/9 days OSS/Refer to School Board/Citation

STUDENT FABRICATION OF INFORMATION

First Offense 3-5 days OSS/Parent contact
Second Offense 5-9 days OSS/Parent contact/Informal hearing/Refer to Board
Third Offense 9 days OSS/Parent contact/Formal hearing/Refer to Board

HARASSMENT/BULLYING

First Offense 1-3 days ASD/Parent contact
Second Offense 3-5 days ASD/Parent contact
Third Offense 3+ offenses/1-3 days OSS

ADMINISTRATION DISCRETION CAN BE USED FOR ANY OFFENSE