



# Trinity High School Student Handbook 2020-21

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## WELCOME

It is my pleasure to welcome you to Trinity High School. Success is measured in a variety of ways and the high school staff challenges you to attain excellence in academics, arts and athletics. The high school facilities are phenomenal and you should enjoy using them. I ask you to help us keep the facilities clean and in good working order. Please be a responsible citizen and demonstrate compassion for your fellow students and staff as your year progresses. It is my hope that this year you will be very successful. Finally, I would ask you to work hard, do your best, and display your "Hiller Pride" at all times. Good Luck!

Respectfully,  
Craig Uram, *Principal*

## MISSION AND VALUES

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.

## SCHOOL COLORS

Royal Blue & White

## SCHOOL MASCOT

Hiller Cadet

## PLEDGE OF ALLEGIANCE

I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands; one Nation under God, indivisible, with Liberty and Justice for all.

## ALMA MATER

Here's to you dear Tri - ni - ty may we not for get.  
That to your fair name dear school, we still owe a debt.  
Our love we give to thee. We pledge our loy - al - ty  
Threecheersfor blue and white. Oh mav we oft' re-peat those words which are so sweet  
Al ma ma - ter here's our pledge to thee. Al-ma Ma-ter dear old Tri-ni - ty.

## HISTORY

Few high schools today have a heritage as rich as Trinity's past. The history of Trinity High School can be traced back to the 1850s when the private residence of "Spring Hill" was constructed on the current property. In 1867, "Spring Hill" was converted to "Trinity Hall Military Academy" where it became known as one of the best equipped military schools in the United States, preparing its young cadets for continuing educations at Annapolis and West Point. During this period, it was common to see President Ulysses S. Grant as a "Trinity Hall" guest, interacting with what the locals called "the cadets up on the hill." In 1925, "Trinity Hall Military Academy" became the public high school of North Franklin, South Strabane, Amwell and Canton Townships. The original "Trinity Hall Military Academy" building, now referred to as "Old Main" has served as the focal point of expansion and renovation in 1935, 1950, 1964, and most recently, in 2005, maintaining its reputation and history as one of the best equipped learning institutions in the United States. Throughout its rich history, Trinity High School has kept pace with the community it serves. It has grown from a school of 60 students, from its beginning, to a school with a current student enrollment of over 1,000. As the school and community has grown and developed, so has the high school in its preparation of its "Hillers" for their chosen paths after graduation.

# GUIDANCE AND STUDENT SUPPORTS

## ***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 the "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 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 considerable 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.

## **SCHOOL COUNSELING**

At the High School level, School Counselors are an invaluable resource for students, who will interact with the counselors to gather information, address concerns or problems, set future goals and assist with scheduling. College/Career resources are available in the Guidance Office and through Naviance.

*Students are assigned to the following counselors:*

**A–G**—Ms. Tia Burns

**H–O**—Mr. William Poletti

**P–Z**—Mrs. Maggie Amaismeier

Except in cases of crisis/emergency, students should complete an "Appointment Request Form" in the Guidance Office, then return to class. Your counselor will call you to the Guidance Office.

## **STUDENT ASSISTANCE PROGRAM (SAP)**

The Student Assistance Program (SAP) Team is trained to focus on issues of adolescent drug use, abuse and dependency; mental health concerns; or other problems impeding academic progress. Students may request help from the SAP Team through an administrator, teacher, or guidance counselor, or through the online form on the Guidance website at [trinitypride.org](http://trinitypride.org). Referrals can also be made by a parent, friend or family member. Students who are referred are assessed, then may be provided with support of SAP Team members and/or appropriate school or community programs.

## **NURSE**

The Nurse's Office is located on the main floor in Room #131. Before reporting, a student must be excused by the classroom teacher with a signed pass except in the case of an emergency where first aid is required. At the discretion of the nurse, the parents/guardians will be notified to take the student home. All medication is to be registered with the nurse. Students are not permitted to carry any prescription or over-the-counter medications on school grounds at any time.

## **HOMEROOM/PROJECT-BASED ASSESSMENT TIME (Naviance)**

Student support is a critical component of our success at Trinity. To that end, students will have a daily 30-minute homeroom period for academic interventions, college and career readiness initiatives, personalized learning, and project-based assessment/Keystone remediation.

Students are to report to their homeroom by 7:30am. Breakfast will be served from 6:55am – 7:30am every day in the cafeteria. Students are permitted to sit in the cafeteria while they eat breakfast.

# STUDENT EXPECTATIONS

*It is the responsibility of each Trinity High School student to:*

- Know the rules/policies and conduct themselves accordingly.
- Willingly volunteer information relating to the health, safety and welfare of the school community and protection of school property.
- Willingly volunteer information in disciplinary cases and cooperate when having knowledge of importance in related to such issues.
- Dress and groom themselves to meet building guidelines and meet safety and health standards and not to cause disruption to the educational process.
- Assume all building rules are in full effect.
- Assist the school staff in operating a safe school for all students.
- Be aware of and comply with Commonwealth and local laws.
- Exercise proper care when using public school facilities and equipment.
- Attend school daily, except when legally excused, and be on time for all classes and other school functions.
- Make necessary arrangements for make-up work when absent from school.
- Pursue and attempt to complete satisfactorily the course of study prescribed by the Commonwealth and local school authorities.
- Avoid inaccuracies and indecent or obscene language, renderings and gestures.
- Avoid active or passive discrimination against another student or groups of students because of sex, race, color, creed, social status or political following.
- Treat classmates and building staff with respect and dignity at all times.

# ATTENDANCE

Children between the ages of six and eighteen are required by state and federal law to attend school. Parents/Guardians of children under age 15 are held legally responsible for their children's attendance by the compulsory school attendance law. Once a student reaches age 15, the student may be held legally responsible for attending school daily.

*The following reasons will be accepted as excused absence:*

- Illness
- Death in the immediate family
- Quarantine
- Impassable roads.

When absent, students **must** bring a note signed by their parents/guardians or doctor indicating the date of absence and reason. The note is to be submitted to the Welcome Center upon the students return to school and will not be accepted after three school days from the student's return to school. Failure to submit the excuse will result in the absence being recorded as illegal. Students receive zeros for any work missed during an illegal absence. Students legally absent for three or more days can request assignments by calling the high school Welcome Center.

Students truant for an extended period (10 days for a semester class or 20 days for a year-long class) may, at the discretion of the administration, be given no credit for that class even though the student may have 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 cannot participate in any activity or athletic function on the day of their absence(s).

Excessive absences may result in removal from extra-curricular activities, late arrival/early release, and/or participation in Western Area CTC.

Failure to comply with compulsory attendance laws may result in a parent conference, citations/fines, delayed graduation, revocation of student driving privilege, and/or agency/CYS referral.

After 10 days of absence for any reason, a "Notice of Medical Documentation" will be issued via US Mail.

## TARDINESS TO SCHOOL

Tardiness to school is considered like absences by the State of Pennsylvania. In order for a student to be counted "on time" for school, he/she must be in his/her homeroom prior to 7:30 AM. Any student not in homeroom by 7:30 will be required to sign in via the Welcome Center.

*Acceptable excuses for tardiness include:*

- Illness/doctor's appointment
- Death in the immediate family
- Quarantine
- Impassable roads

If a student is tardy due to illness, it is an excused tardy if he/she brings in a signed note from parents/guardians to the Main Office upon arriving to school. The parents/guardians will be contacted for verification. 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/note from the doctor to confirm this appointment. This confirmation must be turned in to the Main 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. When late, the student must report immediately to the Welcome Center and present an excuse. If the student fails to meet the above criteria for tardiness, teachers are notified and the student will receive a zero grade for any work missed. If a student accumulates three or more unexcused tardies during a semester, disciplinary action will be administered accordingly. Participation in extra-curricular activities on a day of disciplinary action is prohibited.

Reporting to school later than 11:30 AM will be charged as a full day of absence. Students are considered tardy to class if not in their assigned room when the bell rings.

## EARLY RELEASE

If a student must be dismissed from school early, he/she must bring a note to the Welcome Center prior to 7:30 AM written by the parents/guardians indicating the time requested for the early dismissal, the reason for the dismissal and a phone number in order to confirm the appointment. Early dismissals are considered absences from school and are legal for the same reasons designated by the State of Pennsylvania.

A student who is dismissed from school early for a doctor's appointment must bring a form from the doctor's office to confirm the appointment upon return 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. No student, under any circumstances is permitted to leave school property during school hours unless he/she is excused by the office. This includes students eighteen years or older. Early dismissals that result in students missing more than  $\frac{1}{2}$  the entire school day will be charged a full day of absence.

## TRIPS/VACATIONS

Students planning absences due to a trip/vacation must obtain a Vacation Request Form from the Main Office and obtain the required signatures. Failure to make-up assignments missed may result in a lowered grade. The State of Pennsylvania allows a student to be absent for no more than ten days for out of town trips.

Students who have a history of truancy will not be excused for trips or vacations.

# ACADEMICS

## GRADUATION REQUIREMENTS

A total of 24 credits are required for graduation. This number includes the Trinity Service Learning program and passing scores on Keystone Algebra, Literature, and Biology tests (or passing scores on PBA or Trinity Tests). In order to earn credit, a student must receive an overall grade of a D when averaging his/her semester 1 and semester 2 grades. Full year courses will earn 1.0 credits, and semester courses will earn 0.5 credits.

To earn Sophomore status, a student must have earned at least 5.0 total credits; to earn Junior status, a student must have earned at least 10.0 total credits; to earn Senior status, a student must have earned at least 16.0 total credits. Seniors who do not meet graduation requirements will not be permitted to participate in the end-of-year activities and/or the graduation ceremony. **IT IS THE STUDENT'S RESPONSIBILITY TO ENSURE THAT ALL GRADUATION REQUIREMENTS ARE MET.**

In order to be considered a "completer," students enrolled in Career Pathways will be held to the graduation requirements for their assigned pathway.

## GRADING POLICY

Trinity High School uses a semester grading policy, with quarterly progress checks in the first and third nine weeks.

*Our grading scale is as follows:*

- A—90-100%
- B—80-89%
- C—70-79%
- D—60-69%
- F—less than 50%

For the purposes of a student's transcript, percentage grades will be converted to letter grades. In order to pass a class, a student must earn at least a "D" or better when averaging the first and second semester grades.

## INCOMPLETE GRADES

All 12th grade students must meet the mandatory requirements for graduation. If a student receives an "I" for a semester grade in any subject during the senior year and fails to make up the "I," he/she will NOT graduate. This will be true even if the student has already earned the number of credits required for graduation. Second semester incompletes of graduating seniors must be made up within two (2) school days after senior grades are due.

Students in grades 9, 10 and 11 who receive an "I" for a grading period must make up the work. If the "I" is not made up, this indicates that the course requirements have not been met, therefore, no credit will be given. Failure to make up a first semester "I" in an all year course will result in failure for the year, regardless of the second semester grade. Intermittent (1st and 3rd) marking period "I" grades are to be made up at the discretion of the subject teacher.

Any semester "I" incomplete must be made up within ten (10) school days following the day of distribution of report cards, unless extenuating circumstances exist which will allow extended time if approved by the principal. Teachers must submit in writing, to the principal, any extension requests prior to the close of the semester work.

No credit will be given in a course with an incomplete after the ten day limit unless an extension request has been granted by the building principal.

## SCHEDULE CHANGES

Students withdrawing from a course will be withdrawn with failure, except for changes in areas of study. Procedures for area changes can be initiated by student, parents/guardians, or teacher. Changes in area of study must be approved by the teacher. Failure in a subject is not the sole criteria for a change. Other factors will be considered. Proper request forms are available in the guidance office. Changes will be coordinated by the counselor. Students cannot be considered for a change in an area of study if they have an incomplete grade.

There will be no area changes after the 10th day of school. All schedule changes will depend on the number of students enrolled in the class requested. No schedule changes will be approved due to extra-curricular activities or sports participation. Students cannot drop a class with a Withdraw Failing if they have an incomplete grade.

Please refer to policy 215.1 for more specific information. In the case of an academic level change/downphase, a parent/teacher conference may be required.

**NOTE: THERE WILL BE NO CHANGES IN A STUDENT'S LUNCH PERIOD, UNLESS MEDICAL DOCUMENTATION IS PROVIDED, DISPLAYING A NEED FOR A DIFFERENT LUNCH TIME.**

## REPORT CARDS

Reports of each student's progress throughout the year are posted to the Skyward portal each nine weeks. The report contains grades for each course taken and reports the days absent. Report cards are posted within ten school days following the end of each nine weeks.

## HONOR ROLL

The honor roll is calculated every grading period. To be considered for honor roll, a student must have a GPA of 3.4 or higher. To be considered for high honor roll, a student must have a GPA of 3.75 or higher. Although there are four nine week report cards, grades are calculated by semester for a 90 day grading period.

1<sup>st</sup> nine weeks – progress report card

2<sup>nd</sup> 9 weeks – semester grade

3<sup>rd</sup> 9 weeks – progress report card

4<sup>th</sup> 9 weeks semester grade

## NATIONAL HONOR SOCIETY

Juniors and seniors who have weighted GPA's of 3.75 or higher will be considered for membership. Other criteria include: ten hours of community service per year (documented by a NHS adviser), no nine-weeks or semester grade of a D or an F in any one class, no major infractions of school procedures and rules, completion of a minimum of four Honors or AP level credits before being inducted, and being enrolled in at least 1 Honors/ AP course in both their Junior and Senior year.

## ACADEMIC INTEGRITY/CHEATING/PLAGIARISM

The District adheres to a strict policy regarding academic integrity violations. Additionally, the district uses technology that aides in the identification of such violations.

*Cheating is defined to include any of the following:*

- Obtaining help from another student during an examination/ assignment.
- Knowingly giving help to another student during examination/assignment.
- The use of notes, books, or other sources of information during examinations/assignments, unless authorized by the instructor.
- Obtaining, without permission, an examination /assignment or any part thereof.
- Plagiarism.
- Providing one's work for another student to copy and submit as his/her own.

- Altering, or causing to be altered, the record of any grade in a grade book, computer, office or other record.
- Using another student's work to copy and submit as his/her own.

### **CONSEQUENCES**

1st Offense—Student to receive "0" on assignment in question and given an alternate assignment.

2nd Offense—Student to receive "0" in course, removal from course, and appropriate documentation.



# DISCIPLINE

Discipline is an intricate component of the educational system for the social development of its students. The Trinity High School discipline policies and procedures provide for not only its students protection and well-being, but also for their growth. Copies of Trinity High School's Discipline Policy are available in the Main Office.

*The following are strictly prohibited on campus or at any school related event:*

- Weapons
- Drugs/drug paraphernalia
- Alcohol products, tobacco products, lighters and matches.

In addition to school discipline, a police referral may be initiated.

*Also prohibited during the student day are:*

- Electronic communication devices such as pagers, smart/cell phones, walkmans, iPods, etc.
- Card games of any type
- Any form of gambling

The following section provides information on the most common types of discipline issues. It is not meant to be an exhaustive list of disciplinary infractions/actions. For more information, please see a teacher, counselor, or administrator.

Students who do not serve assigned discipline may face additional discipline and/or social probation.

## DISCIPLINE TYPES

**AFTER SCHOOL DETENTION (ASD)**—On days of assigned ASD, the student is to report to the assigned room by 2:35 PM. While in ASD students are NOT permitted to talk, pass notes or sleep and must arrive with work to do or appropriate reading materials. Students assigned to ASD may not participate in any extra-curricular activities that day. Students that fail to serve assigned ASD or violate the ASD policies will be assigned Saturday Detention and possible Social Suspension.

**SATURDAY DETENTION**—Saturday Detention may be used in addition to or in association with After School Detention. One of the main objectives of the Saturday Detention Program is to maintain attendance during the regular school day. Only the building administration may assign Saturday Detention and the parents/guardians will be notified. Saturday Detention will be held in a designated classroom at the high school beginning promptly at 8:30 AM and ending at 11:30 AM. Late arriving students will not be admitted and students violating the policies of Saturday Detention will be dismissed. Students who miss Saturday Detention because of late arrival, non-attendance or violation of Saturday Detention policies may be assigned Out of School suspension and may also be required to make up the originally assigned Saturday Detention time. Students are required to bring work or reading material. Sleeping is not permitted.

**OUT OF SCHOOL SUSPENSION (OSS)**—Out of School Suspension may be assigned by any principal for a period of one to ten consecutive school days. Students will be informed of the reason for the suspension. When the suspension exceeds three (3) consecutive school days, the student and parents/guardians shall be given the opportunity for an informal hearing. Students are responsible for making up any assignments and missed work during their suspension days. Students assigned OSS are not permitted on any school property or at any school related event during the period of suspension.

**SOCIAL PROBATION**—Social Probation is the suspension of a student's participation or involvement in any and all extra-curricular activities not required as part of the regular academic classroom teacher's curriculum, such as sports, clubs, dances ceremonies, etc. Social Suspension can be assigned and removed at the building principal's discretion and used in conjunction with other forms of school discipline.

## DISCIPLINE INFRACTIONS

**SCHOOL BUS**—The following are guidelines. After the third offense, disciplinary 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.

### CONSEQUENCES

First Offense—Written Warning

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.

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.

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. Parents will receive notification.

**CLASS CUT**—Students out of class or any portion of class, without permission, will be considered as cutting class and will receive a “0” grade for any work missed and will be referred to the disciplinary code.

**FIGHTING**— Any verbal or physical argument causing disruption detracting from the educational process is punishable by Out of School Suspension and possible prosecution.

**HAZING/INITIATION**— Trinity Area School District does not permit any type of student initiation or hazing. If students engage in these activities they will be disciplined to the fullest extent permitted. The hazing/initiation policy is in full effect at all times while the student is under the jurisdiction of the school.

**LOITERING**— Students are not permitted to loiter in hallways, restrooms or restricted areas at anytime. Socializing in the halls between classes and before the formal beginning of the day is permissible.

## CONTROLLED SUBSTANCES (ALCOHOL/ ILLEGAL DRUGS/TOBACCO)

Alcohol, illegal drugs, and tobacco, in any form, is not allowed on Trinity Area School District Property. There are smoke detectors installed throughout the school and in each restroom. There are cameras to view violations in hallways and premises (inside and outside).

This policy includes prohibitions on smokeless tobacco and ALL smoking apparatuses, including electronic devices.

Students found to be in possession of, or under the influence of, any controlled substances will be subject to disciplinary action, and may be required to complete drug and alcohol screening and/or a tobacco cessation class in addition to any criminal prosecution.

# DRESS CODE

The school administration 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 PE classes, shop classes, extra-curricular activities or other special situations.

*The following are considered inappropriate for school wear and NOT permitted:*

- Spandex tops, shorts, dresses, shirts or pants.
- Shorts or skirts above knee length.
- Tube tops, tank tops, spaghetti straps or muscle shirts.
- Bare midriffs, bare shoulders, open weave or see-through garments.
- Jewelry or clothing with suggestive, obscene, or vulgar wording or graphics or which advertise/suggest/promote drugs, alcohol or tobacco products.
- Hats, hoods, bandannas or head sweat bands.
- Pants worn below the waistline; no undergarments are to be visible at any time.
- Clothing with rips, tears, and/or holes where short sleeves and/or shorts would typically cover; all clothing must be in good repair/condition.

# GENERAL INFORMATION

## FIRE DRILLS

A fire drill direction sign is posted in each classroom. When the fire alarm sounds, rise immediately, leave books, etc. at your desk, take personal belongings you have with you and leave the room in an orderly fashion. Silence should be maintained in order to permit emergency communications. Upon leaving the building, students will leave a reasonable amount of space for emergency equipment. Students will be signaled as to when to return to the building and will return directly to their classroom.

## SAFETY DRILLS

ALiCE school safety drills will be conducted periodically, and they will include a variety of scenarios, including lockdowns, barricading, and/or evacuations.

## SURVEILLANCE CAMERAS

Trinity High School has over 100 24-hour interior/exterior camera surveillance and reserves the right to utilize this system in school-related proceedings.

Additionally, each school bus has video and audio monitoring equipment which may be used in school-related proceedings.

## HALL PASSES

Students are not permitted in the hallways during class time without a signed pass from their classroom teacher. It is the student's responsibility to obtain a pass before leaving a class. Hall passes are incorporated in to this A student's hall pass privileges may be suspended at any time by an administrator.

HALL PASSES WILL NOT BE ISSUED AFTER 2:15 PM AND THEREFORE, STUDENTS ARE NOT PERMITTED IN THE HALLS AFTER THAT TIME.

## PARKING PERMITS

Students may only park on campus with an assigned parking permit or tag issued by a building administrator. Parking is only available to Senior and Junior students. Parking in any area other than the assigned spaces, not displaying the parking tag or violation of the parking guidelines will result in the removal of parking privileges and possible disciplinary action. Vehicles parked on campus without permission will be ticketed and/or towed at the owner's expense. Trinity Area School District claims no responsibility for any privately-owned vehicle parked on the grounds. Parking applications are available in the Main Office. A fee will be charged for student parking.

Students must follow the direction of any security guard or staff member on campus. Any student found to not be following the direction of school personnel will be subject to discipline up to and including revocation of parking privileges without refund. **All students who park on campus must remain in the school building until all school buses have exited the campus. The result of violating this procedure will be the loss of the students parking pass.**

Parking privileges will be revoked for students who are chronically absent from or tardy to school.

## WORK PERMITS

*The school issues two types of work permits:*

1. Students who have reached sixteen years of age and desire to withdrawal from school may be issued a General Employment Certificate from the Superintendent's Office.
2. Students who wish to work part-time or during summer vacations may be issued a Vacation Employment Certificate. This permit is issued through the Welcome Center. A birth certificate or other documentation must be presented as proof of age.

Applications for working papers should be presented in the Welcome Center before noon in order to receive the certificate that day.

## LUNCH/CAFETERIA/BUTTERFLY GARDEN

A hot lunch menu is served daily in the cafeteria along with other à la carte items. Students are not to remove food or drinks from the cafeteria. Students leaving the cafeteria must have a signed pass from a café monitor or teacher. Students are not permitted to order or accept food deliveries to the school.

Students using the cafeteria are responsible for staying seated, returning all trays, depositing all trash in appropriate receptacles and following all directives from the café monitors.

**Free & Reduced Lunch**—Lunch service may be free, or at a reduced price, as determined by the established procedures without any intentional discrimination to any person involved. Applications can be obtained in the high school office.

Students using the Butterfly Garden must have permission from their teacher or the café monitor and are not permitted to move the outdoor furniture or walk on the landscaped areas.

## **MEDIA CENTER**

Students must have a library pass to be admitted to the Media Center. No book is to be taken from the Media Center until it has been checked out. Books may be borrowed for two weeks and then renewed, if necessary, for another two weeks, if no reserves have been placed on them. No one is to leave the library before the bell rings without the consent of the teacher on duty. Students are only permitted to sign out five books at any one time. Lost books should be reported immediately to the teacher on duty and payment made for the appropriate cost of replacement. Students with overdue library materials will be denied the privilege of checking out additional materials. Books may be returned at any time during the day at the library check out desk. Students owing money for lost books will not be permitted to sign out materials until restitution has been made. Failure to comply will result in the loss of all Media Center privileges.

## **ATHLETICS/ACTIVITIES**

Trinity High School offers a multitude of opportunities for students to participate in interscholastic sports. In order to participate in any of these activities each student must have a physical examination by a doctor, waiver and consent forms signed by parents/guardians and be in compliance with the academic and attendance regulations set forth by the PIAA. In addition to the "Rules and Regulations for students in the Trinity Area Schools" athletic program, participants are also governed by the High School Athletic Code. Meeting requirements for participation in athletics at the interscholastic level and/or intercollegiate level is the responsibility of the student/parent.

Information will be disseminated through the athletic department in an athletic orientation assembly at the beginning of the school year, as well as being espoused in the student handbook and on the school district website.

A variety of clubs and organizations are offered at the high school which are designed to supplement and complement the regular curriculum. These organizations will have the opportunity to meet during an activity period as part of the school schedule. Sign-ups for the various clubs will be held during the 1st month of the school year.

Any questions should be forwarded to the Director of Athletics and Activities.

## **CANCELLATIONS AND DELAYS**

Trinity Area School District uses the Skylert messaging system to notify families of deviations from a typical school day. Families should ensure that their telephone and e-mail addresses are correct with the school office. Additionally, Trinity High School posts cancellations and delays on its social media pages and its webpage.

Please do not contact the school to inquire about cancellations or delays. On a day with a delay, students should not arrive until 2 hours after their normal arrival time, as appropriate supervision may not be available. On days with an early dismissal, students must vacate the premises at dismissal.

## **ADDRESS/PHONE/E-MAIL CHANGES**

It is extremely important that the school maintain correct addresses and contact information for each student. If the student's address or phone numbers should change, the parents/guardians need to contact the high school Main Office to update the information as soon as possible. Address information may also be modified via the Skyward Parent Portal.

## **HOMELESS**

Schools within the Commonwealth of Pennsylvania are obligated to provide supports to students who are homeless. For more information, please contact the Assistant Superintendent's office, 724-223-2000, ext. 7111. Information is available on the T ASD webpage under Parent Resources and Student Resources.

## **PERSONAL TECHNOLOGY**

Trinity Area School District policy allows students enrolled in the high school to use their own personal technology resources in a manner that compliments and enhances the curriculum of the district, and, to a limited extent, in a manner that allows students to engage in personal social communications at times and places approved by the Board, as designated in Policy 237. Violations of this policy may result in disciplinary action.

## **VISITORS**

Students are not permitted to bring visitors to school at any time. Parents/Guardians and other visitors must report to the Welcome Center and make conference arrangements. Individuals violating this rule could face possible prosecution. For admission to the building for any reason, a state-issued photo ID must be presented and run through the School Check-in System.

## **LOCKER**

Lockers are by request only this school year. See your homeroom teacher for directions.

Hall lockers are made available to all students for their use. Students are to only use their assigned locker. Gym lockers are made available in the locker room during student's gym period. Students are responsible for the contents of their lockers. Students are expected to provide their own lock for their gym locker and remove it on a daily basis. Lockers at the high school are 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 a student in a disciplinary, juvenile or criminal proceeding. The removal, alteration or damaging of a lock/locker is prohibited.

## **TEXTBOOKS/CHROMEBOOKS**

All textbooks, 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 High 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. Payment for all lost or damaged items must be made before a student is cleared for graduation. The student must pay the cost of replacing any lost or damaged item.



## TRINITY AREA SCHOOL DISTRICT

231 Park Ave. Washington, PA 15301

Phone: 724-225-5380 ext. 6508

**Mr. Aaron C. Scott**

Director of Facilities & Transportation

[scotta@trinitypride.org](mailto:scotta@trinitypride.org)

Dear Parent or Guardian:

In an effort to maintain discipline and to ensure the safety and security of all students, staff, contractors, and others being transported on vehicles contracted or owned by the Trinity Area School District, the Board of Directors has adopted Policy No. 810.2, "Audio and Video Recording on District-Provided Vehicles." Policy No. 810.2 may be accessed on the Trinity Area School District website.

Policy No. 810.2 authorizes the Administration to direct the use of audio recordings on any and all District-provided vehicles, to the extent that Administration deems appropriate. This audio recording will be in addition to the video recording that is currently in place on District-provided vehicles.

Under Policy No. 810.2, each District-provided vehicle that is equipped with audio or combined video and audio recording equipment will contain a clearly posted notice informing drivers and passengers that they may be video and/or audio taped at any time. Individuals are not permitted to conduct their own audio recording on District-provided vehicles.

Also, in an effort to maintain efficiency within the Transportation Department, all requests for changes to your child's bus schedule must be made in writing to the Director of Transportation. All requests must be updated yearly.

If you have any questions, please contact me by e-mail at [scotta@trinitypride.org](mailto:scotta@trinitypride.org) or by calling (724) 225-5380 ext. 6508.

Thank You,

Aaron C. Scott  
Director of Transportation



## TRINITY HIGH SCHOOL

231 Park Avenue Washington, PA 15301

Phone – 724-225-5380 Fax 724-228-9057

Mr. Craig Uram, Principal  
[curam@trinityhillers.net](mailto:curam@trinityhillers.net) – ext.6501

Dr. Sammy Demian, Assistant Principal  
[sdemian@trinityhillers.net](mailto:sdemian@trinityhillers.net) – ext.6503

September 11, 2020

Dear Parent/Guardian:

Representatives from local media visit Trinity Area School District functions and classrooms throughout each school year in an effort to promote understanding and publicity of district initiatives and programs.

As part of this news coverage, media professionals sometimes photograph students and student events. Although we enjoy seeing our students featured in the press, we understand that some of you may not want your student photographed or identified in any way. This letter serves to provide you with a means to prohibit your student from being photographed and otherwise identified for media purposes.

If you choose **not** to grant permission for your student to be identified or photographed in the media for the 2020-2021 school year, please sign and return this letter by **September 25, 2020**. Should we not hear back from you, your permission will have been established in this regard.

Thank you for your cooperation with this matter.

Sincerely,

Craig S. Uram,  
Principal

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I do not want my student, \_\_\_\_\_, to be photographed or otherwise identified in the media for the 2020-2021 school year.

GRADE: \_\_\_\_\_

HOMEROOM: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Signature

Date





**TRINITY HIGH SCHOOL**

231 Park Avenue Washington, PA 15301

Phone – 724-225-5380 Fax 724-228-9057

Mr. Craig Uram, Principal  
[curam@trinityhillers.net](mailto:curam@trinityhillers.net) – ext.6501

Dr. Sammy Demian, Assistant Principal  
[sdemian@trinityhillers.net](mailto:sdemian@trinityhillers.net) – ext.6503

September 11, 2020

Dear Students and Parents/Guardians,

The purpose of this correspondence is to inform you of an information release policy change. Traditionally, Trinity Area School District does not release any student information to institutions of high education, military, or businesses without prior written parental or student consent. However, the **No Child Left Behind Act of 2001** amends previous acts concerning the dissemination of student records and information. **Specifically, all secondary schools must provide upon request by a military recruiter or an institution of higher education, access to secondary school student’s name, address and telephone listing.** Additionally, the act states that a secondary school student or the parents of the student may request the student’s name, address or telephone listing not be released without prior written parental consent.

**IMPORTANT:** Trinity High School hereby gives notice that such information will be provided as requested unless permission to release this information is denied in writing (**USING FORM BELOW**) by the parents/guardians of those students who are under 18 years of age, or by persons 18 years of age. *This form must be completed and returned by September 25, 2020.* If this form is not received by September 25, 2020, the information will be released as requested.

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Please return the bottom portion to:  
**Trinity High School Guidance Office**  
231 Park Avenue  
Washington, PA 15301

**I DO NOT WISH TO HAVE MY CHILD’S INFORMATION RELEASED**

\_\_\_\_\_ (print name of student and grade)

\_\_\_\_\_ (parent/guardian signature)

\_\_\_\_\_ (date)

THS Date Received \_\_\_\_\_ Initials \_\_\_\_\_

## COMPUTER TECHNOLOGY AGREEMENT

I have read the Trinity Area School District Student Internet Safe & Acceptable Use Policy for Computer Technology.

I hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the district system, including, but not limited to claims that may arise from unauthorized use of the system to purchase products or services or exposure to potentially harmful or inappropriate material or people. I understand that I can be held liable for damages caused by my child's intentional misuse of the system.

I will instruct my child regarding any restrictions against accessing materials that are in addition to the restrictions set forth in the district policy. I will emphasize to my child the importance of following the rules for personal safety.

I hereby give permission for my child to use the Internet. I understand that this permission includes permission for my child to access information through the Web, receive e-mail communications through a class account, engage in other educationally relevant electronic communication activities and provide personal information to others for education or career development reasons or as approved by the school staff.

I hereby give permission for the school to post the following information/material on the Internet. Students may be identified by their full name. Group or individual pictures of students with student identification are permitted. Student work may be posted with student's name. All student posted work will contain the student copyright notice including the student name.

## PARENTS/GUARDIANS

My signature below indicates that as a parent or guardian of a student in the Trinity Area School District, I have read the Trinity Area School District 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.

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(Parents/guardians Print Name)

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(Parents/guardians Signature)

(Date)

If you wish for your child to have Internet access, but do not want any information or material to be posted regarding your child on our website, you must submit your request in writing to the building principal.

Student

As a student in the Trinity Area School District, I have read and understand all 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.

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(Student Print Name Here)

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(Student Signature)

(Date)

# RULES AND POLICY AGREEMENT

I, \_\_\_\_\_, a \_\_\_\_\_th Grade student at Trinity High School hereby acknowledge having reviewed the school rules and policies with my homeroom teacher, building administrator, or through a class orientation. I realize that I will be responsible for knowing and following these rules anytime I am at school or at a school-related function. I understand that this is only a partial listing of official rules and board policies of Trinity Area School District, and a complete listing of all policies in their entirety can be accessed at [www.trinitypride.org](http://www.trinitypride.org) by clicking on "Board Docs."

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



MAIN ENTRANCE

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Washington, Pennsylvania