



Student Handbook 2026-2027

Tri-Cities Prep
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School Office Hours
Monday-Friday: 7:00 am - 3:30 pm

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Section #1 - Introduction

Purpose

The student handbook is intended to serve as a guide to help students and their families learn about programs and opportunities at Tri-Cities Prep as well as to set forth basic expectations. It is the expectation that students and families take time to familiarize themselves with the contents of the handbook.

No set of expectations or guidelines can cover every conceivable situation that may arise. The rules, policies, and procedures set forth in the student handbook are intended to apply under normal circumstances. This handbook does not limit the authority of the administration of Tri-Cities Prep to deviate from the rules and procedures set forth in the student handbook. The administration reserves the right to handle individual circumstances as they arise in the manner it deems most appropriate, taking into consideration the best interests and safety of the school, its faculty, staff, students, and the overall school community.

These policies, guidelines, and expectations may be revised or updated periodically, without notice, throughout the school year. Routine updates will be posted online as they occur. If a major policy, guideline, or rule revision is made, it will be communicated by email to all parents and students. If parents or students have questions about information contained in the handbook, they may contact the school to speak with the President or Dean of Student Formation.

Mission Statement

Tri-Cities Prep, a Catholic High School, is dedicated to providing the highest quality academic instruction in a faith-centered environment.

Vision Statement

In keeping with our Mission Statement, Tri-Cities Prep seeks to graduate students prepared for leadership and service. The following are the goals that we believe are essential to our mission and to the Catholic heritage upon which our school is founded.

A Faith-Centered Community

Tri-Cities Prep is a faith-centered community that nurtures a life-long hunger for God. Students, faculty, and staff join together to live out the Gospel values of peace, justice, and love.

Character Development of the Whole Person

Tri-Cities Prep educates the whole student, fostering personal responsibility and dedication to growth. Students are encouraged to take responsibility for growth as persons and to embrace the values of integrity and excellence in all dimensions of their lives.

Commitment to Academic Excellence

Tri-Cities Prep is committed to instilling in its students a deep respect for intellectual values. Students are challenged by the highest standards of academic performance in a college preparatory curriculum.

Social Justice and Service

Tri-Cities Prep educates students to a social awareness that impels them to action. Students are guided to look beyond themselves and to reach out in compassion to those harmed by injustice.

History

Tri-Cities Prep is the only Catholic high school in the Tri-Cities area. Founded in 1994 as a private, independent, co-educational school approved by the bishops of both the Spokane and Yakima Dioceses, Prep welcomed its first class of twenty students in August 1998. It is fully approved by the State of Washington and the Office of the Superintendent of Public Instruction.

Prep is located centrally in the Tri-Cities area on Road 100 in West Pasco, just south of Interstate 182. The buildings and playing fields of the campus occupy 11-acres of a 23-acre site. The remainder of the property is reserved as a natural habitat and will serve as future athletic/activity fields.

Our goal is to admit a diverse student body of young people who will contribute their energy and special talents toward the mission.

Profile of the Graduate at Graduation

Tri-Cities Prep is committed to graduating students who are:

- Open to Growth
- Spiritually Alive
- Intellectually Competent
- Loving
- Committed to Justice

Schedule

Monday-Thursday

Zero Hour	7:00-7:45
1st Period	7:50-8:37
2nd Period	8:40-9:27
Break	9:30-9:50
3rd Period	9:50-10:37
4th Period	10:40-11:27
Lunch	11:30-12:10
5th Period	12:10-12:57
6th Period	1:00-1:47
7th Period	1:50-2:35

Friday

1st Period	7:50-8:32
2nd Period	8:35-9:17
3rd Period	9:20-10:02
4th Period	10:05-10:47
Mass	10:50-12:00
Lunch	12:00-12:30
5th Period	12:30-1:12
6th Period	1:15-1:57
Staff Mtg.	2:00-3:00

Early Release

1st Period	7:50-8:24
2nd Period	8:27-9:01
3rd Period	9:04-9:38
4th Period	9:41-10:15
5th Period	10:18-10:52
6th Period	10:55-11:30

Late Start

1st Period	9:30-10:07
2nd Period	10:10-10:47
3rd Period	10:50-11:27
4th Period	11:30-12:07
Lunch	12:10-12:40
5th Period	12:40-1:17
6th Period	1:20-1:57
7th Period	2:00-2:35

Morning Assembly

Zero Hour	7:00-7:45
1st Period	7:50-8:32
2nd Period	8:35-9:17
Assembly	9:20-10:20
3rd Period	10:20-11:02
4th Period	11:05-11:47
Lunch	11:50-12:20
5th Period	12:20-1:02
6th Period	1:05-1:47
7th Period	1:50-2:35

Afternoon Assembly

Zero Hour	7:00-7:45
1st Period	7:50-8:32
2nd Period	8:35-9:17
Break	9:20-9:40
3rd Period	9:40-10:22
4th Period	10:25-11:07
Lunch	11:10-11:40
5th Period	11:40-12:22
6th Period	12:25-1:07
7th Period	1:10-1:52
Assembly	1:55-2:35

3-Hour Delay

1st Period	10:50-11:22
2nd Period	11:25-11:57
3rd Period	12:00-12:32
Lunch	12:35-12:50
4th Period	12:50-1:22
5th Period	1:25-1:57
6th Period	2:00-2:35
NO 7TH PERIOD	

Friday 3-Hour Delay

1st Period	10:50-11:15
2nd Period	11:18-11:43
NO MASS	
3rd Period	11:45-12:10
Lunch	12:10-12:35
4th Period	12:35-1:00
5th Period	1:03-1:28
6th Period	1:31-1:56

Optional Friday (Holy Days)

1st Period	7:50-8:27
2nd Period	8:30-9:07
3rd Period	9:10-9:47
4th Period	9:50-10:27
Mass	10:30-12:00
Lunch	12:00-12:40
5th Period	12:40-1:17
6th Period	1:20-1:57
Staff Mtg.	2:00-3:00

Staff

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Section #2 - Academics

Purpose

Tri-Cities Prep offers the student opportunities to make meaningful and deliberate choices of how best to profit from the coherent and continuous academic program.

The role of the teacher is to be a compassionate and curious learner teaching through work and example how to become a self-directed learner.

The role of the student is to develop into a compassionate and curious learner, intent upon assuming increasing responsibility for and direction of intellectual, social, spiritual, emotional, and physical development.

Graduation Requirements

In keeping with our Mission statement, Tri-Cities Prep seeks to graduate students prepared for leadership and service. In order to do so, Tri-Cities Prep provides the highest quality academic instruction in a faith-centered environment. Tri-Cities Prep offers classes that prepare the students at a college level by teaching them the material and incorporating essential study habits to succeed academically at a university.

Students are required to take a total of twenty-seven credits while attending Tri-Cities Prep within the four years.

Course	Years/Credits
English	4
History/Social Studies	4
Mathematics	4
Religion	4
Science	4
Spanish	3
Physical Education	1.5
Fine Arts	1
Occupational	1
<u>Health</u>	<u>0.5</u>
TOTAL	27

Grade Scale

Percentage	Letter Grade	GPA Value
97–100	A+	4.0
93–96	A	4.0
90–92	A-	3.7
87–89	B+	3.3
83–86	B	3.0

80–82	B-	2.7
77–79	C+	2.3
73–76	C	2.0
70–72	C-	1.7
67–69	D+	1.3
63–66	D	1.0
60–62	D-	0.7
Below 60	NC	0.0

College Visits

Tri-Cities Prep encourages students to visit colleges and universities as an important part of the college selection process. Whenever possible, college visits should be scheduled on weekends, school holidays, or other non-school days. Recognizing that this is not always possible, the following guidelines apply:

Eligibility

- **Juniors** are permitted **one (1)** excused college visit day per academic year.
- **Seniors** are permitted **two (2)** excused college visit days per academic year.
- Additional visits may be approved by the President or Dean of Academics for special circumstances such as scholarship competitions, honors program interviews, or required admitted-student events.

Procedures

To qualify as an excused college visit, students must:

1. Submit a **College Visit Request Form** to the school office at least **three school days** before the visit.
2. Obtain approval from the Dean of Academics or designee before the absence.
3. Notify all teachers prior to the visit and make arrangements for missed assignments, quizzes, or examinations.
4. Provide written verification of the visit from the college or university admissions office upon returning to school.

Failure to complete these steps may result in the absence being recorded according to the school's attendance policy.

Academic Responsibilities

College visits are considered excused absences; however, students remain responsible for all coursework, assignments, quizzes, laboratories, projects, and examinations missed during the absence. Students are expected to communicate with their teachers in advance and complete all make-up work within the timeline established by each instructor.

Expectations

College visit privileges are intended to support students' college discernment and are granted to students who demonstrate responsible attendance, satisfactory academic progress, and good disciplinary standing. The school reserves the right to deny or postpone a request if the absence would significantly impact the student's academic progress or if school obligations require the student's attendance.

Tri-Cities Prep encourages families to make the most of each campus visit by participating in an official admissions tour, meeting with faculty or coaches when appropriate, and exploring the academic, spiritual, and campus life opportunities available at each institution.

Textbooks and Instructional Materials

Students are responsible for obtaining the textbooks and instructional materials required for each course. Information regarding required textbooks and purchasing options will be provided prior to the start of the school year or semester.

Tri-Cities Prep is committed to ensuring that every student has access to the resources needed for academic success. Families who are unable to purchase required textbooks due to financial

hardship are encouraged to contact the Main Office. Assistance may be available, and all requests will be handled confidentially.

Students are expected to bring the required textbooks and instructional materials to class each day. Failure to have the necessary materials may affect classroom participation and academic performance.

Students are responsible for the care and condition of their textbooks throughout the school year. Any textbooks borrowed from the school must be returned in good condition at the end of the course or upon withdrawal from the school. Students and families may be charged for the repair or replacement of school-owned textbooks that are lost, stolen, or damaged beyond normal wear.

Some courses may require the purchase of workbooks, novels, laboratory manuals, calculators, or other consumable materials. These items become the property of the student and are not returnable.

College and Career Advising

As a college preparatory Catholic high school, Tri-Cities Prep is committed to helping students discern and pursue their God-given talents, interests, and goals for life after graduation. Through career and college advising, students are encouraged to explore opportunities that prepare them for success in higher education, military service, vocational pathways, religious life, and the workforce.

Career and college advising begins in the freshman year and continues throughout a student's four years at Tri-Cities Prep. Students receive guidance in college and career exploration, standardized testing, scholarship opportunities, financial aid, college applications, essays, interviews, and other preparation necessary for post-secondary success.

Students and families are encouraged to work closely with the College and Career Advisor to develop an individualized plan for the future. Tri-Cities Prep partners with colleges, universities, military representatives, and community organizations to provide students with opportunities for college visits, career exploration, and other resources.

Students are expected to take an active role in the college and career planning process by meeting deadlines, completing required materials, communicating with advisors, and seeking assistance when needed. While Tri-Cities Prep provides guidance and support, each student is ultimately responsible for completing admission, scholarship, and financial aid requirements. Our goal is for every graduate to leave prepared to serve others and lead with faith, integrity, and purpose.

Transfers, Grades, and GPA

Transfer Courses, Grades, GPA

When students transfer from another school, we evaluate the courses and grades from the previous school(s) and decide if and how to include them with the academic records of Tri-Cities Prep.

Grades Not Included in GPA

When we include courses and grades from another school, we do not include transfer grades in the grade point average for the student at Tri-Cities Prep School.

Grades Included in the GPA

If any student has to take a core course at another school because Tri-Cities Prep does not offer it, Tri-Cities Prep does include this course grade in the calculation of the GPA. Tri-Cities Prep decides whether or not a course at another school is a core course for the Tri-Cities Prep student.

Proper Use of Materials and Technology

Academic integrity involves the proper use of materials and technology. An area of concern is the misuse or abuse of such materials. Improper use includes:

1. Damaging materials; for example, writing in books or magazines, tearing out pages, destroying computer files, and putting inappropriate messages on computers;
2. Sending email messages that are obscene or intended to harass;
3. Using materials that are inappropriate in the Tri-Cities Prep school setting; for example, the use of any books, periodicals, software and/or online services such as may be found on the Internet or the World Wide Web, that are inappropriate for our school.
4. Intentional alteration of computer operating systems; it should be noted that individuals – yes even students – who make unauthorized copies of copyrighted software might be subject to civil and criminal penalties.

Both the selection of materials and the use of materials should be consistent with the mission of Tri-Cities Prep. Each student should answer the question, “Is this material appropriate to school?”

Violations of this policy will be sent to the Dean of Student Formation for disciplinary measures.

Academic Standards

The student at Tri-Cities Prep maintains a successful academic standing in order to remain in the program. Successful academic standing requires a minimum of a 2.0 quarter and cumulative grade point with no NC (No Credit) grades.

At times, a student may encounter personal or academic difficulties which affect academic progress and require steps to improve the student's academic standing. This adds further to the burdens of the student and the teacher and it mandates that the student together with the teacher devise an immediate and workable solution. The student and the teacher will faithfully adhere to the deadlines and criteria contained in the solution so that the student will achieve acceptable academic standing promptly.

Integrity

Tri-Cities Prep expects a high quality academic performance from every student, commensurate with each student's ability. Another even greater concern, however, is that every student sees the tremendous importance of honesty and integrity in these academic pursuits. It is the school's sincerest hope that everyone understands the fact that NO grade, test, lab report, or paper is more important than one's personal integrity.

Dishonesty

Students are not to copy homework, plagiarize, violate testing procedures, or enable another student to do so. In addition to classroom consequences, infractions shall be reported by the teacher to the Dean of Academics.

Cheating

It is by following the voice of conscience and choosing to be upright, honest, and good that one becomes a person of integrity. At times, the voice of conscience is clear. It tells us that it is dishonest to forge a signature on a test, absence note, progress report, etc., and that it is dishonest to cheat on quizzes, tests, and class exams. Such cheating may include:

1. Leaving books or notebooks open during a test period;
2. Using unauthorized study notes;
3. Writing answers on desks, hands, legs, arms, and other parts of the body;
4. Looking on another's test paper;
5. Talking with another student during a test period;
6. Writing down answers copied from others when tests are handed in;
7. Talking with students from previous class periods in order to get test information.

During tests and quizzes, avoid turning around, looking toward other students' papers, talking, etc. You do not want to give the impression of cheating. There are also clearly dishonest actions on written assignments, such as:

1. Turning in a paper which has been composed by another student;
2. Handing in a paper for credit that has already been graded in another class, without the approval of the teacher.

Cheating in any form is clearly dishonest and not acceptable.

If a student is caught cheating, that student will receive a zero for the assignment. The incident will be reported to the Dean of Academics for possible disciplinary measures.

Plagiarism

Tri-Cities Prep defines plagiarism as the following:

Plagiarism is the use of words, ideas, or information of another without informing the reader/listener of the source of these words, ideas, or information. Such instances include:

1. Papers or passages of papers which are copied verbatim (word-for-word) from primary and secondary sources;
2. Papers that are copies of a fellow or former student's work.

If we quote a source word-for-word, we should always place this quote within quotation marks. Then, we should attribute the quote to its source by identifying the author, work, publisher, date, and location of the quote through some sort of documentation (e.g. footnote, endnote). We must do both: the quotation marks tell that “these are not my own words or ideas;” the attributing tells us whose words or ideas they are.

Another type of plagiarism that needs to be addressed is unattributed paraphrasing and summarizing. Paraphrasing and summarizing involve more than changing one or two words. They recount another’s ideas in your own words and your own style. It may or may not be shorter than the original work, for the purpose is not so much to condense as to retell a work in your own words and style. Thus, it should be evident that even here, one needs to attribute the ideas to their source, for while the text is mine [these are my words], it is at the same time not mine [these are not my ideas].

Any time you do not attribute information to a source, you are committing plagiarism.

One must document all sources used in composing a paper, report, or presentation and acknowledge when a particular idea stems from another source. Both the complete documentation (e.g., a bibliography of sources) and the specific documentation (e.g., a footnote) are essential to avoid the suspicion of plagiarism.

If a student is caught plagiarizing, that student will receive a zero for the assignment.

The incident will be reported to the Academic Dean for possible disciplinary measures.

Group Work

Often, teachers advise students to cooperate and work together. In science classes, it is commonplace for students to work with lab partners and get the same data. In foreign language classes, students are encouraged to assist each other in acquiring new language skills in dialogues and written exercises. When does working together cross the line into dishonest action? When can I no longer state with integrity, “This is my work.”?

We hope that our students will first listen to their consciences and that the prodding of the voice of conscience will tell them when an action is dishonest. Unfortunately, this is not always the case. At Tri-Cities Prep, we wish to foster the development of conscience in the “blurry” areas. We firmly believe that the judgment of an action’s rightness or wrongness is a crucial step in the development of a healthy conscience. So let it be said, it is dishonest:

1. To copy answers when working together;
2. To copy another person’s work with minor changes;
3. To stop trying to figure out a problem on one’s own and simply to write down another person’s solution.

These are instances when working together has crossed the line into dishonest behavior. Such dishonesty is in essence a capitulation: I have refused to learn any more on my own. I have given up on my potential to learn and chosen the easy way out. At Tri-Cities Prep, we do not in any way support this type of behavior.

One solution is made clear in this example from the science classroom: when working on laboratory research, students work with partners. All lab data should be shared with my

partner, but after that our joint work stops. Each of us should then process and calculate the data individually. Thus, our lab reports will never contain verbatim results.

In the areas of working together on homework, lab reports and the like, always talk with your teachers. Find out what is acceptable and what is not. Do not assume that what might be acceptable for one teacher will be acceptable to another.

If a student is caught turning in work completed in a dishonest fashion, that student will receive a zero for the assignment. The incident will be reported to the Academic Dean for possible disciplinary measures.

No Credit (NC)

A student may earn a grade of No Credit in a course if he/she has not achieved the minimum requirements of a course due to failure to turn in work, poor test scores, or other reasons within the student's control.

Students who receive a grade of No Credit must complete the course requirements within one quarter of the original course in order to stay in good academic standing.

The teacher and Academic Dean will design a contract for compliance of this work. On occasion this contract requires a student to complete the course outside of the Tri-Cities Prep program (e.g. summer school, night school). When the contract is complete, the teacher will determine whether or not the student earned a C or D grade. The student cannot receive a grade higher than a C.

Satisfaction of the contract in the time allotted is necessary in order to continue attending Tri-Cities Prep.

Attendance No Credit

Because Tri-Cities Prep curriculum is built on a collegial model of learning, a student's attendance in class is mandatory for successful completion of course requirements. A student with excessive absences may be denied course credit, as outlined in the attendance policy. If a student receives an **Attendance No Credit**, the work may not be completed on contract. The student must make up these credits outside of the Tri-Cities Prep program (e.g. summer school, night school).

Incomplete

The teacher assigns the grade of "I" to the student who is unable to complete the requirements of the course due to special circumstances. The teacher will assign whatever grade the student earns upon completion of the contract established. If the contract is not fulfilled, the student will automatically go on academic probation.

Advising

The Dean of Academics places students who earn below a 2.0 GPA in a given quarter on academic advising. Under the direction of the Academic Dean, the student meets regularly with an advisor in order to develop strategies for achieving greater success.

Quarter Conferences

Prior to the conclusion of each quarter, the Academic Dean will summon teachers to an information-sharing conference to discuss students who have lost or are in danger of losing essential elements of the program. Students who may have difficulties other than academic (e.g. behavioral, emotional, disciplinary, etc.) will also be considered.

These quarter conferences will help the administrators, counselors, teachers, parents/guardians, and students to prevent failures from occurring.

Academic Probation

The Academic Dean places on probation students who meet any of the following:

- Has a cumulative grade point below 2.0.
- Has an NC (No Credit).
- Completes two quarters with a GPA below 2.0.
- Consistently performs at a deficient level.

In consultation with the student's teachers and counselor, the Academic Dean will determine the conditions, duration, and evaluation of the probation.

The student who is on probation is being evaluated regarding continued enrollment at Tri-Cities Prep. The extra time and effort expended by the faculty and administration on the student's behalf should be met with increased cooperation, effort, and motivation on the part of the student. Failure to do so states an unwillingness to remain enrolled at Tri-Cities Prep.

In the event a student suffers academic credit deficiencies that become insurmountable to assure graduation on time, two possible remedies are provided:

- The student may be advised to finish high school career at another school, or
- The student may continue at Prep, understanding that commencement and graduation with their classmates is not feasible and will not be allowed.

Academic Probation & Activities/Athletics

Academic Probation indicates a possible issue with a student's ability to balance school demands with extracurricular activities. It is, therefore, in the best interest of the student for school officials to monitor and provide appropriate support to our student athletes and students involved in other extracurricular activities.

The Academic Dean will complete the first official grade check at the end of the third week of the quarter for the purpose of identifying students in need of assistance. Any student with an NC and /or below a 2.0 at this point will be classified in an "Academic Probation Period".

Academic Probation Period:

- Two weeks in length (mandatory)
- Student may practice, compete, and/or participate in sports or activities
- Parents/guardians will be notified of Academic Probation
- Student establishes plan of action to improve performance
- Teacher(s) and Academic Dean identify areas of support needed
- Only one grace period is granted per season

At the end of the Academic Probation Period, students who still have NC in any courses will be placed on Full Academic Suspension.

Full Academic Suspension:

- Two Weeks in length (mandatory)
- May participate in extracurricular practices
- May not participate in games or programs
- May not travel with team or group

Any student who has an NC in any course at the end of a two-week Academic Suspension will no longer be able to participate in their sport or extracurricular activity for the rest of the season.

* During a given season, students are allowed only one Probation Period. Any student who, after improving their grades during the Probation Period, allows their scores to lapse again will be placed directly onto Full Academic Suspension.

The purpose of Academic Probation Period and Full Academic Suspension is to support student success in the classroom.

Academic JUG

Teachers who have exhausted all other methods of motivation can assign an Academic JUG as a result of students being unprepared for class, having late assignments, etc. Unless there is some other provision made beforehand, the teacher is the designated person to stay after school with the student for 45-60 minutes.

Section #3 - Campus Ministry

Purpose

Campus Ministry is an essential part of the mission of Tri-Cities Prep and exists to support the spiritual growth and faith formation of all students. Rooted in the teachings of Jesus Christ and the Catholic tradition, Campus Ministry provides opportunities for students to deepen their relationship with God, grow in virtue, develop a life of prayer, and live out the Gospel through service to others.

Mass

A central part of the Tri-Cities Prep faith experience is the celebration of Friday Mass, which brings the school community together each week for prayer, worship, and reflection. Through participation in the Mass, students are invited to encounter Christ through the Eucharist, strengthen their understanding of Catholic traditions, and celebrate the unity of the school community.

Faith Services/Experiences

Campus Ministry provides a variety of faith-based services and experiences throughout the school year, including prayer opportunities, liturgical celebrations, service projects, guest speakers, faith discussions, and activities that encourage students to explore and share their faith. Students are encouraged to participate actively and to recognize their role in building a community centered on faith, compassion, and respect.

Retreats

Retreat experiences provide students time for reflection, spiritual growth, community building, and discernment of their personal call to serve God and others.

Service

Through service, students are challenged to put their faith into action by responding to the needs of their community and becoming compassionate leaders who embody the Gospel values of love, justice, and peace.

Section #4 - Student Life

Purpose

Student Life at Tri-Cities Prep supports the development of the whole person by providing opportunities for students to grow spiritually, socially, emotionally, and as leaders within the school community. Rooted in the Catholic mission of the school, Student Life encourages students to build relationships, discover their talents, participate in school traditions, and contribute to a positive, faith-filled environment.

Through athletics, clubs, activities, leadership opportunities, service experiences, theatre, and community events, students are encouraged to develop responsibility, teamwork, confidence, and a sense of belonging. Student Life complements the academic experience by helping students grow in character and prepare to become compassionate leaders who live out the values of faith, respect, integrity, and excellence.

Dress and Physical Appearance

Considerable freedom is allowed with respect to clothes and grooming. Neatness, cleanliness in dress and due regard for the legitimate sensibilities of others constitute the basic goals and norms of the school. Modesty should win through, not the current fashion movement.

In general, we rely upon the good judgment, taste, and cooperation of both students and their parents/guardians in the implementation of these goals. We do feel, however, that the following minimal guidelines need to be observed during school hours and at school functions. Violations may result in JUG, the student being asked to change, or the student being sent home.

The President or the Dean of Student Formation has final discretion in terms of student compliance to the “spirit” of this dress code and exceptions to any of these guidelines must have the prior approval of the President or the Dean of Student Formation.

Shirts – Any type of sleeved shirt may be worn. All undergarments must be covered. The following imprints on shirts are not allowed: alcoholic beverage, tobacco, or other controlled substance advertising; obscene or suggestive lettering or pictures; satanic lettering or pictures, or any lettering that would conflict with the Christian spirit of our school. Torn and/or ragged shirts may not be worn. Cropped shirts that expose midriffs are not allowed. Sleeveless shirts are not allowed.

Pants / Shorts – Slacks or khakis are preferred. Jeans are allowed Monday through Thursday. No holes, rips, or frayed edges are allowed. This applies to all pants. Disheveled or torn pants, military fatigues, hospital pants, and cotton sweat pants of any kind are not allowed. Selective bleaching and additional alterations are not allowed. Dress or walking shorts may be worn at the student’s discretion. Shorts must be longer than 2 inches past fingertips. Cutoffs, beachwear, P.E. and/or athletic shorts and excessively baggy shorts and pants are not allowed. Pants and shorts must be worn at or above waist level. Shorts should follow within modesty guidelines and spirit of the school.

Dresses / Skirts – Dresses and skirts must be longer than 2 inches past fingertips. All undergarments must be covered. Students wearing clothing that fails this standard will be asked to change or sent home. Leggings may be worn under dresses and skirts, but the mid-thigh length rule still applies. Leggings/yoga pants may not be worn with only shirts and tops.

Shoes – Any type of conventional footwear may be worn, but no heavy-soled, floor-damaging boots or shoes. Tennis shoes are acceptable; however students must have a separate pair of athletic shoes to use in the gymnasium. Athletic shoes must be non-marking type (white sole).

Hats / Sunglasses – Please note that hats/sunglasses are to be removed and put in the locker upon entrance to the school. As a form of courtesy, they are not to be worn in any of the classrooms or school buildings. They can, however, be worn outside. The following imprints on hats are not allowed: alcoholic beverage, tobacco, or other controlled substance advertising; obscene or suggestive lettering or pictures; satanic lettering or pictures, or any lettering that would conflict with the Christian spirit of our school.

Earrings / Body Piercing – Earrings and noserings may be worn if they are not distracting. Other body-piercing jewelry of any type is not allowed at school or at any school-related function.

Tattoos – Tattoos, both temporary and permanent, are not to be visible at school or at any school-related function. Exceptions may be made for temporary tattoos on a case-by-case basis.

Hair – Hair must be neat, clean, and non-distracting.

Student Government (ASB)

The Associated Student Body (ASB) provides students with opportunities to develop leadership skills, serve the school community, and help create a positive student experience at Tri-Cities Prep. ASB representatives work with school leadership to support student activities, promote school spirit, organize events, and represent the voice of the student body. Students involved in

ASB are expected to demonstrate responsibility, integrity, and servant leadership while upholding the mission and values of Tri-Cities Prep.

Clubs/Activities

Clubs and activities provide students with opportunities to explore interests, develop talents, build friendships, and contribute to the Tri-Cities Prep community. Through participation in academic, service, cultural, and interest-based organizations, students develop leadership skills, collaboration, creativity, and a deeper sense of belonging. Students are encouraged to become involved in the life of the school and take advantage of opportunities beyond the classroom. **All clubs and activities must receive approval from school administration.**

Dances

School dances provide opportunities for students to build community, celebrate special occasions, and enjoy social experiences with their classmates in a safe and respectful environment. All dances are considered school-sponsored events, and students are expected to demonstrate appropriate behavior consistent with the values and expectations of Tri-Cities Prep. Dress, conduct, guest policies, and attendance requirements will be communicated prior to each event.

Athletics

The Tri-Cities Prep athletic program provides students with opportunities to develop character, teamwork, discipline, leadership, and school pride through competitive sports. Athletics supports the mission of the school by encouraging students to pursue excellence while demonstrating sportsmanship, respect, commitment, and integrity. Student-athletes are expected to balance their athletic responsibilities with academic success and represent Tri-Cities Prep positively on and off the field.

Theatre

The Tri-Cities Prep theatre program provides students with opportunities to develop creativity, confidence, collaboration, and communication skills through performance and production experiences. Students involved in theatre learn the value of teamwork, dedication, and artistic expression while contributing to the cultural life of the school community. Participation is open to students interested in acting, technical production, stage management, and other aspects of theatre.

Section #5 - Attendance Policy

Purpose

Regular attendance is essential to academic success and reflects our commitment to developing students of character, competence, and compassion. At Tri-Cities Prep, we believe that being present—in the classroom, in prayer, and as members of our community—is an important part of a student's formation. Students are expected to attend all classes, arrive on time, and participate fully in the life of the school.

Parents and the school share the responsibility of ensuring consistent attendance.

Attendance Expectations

Students are expected to attend all scheduled classes, Masses, assemblies, retreats, and other required school activities unless excused by the school administration.

An absence from any portion of the school day is considered an absence from the instructional program and may impact academic progress.

Excused Absences

The following are generally considered excused absences:

- Illness or medical appointments
- Family emergency
- Bereavement
- Religious observances approved by the school
- School-sponsored activities
- Other circumstances approved by the administration

Parents or guardians should notify the school office by 9:00 a.m. on the day of the absence whenever possible.

Documentation from a healthcare provider is required for approved appointments, extended illnesses, or frequent absences.

Unexcused Absences

Examples of unexcused absences include:

- Oversleeping
- Missing school without parent notification
- Leaving campus without permission
- Personal errands during the school day
- Vacations not approved in advance

Students are responsible for any academic consequences resulting from unexcused absences.

Make-Up Work

Students are responsible for obtaining and completing missed assignments.

- Students generally have one school day for each excused day absent to complete missed work unless otherwise arranged.
- Teachers may establish reasonable deadlines for quizzes, labs, projects, and exams.
- Long-term assignments remain due on their original due date unless alternative arrangements have been approved.

Excessive Absences

Frequent absences negatively affect learning regardless of the reason.

When a student accumulates:

- **5 absences** in a semester: Parent notification will occur.
- **8 absences**: Administration may meet with the student and family to develop an attendance improvement plan.
- **10 or more absences** in a semester (excluding documented long-term medical circumstances): Credit review may occur, and additional academic requirements may be assigned before credit is awarded.

The administration reserves the right to review individual circumstances.

Tardy Policy

Being on time demonstrates respect for classmates, teachers, and the learning environment.

A student is considered tardy if they are not in the classroom when the bell rings.

Excused Tardies

Excused tardies include:

- Verified medical appointments
- School-related responsibilities
- Circumstances approved by administration

Unexcused Tardies

Unexcused tardies accumulate throughout each semester.

Consequences:

- **1–3 tardies**: Lunch Jug
- **4th tardy**: Parent notification.
- **8th tardy**: After-school JUG and parent conference.
- **10th tardy and beyond**: Administrative meeting and possible disciplinary action.

Students arriving more than 10 minutes late without an approved reason may be counted absent for that class period.

Early Dismissal

Students leaving campus during the school day must:

- Be signed out through the school office by a parent or authorized adult.
- Obtain permission before leaving campus.

Failure to follow this procedure may result in an unexcused absence.

School-Sponsored Activities

Students representing Tri-Cities Prep in academic competitions, athletics, retreats, performances, or service activities are expected to complete all missed coursework promptly.

Teachers will provide reasonable opportunities for students to make-up for missed work/assessments.

Friday Mass and School Liturgies

As a Catholic school, weekly Mass, prayer services, and other liturgical celebrations are an integral part of the educational experience. Attendance at all scheduled Friday Masses, Holy Day liturgies, reconciliation services, and other required faith formation events is expected of every student.

Students who arrive after the beginning of Mass without prior approval may be considered tardy to school. Students who miss a required liturgical celebration without an excused absence may be subject to disciplinary action and may be required to complete a reflective assignment as determined by Campus Ministry or Administration.

Participation in Athletics and Extracurricular Activities

Participation in athletics, clubs, performing arts, student leadership, and other extracurricular activities is a privilege that carries with it the expectation of exemplary attendance and punctuality.

To participate in any practice, rehearsal, competition, performance, meeting, or event on a given day, students must:

- Attend all scheduled classes that day unless excused by the administration.
- Arrive at school by the beginning of the first period unless delayed by an approved medical appointment or other administrative exception.
- Remain in attendance for the entire school day unless excused by approved medical appointment or by the administration.

Students absent due to illness may not participate in or attend practices, competitions, performances, or other school-sponsored activities that same day.

Students with repeated attendance or tardy concerns may be declared ineligible for participation until satisfactory attendance has been restored. Coaches and moderators may establish additional expectations consistent with school policy.

Class Retreats

Class retreats are an essential component of the Tri-Cities Prep educational experience and are considered required school days. Retreats provide opportunities for spiritual growth, community building, and personal reflection that support the mission of the school.

Attendance is expected for all students. Requests to miss a retreat should be submitted in writing to the administration well in advance of the scheduled retreat. Only extraordinary circumstances will be considered for exemption.

Students unable to attend a retreat due to an approved absence, may be required to complete an alternative faith formation experience or service activity.

College Visits

Recognizing the importance of college planning, juniors and seniors may be granted excused absences for college visits.

- Juniors are permitted **one (1)** college visitation day each academic year.
- Seniors are permitted **up to two (2)** college visitation days each academic year.

College visits must:

- Be requested at least three school days in advance.
- Be approved by the school administration.
- Include parent permission.
- Be verified through documentation from the college or university visited.

Students remain responsible for all assignments and assessments missed during their absence.

Senior Privileges

Senior privileges are earned through consistent demonstration of responsibility, academic commitment, and leadership.

To maintain senior privileges, students must:

- Maintain satisfactory academic standing.
- Have no outstanding disciplinary concerns.
- Demonstrate regular and punctual attendance.
- Be in good financial standing with the school.

Students who accumulate excessive tardies, unexcused absences, or demonstrate a pattern of poor attendance may temporarily or permanently lose senior privileges as determined by the administration.

Family Vacations

Whenever possible, family vacations should be scheduled during school breaks.

Parents requesting an absence for a vacation during the school year should notify the school in writing at least five school days in advance.

Approval does not excuse students from completing missed assignments, and teachers are not required to provide work before the absence.

Attendance Appeals

Unique circumstances may arise that warrant administrative discretion. Families may request a review of attendance decisions by contacting the Dean of Student Formation or President. Each situation will be considered individually in light of the school's mission and the best interests of the student.

Snow Closure/Delay

An Inclement Weather Closure or Delay is called whenever conditions are severe enough to make driving unsafe. Late-starts and closure will be listed on the Prep website (www.tcprep.org) and social media pages. Additionally, an email will be sent to students' Prep email addresses and the email addresses the school has on file for parents/guardians.

Parents/guardians with students coming from surrounding areas must use their own judgment in sending their students to school when their district is closed and Prep is not. Please call the office and let the School Administrative Assistant know that you will be keeping your student home because of bad weather.

Partnership Between Home and School

The success of every student depends upon a strong partnership between parents, students, and the school. Consistent attendance promotes academic excellence, spiritual growth, meaningful relationships, and responsible citizenship. We ask every family to support this commitment by making school attendance a priority.

Section #6 - Discipline

Purpose

Tri-Cities Prep strives to provide an educational opportunity that seeks to form Christian adults who are spiritual, intellectual, physical, and cultural leaders. Students at Tri-Cities Prep are expected to follow the disciplinary code and exhibit a strong sense of moral responsibility in order to maintain and enhance the learning environment. All students are expected to act with respect and responsibility toward the faculty, staff, and each other.

Any conduct detrimental to the learning environment and/or to other students shall result in an immediate consequence.

All students shall comply with the disciplinary code set forth herein. Failure to do so shall be cause for disciplinary action.

Students shall demonstrate a willingness to cooperate in finding a remedy for violation of this code. Discipline measures to correct a student's action are generally progressive.

The school does not typically involve itself in student conduct outside from school and school events. There may be an occasion when the student's conduct, even though separate from school, will be of such a nature as to reflect on the good name of Tri-Cities Prep and will be dealt with accordingly. This includes, but is not limited to, off-campus activity, whether through the use of email, social media, text messaging, other forms of communication, or other acts, which could potentially create a risk of extensive disruption within the school environment.

Depending on the severity of the violation, lack of willingness to cooperate, or extraordinary circumstances, the school administration reserves the right to determine the procedural level at which the action should be handled.

Procedures

The following are the possible consequences that will occur for infractions of the Disciplinary Code. Depending on the severity and individual student disciplinary history, the administration reserves the right to determine the level at which the violation is handled.

A student may be removed immediately from classes and/or school activities by the administration provided that the administration has good reason to believe that the student's presence poses an immediate and continuing threat of disruption to the educational process of Tri-Cities Prep.

JUG

"JUG" is a term used in many college prep schools to denote supervised detention of students for disciplinary reasons. It can occur before or after school, (on rare occasions it may be assigned on Saturdays or other no school days). Unless specifically advised otherwise, students who have received JUG will report to the Dean of Student Formation on their assigned JUG day no later than 2:40 PM. They are expected to bring academic work that they may work on quietly and may expect to work on clean-up projects for the school.

JUG (Detention) may be assigned to a student only by the President or the Dean of Student Formation. Teachers and staff members cannot assign a student to JUG unless it is an Academic JUG.

JUG (Detention) will require that the student complete a work task as assigned by the President or the Dean of Student Formation.

Failure to complete JUG (Detention) on the day that it is assigned is a serious offense and will result in further disciplinary measures.

Please note: Due to staffing costs, students who serve JUG on a Saturday or other no school day, will be assessed a \$15/student fee.

Unexcused Absence from JUG

Every effort must be made by the parent/guardian to inform the JUG Proctor of an absence to an assigned JUG. If a student assigned a JUG day fails to attend and does not clear the absence with the JUG Proctor by no later than 10:20 AM on the day of the scheduled JUG, the student will automatically receive two additional JUGs in consequence, and may be open to more severe consequences.

Disciplinary Probation

Disciplinary Probation is an official warning to a student that an action has violated the Behavior Code. Disciplinary Probation will involve formal notification to the parent/guardian of the student to help correct the action involved.

Probation length may vary from nine weeks to the remainder of the school year, depending on the severity of the infraction.

Any behavior infractions occurring while on probation may result in immediate expulsion from the school.

Levels of Sanctions

LEVEL 1:

A Level 1 Sanction may include, but not be limited to, a warning and one 1 hour JUG (time and date to be determined) at Tri-Cities Prep.

LEVEL 2:

A Level 2 Sanction may include but not be limited to multiple days of JUG.

LEVEL 3:

A Level 3 Sanction may include but not be limited to a combination of JUG and/or suspension.

LEVEL 4:

A Level 4 Sanction shall mean suspension: Parent/Guardian shall receive formal notice of the Level 4 Sanction that includes the reason(s) for the sanction and the procedures for appeal.

LEVEL 5:

A Level 5 Sanction shall mean an automatic expulsion. Expulsion means the student may no longer continue as a student at Tri-Cities Prep. The student and parent/guardian shall receive formal notice of the expulsion that includes the reason(s) for expulsion and procedures for requesting an appeal.

Suspension

Suspension is defined as a removal of the student from the school environment for one to ten days. A suspension may be administered by the President or the Dean of Student Formation for repeated offenses or for notably egregious offenses that immediately impact the learning environment.

Disciplinary Appeals

A three-member Discipline Appeals Committee will be formed at the beginning of the school year to hear all appeals of Level 4 and 5 Sanctions. The committee will consist of three faculty members and will be chosen by the President or the Dean of Student Formation.

A student or parent/guardian who objects to or denies the accusation and/or punishment of a Level 4 or 5 Sanction shall have the right to an appeal and shall be granted a hearing.

A student or parent/guardian must submit a formal appeal letter within forty-eight hours of the action taken. This formal notice in writing must be submitted to the President or the Dean of Student Formation.

Upon receipt of the formal appeal letter the President or the Dean of Student Formation shall schedule a hearing in a timely order.

The Discipline Appeals Committee will render a decision promptly, citing reasons for affirmation or denial of the student's appeal request. The decision of the Discipline Appeals Committee shall be final. Failure to submit a formal appeal letter will denote acceptance of the findings of Tri-Cities Prep.

Behaviors and Consequences

Substance Abuse

Off Campus Student Conduct – Use of and/or Possession of Drugs and/or Alcohol.

Usually, Tri-Cities Prep does not involve itself in a student's conduct apart from the school and school events. There may be an occasion when the student's conduct, especially conduct involving the use and/or possession of alcohol or drugs at parties involving Tri-Cities Prep students, even though separate from school, will be of such a nature as to reflect on the good name of Tri-Cities Prep and will be dealt with accordingly.

The **minimum** consequence shall be: Level 1 Sanction.

Students Having Used Drugs and/or Alcohol

Students under the influence of drugs and/or alcohol on the school campus or at school-sponsored activities or events will result in the following consequences:

The minimum consequence shall be: Level 2 Sanction, mandatory Drug Awareness Workshop, and possible Drug/Alcohol Assessment.

Use and/or Possession of Drugs and/or Alcohol or Drug Paraphernalia

Students using or in possession of illegal drug* or engaged in inappropriate use of over the counter medications and/or alcohol on campus or at school-sponsored activities or events and/or the willful association with such activity will result in the following consequence:

The minimum consequence shall be: Level 2 Sanction, mandatory Drug Awareness Workshop, and mandatory Drug/Alcohol Assessment. Law enforcement agencies may be notified.

* Note: A student in possession of prescription drugs that are written for use by another individual constitutes possession of an illegal drug.

Sale or Distribution of any Drug (illegal, prescription, over-the-counter) and/or Drug Paraphernalia

Law enforcement agencies may be notified if a student is using school property or the site of a school activity as a base to conduct the sale, transference, or distribution of a controlled substance and/or drug paraphernalia. *Please note that this also includes the distribution of prescription drugs and over-the-counter medications. Students should for no reason share any type of drug, including over-the-counter medications such as aspirin, cold medications, etc.*

The minimum consequence shall be: Level 3 Sanction

Tobacco & Vaping

Smoking/vaping and chewing tobacco are health hazards and illegal for those under 21 years of age. The use and/or possession of tobacco materials are prohibited on campus, near campus, or at a school-sponsored activity or event.

The minimum consequence shall be: First offense – Level 1 Sanction and Drug Awareness Workshop.

Medication on Campus

Prescription medication must be stored and administered in the main office. Medication should never be found in a student's locker. The medication must be in its original container with the Doctor's written instructions for its use. Written parental permission to dispense medications must be on file. Non-prescription medication must also be accompanied by a physician's and/or parental permission note. Students are forbidden to distribute any medications, prescription or over-the-counter, to anyone else for any reason. See "Sale or Distribution of any Drug (illegal, prescription, over-the-counter) and/or Drug Paraphernalia"

Academic Behavior

Forgery or Misrepresentation

Students falsifying a name on passes or misrepresenting themselves to authorities; falsifying a parent's signature on attendance excuses or permission forms; falsifying a name or school official's signature; impersonating a parent on the phone or by email; and/or falsifying any communication between parents/guardians and school will not be tolerated.

The **minimum** consequence shall be: First Offense – Level 2 Sanction.

Alteration /Accessing of Records

Any falsification, alteration, or unapproved accessing of any school records either hard or electronic copy will not be tolerated.

The minimum consequence shall be: First Offense – Level 3 Sanction.

Weapons & Assault

Possession and/or Use of a Weapon

Unauthorized use or possession of any object that is or reasonably can be considered or viewed as a firearm, air gun, or explosive will result in expulsion. In addition, students carrying a firearm will be expelled; students carrying dangerous weapons other than firearms may be expelled. Law enforcement agencies will be notified. Dangerous weapons and other paraphernalia, such as knives; guns; martial arts devices; pepper spray or other chemical sprays; **or** any object used as a weapon in a threatening manner are not permitted on campus or at any school activity off campus.

Fighting or Assault

Students may not cause or attempt to cause physical injury to anyone on or around school property at any time, or off school property at any school activity, function, or event.

The **minimum** consequence shall be: Level 1 Sanction.

Leaving Campus Without Permission During School Hours

Tri-Cities Prep is a closed campus school. Students are to remain on campus and out of the student parking area from the time of their arrival until the official end of the school day. No students are allowed to loiter in or around the student parking area during school hours.

The **minimum** consequence for leaving school grounds without permission shall be: First Offense – Level 1 Sanction.

Harassment & Hazing

Harassment

Harassment can occur any time during school or during school-related activities. The school may apply this policy to other situations where harassment creates a substantial disruption to the educational process. Harassment includes, but is not limited to, any of the following:

VERBAL HARASSMENT: derogatory comments and jokes; threatening words spoken to another person;

VISUAL HARASSMENT: derogatory, demeaning, or inflammatory posters, cartoons, written words, internet posts, text messages, emails, social media communications, drawings and gestures;

SEXUAL HARASSMENT: unwelcome sexual advances, requests for sexual advances, requests for sexual favors, the sending of photos or electronic messages of a sexual nature, and other verbal or physical conduct of a physical nature.

Harassment occurs when an individual is subjected to treatment or to an environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or sex.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action. Students found to have filed false or frivolous charges will also be subject to disciplinary action.

The minimum consequence for verbal or visual harassment shall be: First Offense – Level 1 Sanction

The minimum consequence for sexual harassment shall be: First Offense – Level 2 Sanction

Hazing

Hazing is any act intended to put a student in a ridiculous, disconcerting, or embarrassing position.

The minimum consequence shall be: First Offense – Level 1 Sanction.

Unexcused Absences

As defined in Attendance Policy Procedure, students will incur the following progressive consequences for unexcused absences.

1. First Offense per Year – JUG, Parent/Guardian Contact.
 - a. If more than two periods are missed in one day, the student will move to a Level 1 Sanction.
2. Second Offense per Year – Level 1 Sanction

3. Third Offense per Year – Level 2 Sanction
4. Fourth Offense per Year – Level 3 Sanction
5. Fifth Offense per Year – Level 4 Sanction

*** Students who accumulate more than five unexcused absences per year may receive a Level 5 Sanction.**

Theft & Vandalism

Theft is the taking of or being in the possession of the school's or another's property without the owner's permission. This includes theft of school property, the property of a fellow student or staff, or goods from an agency employed by the school.

The **minimum** consequence shall be: Level 2 Sanction with restitution.

Destruction or defacing of school or personal property in any way is not allowed.

The **minimum** consequence shall be: Level 1 Sanction and payment in full of all damages caused by vandalism and/or cleanup of such acts.

Note: Students are discouraged from bringing or storing large amounts of money or valuables on campus at any point; they are not to be stored in lockers, cars, baggage, or any other student conveyance.

Tri-Cities Prep will not be held responsible for any lost or stolen items.

Neighborhood & Community

Students are expected to act with respect and responsibility toward the neighborhood and community surrounding Tri-Cities Prep.

The **minimum** consequence shall be: Level 1 Sanction and payment in full of all damages caused by behavior.

Food & Drink

Food and drink are only to be consumed in the hallways or in areas designated by the administration. Food and drink are not allowed in the gymnasium, locker rooms, bathrooms, or the classrooms unless formally planned by the teacher. Students must pick up after themselves and use the garbage cans. Students MAY NOT phone in food orders for delivery of personal meals. Authorized student council, class, or club activities may order food delivery. Attempts by vendors to deliver unauthorized orders to students will be turned away at the door.

For eating or drinking outside the appropriate area or for littering:

The **minimum** consequence shall be: JUG

Electronic Devices

All electronic devices are to be used for academic purposes and for the furthering of the Tri-Cities Prep mission. Cellular phones on campus must remain turned off and in student lockers for the entire school day. If a student is found to be in possession of a cell phone during the school day, the device will be confiscated; the student will be charged a \$5 fine and assigned JUG. After three fines in a school year, the student may not have a cell phone at school and if the student comes with a device, it will be confiscated for the remainder of the school year.

The **minimum** first offense consequence shall be: JUG, confiscation and fine.

Conduct & Respect

Students are expected to act with respect and responsibility at all activities, school-sponsored events, and Masses. Students are to show respect to all Prep faculty, staff members, coaches, parents/guardians, volunteers, and visitors. Some forms of disrespect are: talking back, ignoring directions, insubordination, and other un-Christian behaviors.

Violations can result in Level 2 or higher Sanctions.

Public Displays of Affection (PDA)

Students are not to engage in public displays of affection on campus or at any school-sponsored events.

The **minimum** consequence shall be: JUG

Search and Seizure

Prep provides lockers for student use. The care and condition of the locker assigned at the start of the school year is the student's responsibility. If the locker is damaged, it is the student's responsibility to inform the President or Dean of Student Formation.

The school reserves the right to examine lockers at any time. Drawings or pictures which portray the names or symbols of any alcoholic beverage or drug, or which are sexual, violent or anti-Christian, are not allowed to be displayed inside or outside of school lockers.

Tri-Cities Prep reserves the right, with reasonable suspicion, to examine any student's personal possessions, and will seize any items pertaining to an infraction of the Disciplinary Code. This includes, but is not limited to, clothing, backpacks, purses, cars, phones, computers, and any other electronic devices.

Section #7 - Information Technology

Computer Policy

Tri-Cities Prep allows for electronic use for the sole purpose of furthering the mission of the school. Any use which is inconsistent with academic excellence and our Catholic identity will not be allowed. Failure to do so may result in loss of privileges and/or sanctions.

Internet Policy

Students and parents/guardians must sign the Internet Use Agreement Form before being allowed access to the Internet.

Section #8 - General

Parking

The school reserves the right to examine any student vehicle parked on school grounds.

- A. No student may operate a motor vehicle on school property without a valid Driver's License.
- B. Excessive speed or careless driving on or near school grounds renders a student liable to loss of driving and parking privileges and will result in appropriate consequences.
- C. All laws relating to the operation of motor vehicles are to be obeyed when driving on or near the school grounds.

Students Living Alone

Experience has shown that students living on their own, that is, not with a parent or other legal guardian, often encounter difficulties with attendance and discipline. Consequently, Tri-Cities Prep reserves the right to review all such living arrangements and may deny continued enrollment until living conditions are acceptable to the school.

Lockers

All lockers and locks are the property of Tri-Cities Prep High School. Each student is provided a locker for storage of books and personal items. Students are required to keep their lockers neat and in good working order. Lockers are cleaned prior to the end of the school year. Students should not share lockers. Lockers must be locked at all times when the student is in class or at home.

Visitors

The school normally discourages unscheduled visits during school days. Permission to bring a visitor is only allowed when requested **at least** one day in advance **by the parents/guardians** of the guest. Academic visits are scheduled through the office of the Academic Dean. Other visits are scheduled through the office of the President or Dean of Student Formation.

Medication

All students who must take medications on a regular basis during the school day must have a completed Medical Permission Form on file and keep those medications in the main office. Students must come to the office and take the required dose in the presence of a staff member.

Lost and Found

Students who lose an article should check with the main office. Students who find articles should bring them to the main office.

Fundraising and Asking for Donations

All fundraising or asking for donations for Tri-Cities Prep or its activities must be approved in writing by the Board of Directors or the President of the school representing the Board of Directors.

All income from fundraising or donations goes into the school's general operating fund under Annual Appeal or Capital Campaign unless otherwise directed by the Board, which plans and decides the funding for the school's programs and services.

The income an individual program or organization receives generally does not affect the amount of money the Board of Directors approves for the program or organization expenses.

Any extra fundraising or donations for Tri-Cities Prep should be in return for goods and services to people in or outside the school, e.g. selling lunches to students, car washes, etc.