



# Trinity High School Handbook 2017-2018

## Administration

Dr. Brian Toth, *Principal*  
Justine Carter, *Assistant Principal*  
Shea Grosch, *Assistant Principal*

## Support Staff

Katy Gant, *School Counselor*  
Jonathan Lanier, *School Counselor*  
Misty Wolfe, *Career Development Coordinator*  
Jennie Cheng, *Student Advocate*  
Paige Crofts, *Guidance Secretary*  
Michelle Mostoller, *Office Support*  
Tammie Swaim, *Secretary/Treasurer*

Trinity High School  
5746 Trinity High School Road  
Trinity, NC 27370  
Phone: 336.861.6870  
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## Regular Bell Schedule

<b>Block</b>	<b>Time</b>	<b>Lunch</b>	<b>Time</b>
1st	8:00 - 9:36		
Announcement	9:41 - 9:47	A	11:23 - 11:48
2nd	9:47 - 11:23	B	11:53 - 12:18
3rd	11:28 - 1:29	C	12:34 - 12:59
4th	1:34 - 3:10	D	1:04 - 1:29

## 2 Hour Early Release

<b>Block</b>	<b>Time</b>	<b>Lunch</b>	<b>Time</b>
1st	8:00 - 9:06		
Announcement	9:11 - 9:17	A	10:23 - 10:43
2nd	9:17 - 10:23	B	10:48 - 11:08
3rd	10:28 - 11:59	C	11:13 - 11:33
4th	12:04 - 1:10	D	11:38 - 11:59



## 2 Hour Delay

<b>Block</b>	<b>Time</b>	<b>Lunch</b>	<b>Time</b>
1st	10:00 - 11:06		
3rd	11:11 - 12:42	A	11:06 - 11:26
Announcement	12:47 - 12:53	B	11:31 - 11:51
2nd	12:53 - 1:59	C	11:56 - 12:16
4th	2:04 - 3:10	D	12:21 - 12:42

## 3 Hour Delay

<b>Block</b>	<b>Time</b>	<b>Lunch</b>	<b>Time</b>
1st	11:00-11:50	A	11:50-12:10
3rd	11:55-1:25	B	12:15-12:35
2nd	1:30-2:20	C	12:40-1:00
4th	2:25-3:10	D	1:05-1:25



## 2017-2018 Interim Reports and Report Card Dates

**1<sup>st</sup> quarter interim reports:** September 28, 2017

**1<sup>st</sup> quarter report cards:** November 14, 2017

**2<sup>nd</sup> quarter interim reports:** December 7, 2017

**Second Semester begins:** January 24, 2018

**2<sup>nd</sup> quarter report cards:** January 31, 2018

**3<sup>rd</sup> quarter interim reports:** February 23, 2018

**3<sup>rd</sup> quarter report cards:** April 16, 2018

## Other Important Dates

Event	First Semester	Second Semester
<b>Open House</b>	August 22, 2017 5:00-7:00pm	February 22, 2018
<b>PSAT (Juniors)</b>	October 11, 2017	
<b>PreACT (Sophomores)</b>	October 17, 2017	
<b>ACT (Juniors)</b>		February 27, 2018
<b>WorkKeys (Senior CTE Concentrators)</b>	November 28-30, 2017	February 13-14, 2018
<b>Exams</b>	January 16-19, 2017	June 4-7, 2018
<b>Graduation</b>		June 8, 2018

## School Fees

<b>9-12 Instructional Fees</b>	<b>\$12.00</b>
Physical Education	\$ 2.00
Art	\$10.00
Choral Music	\$ 5.00
Band	\$ 5.00
Theatre/Drama 9-12	\$ 5.00
Science	\$ 5.00
Parking (per year)	\$25.00
Breakfast	\$1.25; \$.30 for "reduced"
Lunch	\$2.45; \$.40 for "reduced"
Drivers Education fee	\$65.00



# TRINITY HIGH SCHOOL PARKING RULES and PROCEDURES

The online registration form and Parent/Student Parking Contract, which must be signed by the student and parent, may be found by going to the Trinity High School webpage, and clicking on the “campus parking” tab under the Students section on the left-hand side of the page.

Students who hold a current driver license may purchase their parking hanger starting on August 22, 2017 during Open House, or in the main office with Mrs. Swaim. Parking hangers purchased beginning Monday August 28, 2017 will need to see Mrs. Swaim in the main office before or after school or during lunch.

The fee to purchase a parking hanger is \$25.00 for the school year, or \$12.50 for one semester.

- All school fees must be paid prior to purchasing a parking hanger.
- Freshman are not permitted to drive or park on campus.
- The online Registration Form must be completed and the Parent/Student Parking Contract must be filled out legibly and signed by the student and parent before purchasing a parking hanger.
- Students must bring their driver’s license, the signed Parent/Student Parking Contract, and the payment to purchase a parking hanger.

Student Spots 1 – 12 will be assigned to the top 12 seniors, in no particular order.

Students must park on the Trinity High School campus in spaces designated for student parking. Students cannot park in spaces (designated in yellow) for staff, visitors, handicap, police, or in the parking area at the baseball lot, behind the G Building, Gym, lower gate at the stadium, or on any grass areas on campus. Students will be ticketed for parking anywhere other than a designated student parking space.

Unregistered vehicles will be ticketed beginning on **Tuesday, September 5, 2017**. Vehicles will be ticketed **immediately** for parking in a staff or reserved spot, one of the top 12 senior spots, making your own parking spot or parking in a closed lot.

## EXPECTATIONS

Students are to come prepared for class with all necessary supplies for learning as required by the teacher. Homework is expected to be completed and ready to be turned in at the beginning of the class period. Attention in class is expected, each day. Students are encouraged to take advantage of after school tutoring sessions and seek assistance from teachers or guidance counselors.

This supplementary guide is provided as a resource for students and parents, regarding the procedures and practices at Trinity High School. Randolph County Board of Education policies and the Randolph County School System 2017-2018 Parent/Student Handbook take precedence over this supplementary guide, in all matters.



## COUNSELING SERVICES

The THS Counseling Department is here to serve the needs of students, parents and teachers. THS Counselors are Katy Gant (A - K) and Jonathan Lanier (L - Z). Shannon Edwards is the Career Development Coordinator and Jenny Cheng is the Student Advocate. Counselors are committed to fostering student development in three major areas: academic, career, and personal/social. Students may schedule an appointment with their counselor, or drop by the counselor's office when it is convenient for both the student and the counselor. Students may also sometimes interact with counselors through small group sessions as well as classroom and large group guidance. Some examples of reasons students may want to meet with a counselor include the following:

- Personal concerns
- Registration for courses and schedule changes
- College applications and information
- Scholarship and financial aid information
- Standardized test information such as the SAT and ACT
- Career counseling
- Referrals to school services and community agencies

Please click on the "School Counselors" link on the THS website to find information about our counseling services, as well as information on scholarships and SAT/ACT testing, etc.

## NC HIGH SCHOOL EXIT STANDARDS

Exit standards are based upon the year students entered the ninth grade. The Guidance Department can provide the information regarding the requirements needed for students to graduate.

## REGISTRATION

Students are registered for courses for the entire upcoming year during the spring semester. Students and parents should give careful consideration when making course selections. Schedule changes will only be made for the following reasons (and only when there is space available):

- When a student needs to balance his/her academic load
- When a student needs to sequence a course
- When a student receives a course that is not one of the selections or alternates for which he/she registered
- When a student passes a course that he/she assumed he/she would fail
- When a student fails a course required for graduation

Students are asked to rank elective choices when registering for classes. Due to class size and course offerings, students may not always receive their first elective choices.

Students taking online classes (i.e. NCVPS or RCC courses) must officially with-draw from the course before the 10th day of each semester, (September 11, 2017 and February 6, 2018) in order to avoid an "F" on the student's official transcript.

Students will be notified about the dates for spring enrollment. Dropping an RCC class must be done through the Registrar's Office at RCC as well as the THS Guidance Department. Failure to do so will result in an "F" on the student's official transcript.



## GRADING SYSTEM AND REPORT CARDS

The evaluation of student achievement is one of the important functions of the teacher. The accepted marking system is as follows. The letter grades will be those on the report card.

A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below
I	Incomplete

Honors courses and Randolph County Community College courses will receive one extra quality point. Advanced Placement courses will receive two extra points (based on a 4.0 scale) provided that the AP exam is taken. If the exam is not taken, one **extra quality point will be received**.

An incomplete is given only in the case of an illness, an emergency, or if prearrangements have been made with the principal, due to extenuating circumstances. An incomplete on the report card becomes an "F" one semester from the date it is given if all work is not completed by the student. Make-up work is the total responsibility of the student.

Students taking courses offered through Randolph Community College or NCVPS (North Carolina Virtual Public Schools) will receive grades from the agency providing the course. Once the grade is received, Trinity High School will record the grade on the student's official transcript.

## CREDIT RECOVERY

APEX is an on-line credit recovery program available during the regular school day. Courses may or may not be offered after school or during the summer. Only certain courses are offered. A student must have finished an entire course, taken any state exam, and failed a course to be eligible for credit recovery (giving his/her best effort during the course and on the exam). Students who have not met the state End of Course exam requirement for an exit standard course may not use credit recovery for that course.

Students in APEX are assessed and then an online instructional plan made up of modules or units is followed. Each module includes the presentation of concepts, note taking, and other activities. On-line tests for each module must be passed before moving on to the next module. Once all modules have been mastered, the student will receive a grade of Pass or Fail. Both the APEX grade and the original course grade will appear on the student's transcript.

Credit recovery may also be available through NCVPS (NC Virtual Public School). Students taking a virtual course are enrolled in an on-line class and interact with the NCVPS teacher and other classmates by electronic communication (e-mail, blackboard, discussion groups, etc.).

**Students must have their teacher's recommendation and permission from the principal to register for credit recovery.** Students interested in recovery credit for courses previously failed should contact their guidance counselor.



## PROMOTION

Students will be promoted to the next grade level if they have completed the following number of credits:

Promoted to 10 <sup>th</sup> grade:	6 credits
Promoted to 11 <sup>th</sup> grade:	13 credits
Promoted to 12 <sup>th</sup> grade:	20 credits

Students earning course credits through APEX or other credit recovery programs will be promoted at the beginning of the following school year (NOT between fall and spring semesters).

## JUNIOR RESEARCH PAPER

Juniors are required to complete an argumentative research paper in their Junior English class. The paper will include an outline with a thesis statement, internal citations, a works cited page, a rough draft, and a final paper. Students are expected to work on the paper independently with the assistance of the teacher. The timeline to complete the paper is three consecutive weeks with the dates being set by the individual English teacher. Work on the paper will be completed both in and outside of school.

The **minimum** requirements are:

<b><u>Five sources (All classes)</u></b>	<b><u>Note Cards</u></b>	<b><u>Paper (number of pages)</u></b>
One primary	Standard 50 Card	Standard 3-5
Two print	Honors 75 Cards	Honors 5-7
Two internet	AP 100 Cards	AP 6-8

## BETA CLUB AND NATIONAL TECHNICAL HONOR SOCIETY

Juniors and seniors who have earned a 3.85 grade point average are eligible for induction into the BETA Club. Induction occurs once a year in the fall.

Juniors and seniors who have earned a 3.5 grade point average in Career Technical Education courses and a 3.0 overall grade point average are eligible for induction into the National Technical Honor Society. Career Technical Education courses (CTE) are offered in the areas of Agriculture Education, Business Education, Family and Consumer Science, Health Occupations, Marketing, and Trade and Industry.

## TESTING

**PLEASE DO NOT PLAN ABSENCES DURING EXAM DAYS**

### **End Of Course Tests (EOCs)**

- All students enrolled in Algebra I, Biology, and English II, must take the NC READY end-of-course (EOC) exams. These exams are administered at the end of each course and count as 25% of the final grade.





### **North Carolina Final Exams (NCFEs)**

- All students enrolled in courses that have a North Carolina Final Exam (NCFE) exam are required to take the exam. These exams are administered at the end of each course and count as 25% of the final grade.

### **CTE Exams**

- All students enrolled in Career and Technical Education courses must take the CTE assessments as required by NC-DPI. These exams are administered at the end of each course and count as 25% of the final grade.

### **Other State Exams**

- All sophomores are required to take the Pre-ACT which is administered October 17, 2017.
- All Juniors are required to take the ACT which is administered February 27, 2018.
- The PSAT will be offered October 11, 2017 to juniors. Additional information will be provided as to the date and location of the test.

### **Advanced Placement Exams**

- Students enrolled in Advance Placement courses are administered the AP Exams in May as scheduled by the College Board. Any AP student who wishes to take the exam and is not able to take the AP exam on the scheduled day will have to register for the late exam and will have to pay the late exam fee. Any AP student electing NOT to take the AP exam will receive one extra quality point instead of two (like other honors courses). Students taking the AP exams are required to pay the exam fee. Information on the fees is provided during the semester that the AP course is being offered. Exams will not be ordered for students who have not paid the fee by the deadline date.
- Students enrolled in Advanced Placement courses may be required to take a teacher-made exam that would count as 25% of the final grade.

### **Teacher-made Exams**

- Students enrolled in courses that do not have a required EOC, NCFE, or CTE exam may be required to take a teacher made exam that would count as 25% of the final grade

### **Accommodations**

- Students who require accommodations for testing must contact the testing coordinator at THS to begin the testing accommodation process for the PSAT, SAT and AP. Due to deadline dates this process should begin as soon as possible. Trinity High School is not a testing site for the SAT and is not a designated site to test students with accommodations.

## **EXEMPTION POLICY FOR HIGH SCHOOL COURSES THAT REQUIRE A NORTH CAROLINA FINAL EXAM.**

**Exemption for final exams based on attendance cannot be applied to any high school course for which there is a required State end-of-course examination, North Carolina Final Exam (NCFE), CTE Post Assessment or college course examination.**

**Students will be eligible to be exempt from all final high school course exams *not required by the State Board of Education*, under the condition that they have *no more than two absences for the term* in the class where the exemption can be granted.**

**Students eligible for exemption from the final exam may choose to take the exam in order that the student's final grade will be changed due to the exam grade only if it causes the grade to be higher. These final exam results shall count as twenty-five percent (25%) of a student's final grade in each high school course for which these exams are required.**



Date	Test	Who
September 25- October 6 WINDOW	4 ½ Week Benchmark Testing	Biology, English II, Math I
October 11	PSAT (paper/pencil)	11th Graders
October 17	PreACT: Test Day (paper/pencil)	10th Graders
October 17	Alternate for College Career Readiness (paper/pencil)	10th Grade OCS
October 19 and 20	PreACT: Make Ups	10th Graders
November 28-30	ACT WorkKeys (paper only)	12th Grade CTE Concentrators
December 4-15	13 ½ Week Benchmark Testing (Guilliams will send more information)	Biology, English II, Math I
January 16-19	EOC/NCFE/CT	All
January 22	EOC/NCFE/CTE Make-Up	All
February 13-14	ACT WorkKeys	Selected Staff
February 5-March 9	ACCESS Testing	ESL
February 26-March 9	4 ½ Week Benchmark Testing	Biology, English II, Math I
February 27	The ACT (paper/pencil)	11th Graders
February 27	Alternate for College Career Readiness (paper/pencil)	11th Grade OCS
March 20	The ACT Make-Up	11th Graders
May 7-18	13 ½ Week Benchmark Testing	Biology, English II, Math I
June 4-7	EOC/NCFE/CTE	All
June 8	EOC/NCFE/CTE Make-Up	All



# ATTENDANCE

## CHECK IN/CHECKOUT AND ABSENTEE NOTES

- Students must check in/check-out and pick up an admit slip from the Student Services office, following an absence.
- Students may be checked out by submitting a check-out note to the Student Services office between 7:30 and 7:55 a.m. or by a parent/guardian checking out the student in-person.
- **Students will not be checked out by email.**
- Teachers may not admit students to class following an absence with-out an admit slip from the attendance center. All absence notes must be brought to one of the attendance windows between 7:30-7:55 a.m. If a student brings an absence note to the window after 8:00 the student will be issued a tardy for the class period.
- All check-out notes must have a phone number where a parent or guardian can be contacted.
- All students arriving on campus to check in or to check out **MUST** report to one of the attendance windows at the time they arrive/leave campus. Failure to do so will result in disciplinary action.
- Students are not allowed to leave school for lunch

## ATTENDANCE POLICY

When a student returns from an absence, he/she will bring documentation to the attendance office/window located at the front of the administration building to get an admit slip to class. The absence will be excused/unexcused according to state attendance laws.

1. Students cannot miss more than 5 class periods during a semester.
2. Course credit can be denied after 5 absences in any course.
3. Any student who is passing a class and exceeds 5 days of absences will have the right to appeal the denial of credit for the course. A waiver request form must be completed and accompanied with proper documentation of the extenuating circumstances and submitted to the Attendance Waiver Committee who will then make case by case decisions regarding students with special circumstances. The Attendance Waiver Committee has the right to deny a waiver.
4. Any student who exceeds the 5 absence limit per class and is not granted a waiver will receive a failing grade of 59, unless his average is lower, in which case the actual grade earned will be given.
5. Students with excused absences can make up all work missed for full credit.
6. Students have 3 school days to make up assignments after an excused absence.
7. Students must turn in their note for the absence within 2 days.
8. Ten consecutive unexcused absences may result in the student being withdrawn from school.
9. All students, including athletes, who miss school due to school related activities are responsible for making up work/homework by the next day.



## **ATTENDANCE POLICY WAIVER PROCEDURES**

Students cannot miss more than 5 class periods during a semester.

According to Board Policy course credit can be denied after 5 absences in any class period.

Any student who is passing a class and exceeds 5 days of absences will have the right to appeal the denial of credit for the course. A waiver request form must be completed and accompanied with proper documentation of the extenuating circumstances and submitted to the Attendance Waiver Committee who will then make case by base decisions regarding students with special circumstances. The Attendance Waiver Committee has the right to deny a waiver, approve a waiver under extenuating circumstances, or require that additional subject area work (assigned by the teacher and approved by the Attendance Waiver Committee) be successfully completed by the student before a waiver will be granted. Any subject area work assigned would be reviewed for quantity and quality by the Attendance Waiver Committee. Members of the Attendance Waiver Committee will include the Attendance Committee Chair-Person, the Student Advocate, an administrator, the student's counselor, a subject area teacher, and an EC/ESL caseworker when applicable.

Excused absences do not grant students an automatic waiver. An extenuating circumstance above and beyond normal sickness and absence issues must exist and be properly documented for the Attendance Committee to consider a request. Deadlines for waiver requests are as follows: December 20, 2016 (fall semester) and May 26, 2017 (spring semester).

### **\*Class Attendance will be taken each period**

#### **ABSENCES DUE TO COLLEGE VISITS:**

During their JUNIOR year, students are allowed 1 day for a college visit *if* they

- Have taken the SAT or ACT, and
- Have completed or are enrolled in Math II.

The student must make up all work missed within 3 school days.

During their SENIOR year, students are allowed 1 day for a college visit. The student must make up all work missed within 3 school days.

All college visits must be approved a minimum of 48 hours before the trip.

College visit forms are available in the Student Services office.

Upon returning to THS, students must submit their THS College Visit Form along with proof from the college visited, to the Student Services office before school.

#### **ABSENCES DUE TO Field Trips:**

The student must make up all work missed within 3 school days.



## TARDY POLICY

There are high expectations for class attendance, which includes punctuality and preparation. Students are expected to arrive and be seated in the class prior to the tardy bell with homework, books, and materials.

- Tardies will be cumulative. For example, a tardy to first block and a tardy to second block will total two tardies.
- The accumulation of tardies will start over each semester.

The consequences for excessive tardies will be as follows:

Tardies 1-3= a warning

Tardy 4= 1 lunch detention or after-school detention

Tardy 5= 2 lunch detentions or after-school detentions

Tardy 6= 3 lunch detentions or after-school detentions

Tardy 7= 4 lunch detentions or after-school detentions

Tardies 8,9= 5 lunch detentions or after-school detentions

Tardy 10= 1 day of ISS and a parent conference with administrator

Tardy 11= 3 days of ISS and the revocation of driving privileges for 1 week

Tardy 12= 5 days of ISS and the revocation of driving privileges for 1 week

Tardies 13 and following= 1 day of Intervention Center and the revocation of driving privileges for 1 week, or an equivalent consequence+ as deemed by an administrator

Failure to serve detentions will result in an escalation of consequences.

## MEDICAL/FIRST AID SERVICES

Students in need of assistance because of illness or injury should, with their teacher's permission, report to the office. The school nurse is available on Mondays and can be reached by the office staff anytime.

The nurse is here to help students with medical questions and/or concerns. Any student with a chronic health condition should notify the school nurse. As with any medical professional, visits with the nurse are kept confidential. The school nurse is a resource to the staff and students and can help find healthcare within the community.

Students who need to take medication of any type during school hours, including **over-the-counter drugs**, have the following choices:

1. A parent may come to the school and give the medication to the student
2. Students may obtain a copy of a medication form from the school nurse or school secretary. Take the form to the student's doctor and have him/her complete the form by listing the medications needed, dosage, and number of times per day the medication is to be administered. This form must be completed by the physician for both prescription and over-the-counter drugs. The form must be signed by the doctor and by the parent/guardian. Prescription medications must be brought to school in a pharmacy-labeled bottle, which contains instructions on how and when the medication is to be given. **Over-the-counter drugs must be received in the original container and will be administered according to the doctor's written instruction.**
3. Student may discuss with their doctor an alternative schedule for administering medication outside of school hours



## Tobacco Use Prohibited

No student, staff member or school visitor is permitted to use any tobacco product on school grounds, including non-school hours:

- In any building, facility, or vehicle owned, leased, rented or chartered by the Randolph County School System;
- On any school grounds and property – including athletic fields and parking lots – owned, leased, rented or chartered by Randolph County Board of Education; or
- At any school-sponsored or school-related event on-campus or off-campus

In addition, school district employees, school volunteers, contractors or other persons performing services on behalf of the school district also are prohibited from using tobacco products at any time while on duty and in the presence of students, either on or off school grounds.

Visitors using tobacco products will be asked to refrain while on school property or leave the premises. Law enforcement officers may be contacted to escort the person off the premises or cite the person for trespassing if the person refuses to leave the school property.

Further, no student is permitted to possess a tobacco product while in any school building, while on school grounds or property or at any school-sponsored or school-related event or at any other time that students are under the authority of school personnel. This includes the possession of tobacco by students (regardless of age) in a vehicle on campus.

Consequences for students engaging in the prohibited behavior will be provided in accordance with the school's discipline code. The offense is a Category 5 offense and first time offenders will be assigned a minimum of one day in In-School Suspension. Additional offenses will result in more severe consequences that could result in Out of School or Long Term Suspension.

### Definition of Tobacco Products and Tobacco Use

"Tobacco product" means any product that contains or that is made or derived from tobacco and is intended for human consumption. THS prohibits the use and possession of electronic cigarettes (such as vaping devices, hookah pens, and related paraphernalia) and all lighted and smokeless tobacco products

## USE/POSSESSION OF ELECTRONIC DEVICES

Trinity High School recognizes that cellular phones and other wireless communication devices have become an important tool through which parents communicate with their children. Therefore, students are permitted to possess such devices on school property so long as the devices are not used, displayed or visible during instructional times.

- In addition, these devices, if used in any way to facilitate academic cheating, shall result in appropriate academic sanctions and discipline pursuant to the Randolph County School System Parent/Student Handbook.
- At any time students are allowed to use their electronic devices to listen to music, headphones must be used. No speaker systems, within the device or external, will be allowed.



## **CONSEQUENCES**

- **FIRST OFFENSE:** Verbal warning.
- **SECOND AND ALL FOLLOWING OFFENSES:** Will be handled as Insubordination and/or Defiance of Authority. The teacher will make parent contact and refer the matter to an administrator.

## **LIABILITY OF ELECTRONIC DEVICES:**

**Trinity High School is not responsible for the theft, loss or damage of a cellular phone or other personal wireless communication device.** Students are personally and solely responsible for the security of their wireless communication devices.

## **SEARCH OF WIRELESS COMMUNICATION DEVICES:**

A student's wireless communication device and its contents, including, but not limited to, text messages and digital photos, may be searched whenever a school official has reason to believe the search will provide evidence that the student has violated or is violating a law, board policy, the Code of Student Conduct or a school rule.

**Inappropriate use of the Internet may result in the loss of privilege of internet use, disciplinary and/or legal action.**

# **PLAGIARISM**

**Plagiarize** - to steal or pass off the words or ideas of others as one's own; use words or ideas without crediting source; to commit literary theft.

- Webster's Ninth New Collegiate Dictionary

**Please note:** Plagiarism can be intentional or unintentional. Using a printed source or internet source and not crediting it will be considered plagiarism.

## **If a student plagiarizes**

- The student will receive an automatic zero on the assignment
- The teacher will inform the parent and school administration.

## **Plagiarism acts include, but are not limited to the following:**

- Copying from published sources without adequate documentation
- Purchasing a pre-written paper or paying someone to write a paper for you
- Letting someone else write the paper for you
- Submitting as your own someone else's published or unpublished work
- Omitting quotations marks around direct quotations
- Paraphrasing without credit to the original source
- Using all or parts of a paper not your own, including any paper obtained via the Internet
- Submitting the same paper in more than one course
- Using specific information in your paper that is not general knowledge, without citing a source
- Including others' graphs, charts, graphics, photographs, and multimedia without proper citation
- Using more than three consecutive words of the original text in a paraphrased passage, without using quotation marks



## STUDENT DRESS CODE

Examples of prohibited dress or appearance include, but are not limited to those below:

1. Head apparel (hats, headbands, scarves, bandanas, picks, combs, etc.) or sunglasses may not be worn inside the building unless the headgear is worn based on a sincerely-held religious belief
2. Exposed undergarments
3. Halter tops, tank tops, spaghetti straps (no bare shoulders)
4. Pants that are baggy or drag the floor (pants/shorts must be worn around the waist)
5. Short shorts or excessively short dresses/skirts
6. Spandex or other very tight clothing, or excessively oversized clothing
7. Sleepwear or bedroom slippers
8. Bare feet
9. Clothing that contains advertisements for tobacco, alcohol, or drugs; pictures of graphics of nudity; words that are profane, lewd, vulgar, or indecent or likely to be disruptive to the learning environment
10. Items that are potentially dangerous such as fish hooks, chains, or spiked objects
11. Any symbols, styles or attire worn with the intent to convey membership or affiliation in a gang

**HATS:** Students are not permitted to wear hats inside buildings. This includes all classrooms, labs, interior hallways, the media center, cafeteria and gym.

### **CONSEQUENCES FOR HATS**

- **FIRST OFFENSE:** warning
- **SECOND OFFENSE:** hat confiscated, taken to office, and returned to student at the end of the day
- **ALL ADDITIONAL OFFENSES:** hat confiscated, taken to office and returned to parent
- Any student who fails to turn in his/her hat when confiscated will be handled as Insubordination and/or Defiance of Authority

**ATTIRE FOR PE:** All students participating in PE classes MUST wear clothing that adheres to the Trinity High School Dress Code.

If a student's clothing is not appropriate based on the Student Dress Code, the student must change into acceptable clothing. If acceptable clothing is not available, the student will remain in ISS for the remainder of the school day or until someone brings a change of clothing.

## ASSEMBLIES

At all times the student's behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable behavior includes whistling, uncalled for clapping, boisterousness, and talking during a program. All students are expected to attend assemblies.





## IN SCHOOL SUSPENSION/INTERVENTION CENTER/OUT OF SCHOOL SUSPENSION

**A student will not be allowed to participate or attend any extra-curricular activities while assigned to ISS, the Intervention Center, or OSS.** A student is not eligible to participate or to attend any extra-curricular activities from the assigned date to ISS/Intervention Center/OSS through the next morning after the completion date.

If a student is assigned ISS for only one period for only one day, (s)he may attend and participate in extra-curricular activities.

Any student who is assigned Intervention Center or suspended out of school will not be allowed to come onto any Randolph County School property during the suspension.

### **PROCEDURE FOR REQUESTING AND PICKING UP ASSIGNMENTS WHEN SUSPENDED OR OUT OF SCHOOL FOR AN EXTENDED PERIOD OF TIME:**

Assignments can be requested through the Student Services office. Please allow a 24 hour notice so that teachers will have time to compile assignments. Parents will be contacted when the assignments are available for pick-up.

## STUDENT DISCIPLINE GUIDELINES

Student discipline will follow the Randolph County School System 2017-2018 Parent/Student Handbook and Randolph County School System Board Policies.

## BUS REGULATIONS

Riding the school bus is a privilege. Improper conduct on the bus will result in that privilege being denied. All bus riders must adhere to the following:

- \*Only ride their regularly scheduled bus. Any changes will require a written note from parents.
- \*Go immediately to the bus as soon as school is dismissed.
- \*Load and unload buses in an orderly manner.
- \*Do not cross the road until the stop arm and walking arm are extended, and it is clearly safe.



## OTHER INFORMATION

### **LUNCH**

Four different lunches are scheduled during 3rd period. Students must eat in the cafeteria. Students are not permitted to go back to their classroom, to the parking lot, or any other location on campus, during lunch.

**Students are not allowed to leave campus under any circumstances unless checked out by a parent or legal guardian.**

**Students are not allowed to bring fast food onto campus. Fast food delivered to campus to pass on to a student for lunch is not permitted.**

A \$5.00 maximum limit will be placed on all cafeteria charges.

### **TEXTBOOKS**

All basic texts are loaned to students for their use during the semester. Work-books and other supplies are paid for by students. Textbooks are to be kept clean and handled carefully. Students are required to pay for lost or damaged books.

### **MEDIA CENTER**

Hours of operation: 7:30 – 4:00. Books can be checked out for three weeks at a time. When coming from a class, students need a pass from their teacher. Students and teachers may also sign up to use the media center computer labs. Students must have a signed “Acceptable Use Policy” form in order to use the internet while on the THS campus.

### **SCHOOL TELEPHONES**

Students are not permitted to use school telephones for personal calls, except in an emergency and with teacher permission. In the event of an emergency and a parent needs to reach their student during the school day, please call (336) 861-6870.

### **FIRE AND TORNADO DRILLS**

Fire and tornado drills are held at regular intervals throughout the school year. Remember these basic rules:

1. Check the instructions in each classroom, (they are posted), indicating how to leave the building in case of fire.
2. When exiting the building, students must walk quickly and quietly to designated areas where their teacher will check attendance.
3. Teachers will submit attendance rosters to the administrator for that area.

### **SPORTSMANSHIP**

Randolph County Board of Education has adopted a Zero Tolerance Policy as it relates to unsportsmanlike behavior; this means no warnings will be given. Fans (adults or students) will be required to leave the school grounds if they display any unsportsmanlike behavior.



Unsportsmanlike behaviors include the following: Cheers or hollering that include profane, vulgar, sexually suggestive language, taunting or intimidating behavior. If a person is asked to leave, (s)he will not be allowed to attend the next athletic event as well. Removal from a second event during the school year will result in being banned from all THS athletic events for the remainder of the school year. We encourage everyone to cheer for their team using good sportsmanship!

**DRIVER EDUCATION:**

Driver education is offered to all students that are served by Randolph County Schools provided the student is at least 14 ½ years old. A fee of \$55.00 is required. The Drivers' Ed teacher will instruct students as to when and where to pay the fee. For additional information please go to the Randolph County Schools homepage at <http://www.randolph.k12.nc.us>, click on Student Links and then click on Driver Education or type in the following URL:

<http://www.randolph.k12.nc.us/DriversEd/drived.htm>

**OTHER RANDOLPH COUNTY SCHOOLS POLICIES AND INFORMATION**

**Randolph County Schools do not discriminate on the basis of race, color, national origin, sex, or handicap in its programs or activities.**

**RESIDENCE:**

Board of Education policy requires that parents notify the school principal immediately upon change of residence if they move outside the school attendance area. Permission must be secured from Randolph County School System for the child(ren) to remain in the Randolph County School System contingent upon space availability, student conduct and attendance record, and payment of tuition as required. Failure of prompt notification of change of residence or erroneous addresses shall result in immediate removal from the Randolph County School System.

**ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA) NOTIFICATION STATEMENT**

In 1988 all Randolph County Schools were inspected for Asbestos Containing Materials (ACM) according to the rules established by the Asbestos Hazard Emergency Response Act (AHERA). The inspection results and the Randolph County Schools plan concerning asbestos were compiled into a Management Plan for each school. Each school's Management Plan is available to the public for inspection upon request. Interested parties should contact the Principal or the LEA Designee to arrange for an inspection of the Management Plan. As required by AHERA, a periodic surveillance of all remaining asbestos material must be made every six (6) months. Any damaged or deteriorated asbestos will be repaired or replaced before the beginning of the 2009-2010 school year. The periodic surveillance results are located in Volume 2 of the AHERA Notebook.

Any questions concerning this school's Management Plan can be directed to Allen Kerns the Randolph County Schools LEA Designee at 318-6096.

