

Tri-Cities Prep  
Student Handbook  
Policy and Procedures

2016-2017 School Year

*Tri-Cities Prep is dedicated to providing the highest quality academic instruction in a faith-centered environment.*

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## Mission Statement

Tri-Cities Prep, a Catholic High School, is dedicated to providing the highest quality academic instruction in a faith-centered environment. While preparing students for higher education, we strive to form Christian leaders spiritually, intellectually, physically and culturally.

A high moral standard within the Judeo-Christian tradition provides the cornerstone for assisting our students in making sound decisions for a full and successful life. Guided by the Gospel values of love and justice, students are challenged to critically seek the truth and dedicate themselves to improve their community and to serve others.

## Contact Information

Tri-Cities Prep  
 9612 St. Thomas Drive  
 Pasco, Washington 99301  
 509-546-2465  
 Fax—509-546-2490  
[tcprep@tcprep.org](mailto:tcprep@tcprep.org)  
[www.tcprep.org](http://www.tcprep.org)  
 School Office Hours  
 Monday - Friday 7:00 am—3:30 pm

This handbook explains the mission and philosophy of Tri-Cities Prep, the policies, rules, and regulations for students and parents, and general information. We ask that you read the handbook and go over it with your parents so we can all work together for continued success in your educational development. If you wish to discuss any part of the handbook please contact the Principal or the Dean of Student Formation.

Tri-Cities Prep Administrative Team			
Arlene Jones Principal	Brett Powers Academic Dean	Matt Potter Dean of Student Formation	
Tri-Cities Prep Teaching Faculty			
Ceci Arcia Edgar Arcia Heather Axel Erica Hohl Mike Speegle	Quinn Martin Matt Potter Brett Powers Nina Powers	Kimberly Bowen Sue Spets Dan Whitsett	
Student Support Staff			
Kathy Beecher College Advisor	Pam Butler School Secretary/Registrar	Brett Powers Counselor	
Teresa Krushke Campus Ministry Team	Dan Whitsett Athletic Director	Heather Axel ASB	
Business & Development Office Staff			
Lisa Jacobs President			
Pam Butler School Secretary	Keri Escalera Development Specialist	Brigid Lee Bookkeeper	Karina Martinez Webmaster

## 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.

### Cultural Diversity

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.

Who would I call if I have a question about...?	
Admissions	Arlene Jones
Alumni	Keri Escalera
Athletics	Dan Whitsett
Attendance	Pam Butler
College Counseling	Kathy Beecher
Discipline, JUG	Matt Potter
Grades	Brett Powers
Tuition Assistance	Brigid Lee
Financial Contributions/Development	Keri Escalera
Honors	Brett Powers
Information Technology	Edgar Arcia
Lost and Found	Matt Potter
Campus Ministry/Mass	Teresa Krushke
Mock Trial	Nancy Roach, LeeAnn Roach
Pep Club	Kimberly Bowen
Parents Club	Rose LeBrun
Press/Media Relations	Keri Escalera
Publications	Keri Escalera
Retreats	Teresa Krushke
Scheduling	Erica Hohl
School Safety	Kimberly Bowen
Student Counseling	Brett Powers
Student government	Heather Axel
Textbooks	Brigid Lee
Transcripts	Pam Butler
Tuition and Tuition Statements	Brigid Lee
Volunteers	Kelli Orth
Website	Karina Martinez

## Attendance

Tri-Cities Prep places great emphasis on academic involvement; therefore students are expected to attend every day. Only serious circumstances (i.e. sickness or family emergency) shall be considered reasons for excusable absences.

An approved absence or tardy that occurs as a result of participation in school-sponsored or related activity is excluded from consideration in Prep's attendance policy. The Principal or the Dean of Student Formation will determine the acceptability of reasons for absences other than illness or family emergency.

Absences for any other reasons are not acceptable and will result in appropriate consequences.

## Procedures

**If students are going to be late or absent, it is their responsibility to have their parents notify the school office by phone (546-2465) before 9:00 a.m. Voice mail is available for early morning calls.**

Upon students' return to school it is also their responsibility to submit a note from their parents that specifies the days absent, the reason for the absence, the student's full name and grade, and the parent's signature. Students who fail to abide by these policies will receive a minimum of one day detention until the process has been completed.

Students are responsible for all work missed. Although teachers will assist students who have an excused absence, they are under no obligation to assist students whose absence is unexcused.

Parents, if students are absent for one day, it is their responsibility to ask for work missed from their teachers on the day of their return. Please do not call the office to request homework or books unless the student will be missing 3 or more days. Most of our teachers can send out homework by e-mail. Student or parent should leave a current e-mail address with the office.

## Planned Absences

Family trips or vacations should be scheduled during regular school closure days and holidays. If this is not possible, please contact the school office in time to complete the following **process two weeks before scheduled departure.**

1. The parents or student goes to the school office to pick up the **Pre-Excused Absence Form.**
2. The office will give the student a form and attach a listing of absences and tardiness.
3. The student must take the form and the attached list of absences and tardiness to each teacher. The form lets the teacher know the extent of the absence being planned.
4. The teachers will offer their comments about the effects and consequences of this absence on the student.
5. The student has the parents sign the form after the teachers have filled in their signature and comments.
6. The student returns the form to the School Secretary.

7. The Principal approves or denies the absence. If it is not approved, the student will have to appeal for any loss of grades or credits.
8. Parents: please remember your student can miss up to 10 days per semester. After that they lose credit for the semester.

## Leaving During the Day

If the student leaves the school during the academic day, for any reason, he/she must first check out with the School Secretary in the school office.

If a student should become ill during the school day, the Principal or Dean of Student Formation will determine whether to send the student home. If the student is to be sent home, parents will be contacted to arrange for or to approve transportation.

## Sports and Activities

### **Effects of Absences and Excessive Tardiness on Participation in Sports and/or Co-curricular Activities**

If the student misses one or more class periods on a given day, he/she will not be able to participate in sports or co-curricular activities without the written permission of the Principal or Dean of Student Formation.

## Excessive Absences

Excessive absences will affect a student's academic standing and his/her ability to participate in extracurricular activities.

### **Consequences of 10 or More Absences**

*A student who has 10 or more absences per class per semester will lose credit in that class. Students who have exceeded the 1-day absence limit (per semester) due to extraordinary circumstances may submit a written petition to the Principal requesting credit.*

## Unexcused Absence

Students who miss class without an excuse may not be able to make up class work, projects and exams as a result of their truancy.

Additionally, each unexcused absence will result in a progression of consequences as listed on page 27 in section **Behaviors and Consequences**.

The student may incur academic consequences for chronic attendance/absence problems whether those absences are excused or unexcused.

## Tardiness

Be punctual.

Each time a student is late to class, he/she may incur consequences imposed by his/her teacher. The student should be in his/her desk with appropriate materials ready for class participation. Failure to arrive punctually will result in the student being marked tardy. A photo finish at the door is not acceptable. The student should be in the room and ready for class to begin. In the event the student is not prepared for class, regardless of time of arrival in the classroom, the student shall be marked tardy.

Any student 10 or more minutes late to class will be marked as an Unexcused Absence.

**Examples of consequences might include, but not be limited to the following:**

- a. The student would be required to make up the missed class time.
- b. The student would lose the participation credit for that day's class. (Many teachers include daily participation as part of their overall grading policy; therefore tardiness may bring about a reduction in a student's overall grade.)

## Snow Closure or Delay

A Snow 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 at [www.tcprep.org](http://www.tcprep.org). Students should listen to the radio for information regarding tri-Cities Prep. School closures or a school delay will be announced on radio stations KONA-AM (610), KZHR-FM (92.5), KXRX-FM (98.3), and KORD (102.7).

Parents 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 Secretary know that you will be keeping your student home because of bad weather. A student will be excused if his/her home district is closed for the day and unexcused if the district is not.

## Academic Standards

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.



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 necessitate 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 his/her ability. Another even greater concern, however, is that every student see 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 Academic Dean.

### Cheating

It is by following the voice on conscience and choosing to be upright, honest and good that one becomes a person of integrity. At some 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 on 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 desk tops, or on 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”, he/she will receive a 0 for the assignment. The incident will be reported to the Academic Dean for possible disciplinary measures.

## Plagiarism

It is dishonest to plagiarize. At times our conscience readily recognizes 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 (for-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.

Any type of plagiarism that needs to be addressed is un-attributed 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, he/she will receive a 0 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, he/she will receive a 0 for the assignment. The incident will be reported to the Academic Dean for possible disciplinary measures.

## NC-No Credit

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 attendance at Tri-Cities Prep.

## 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 probation.

## 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).

## Advising

The Academic Dean places the student who earns below a 2.0 in a given quarter in 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.

## Academic Probation

The Academic Dean places the student on probation who:

- has a cumulative grade point below 2.0;
- or has an NC (No Credit);
- or completes two quarters with a GPA below 2.0;
- or 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 attendance 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 attend Tri-Cities Prep.

## 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, and students to prevent failures from occurring

## Academic Probation & Athletics/Activities

Academic Probation indicates a possible issue with a student's ability to balance school demands with extra curricular 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 other students involved in school clubs.

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 at this point will be classified as in "Academic Probation Grace Period".

### Academic Probation Grace Period

- ▶ Two weeks in Length (mandatory)
- ▶ Mandatory morning study hall
- ▶ Student may practice, compete, and/or participate in sports or activities
- ▶ Student-led conference with student, parent, teacher and Academic Dean
- ▶ Student establishes plan of action to improve performance
- ▶ Teacher and Academic Dean identify areas of support needed
- ▶ Only one grace period is granted per season

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

The purpose of Academic Probation Grace Period and Full Academic Probation is to support student success in the classroom. While it may at times feel punitive, it is important for students, parents and staff to remember that our number one goal is to provide all Tri-Cities Prep students with a sound academic experience.

### Academic Probation-Activity and Athletics Impact

- ▶ Two Weeks in Length (mandatory)
- ▶ Mandatory morning study hall
- ▶ May practice
- ▶ 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 Probation will no longer be able to participate in their sport or activity for the rest of the season.

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

## 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.

## Discipline

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 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 e-mail, social networking, 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.

## Disciplinary 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 vacation 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 2:55 PM. They are expected to bring academic work that they may work on quietly and expect to work on clean-up projects for the school.

JUG (Detention) may be assigned to a student only by the Principal or the Dean of Student Formation. Teachers and staff members cannot assign a student to JUG.

JUG (Detention) will require that the student complete a work task as assigned by the Principal 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 vacation day, will be assessed a \$15/student fee.

## Unexcused Absence from JUG

Every effort must be made by the parent 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 of 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.**

## Disciplinary Probation - Levels of Sanctions

### **LEVEL 1:**

A Level 1 Sanction shall mean one three-hour JUG (time and date to be determined) at Tri-Cities Prep.

### **LEVEL 2:**

A Level 2 Sanction shall mean one or a combination of the following:

Two Saturday JUGs

Three days suspension

**LEVEL 3:**

A Level 3 Sanction shall mean one or a combination of the following:

Three Saturday JUGs

Five days suspension

**Please note: Due to staffing costs, students who serve JUG on a Saturday or vacation day, will be assessed a \$15/student fee.**

**LEVEL 4:**

A Level 4 Sanction shall mean one or a combination of the following:

Five Saturday JUGs

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

Disciplinary Appeals
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A three-member standing Discipline Appeals Committee will be formed at the beginning 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 Principal or the Dean of Student Formation.

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

Upon receipt of the formal appeal letter the Principal 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 & 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 indicates the distribution of prescription drugs and over-the-counter medications. Students should for no reason share any type of drug up to and including aspirin, cold medications, etc.*

The minimum consequence shall be: Level 3 Sanction

#### **Tobacco**

Smoking and chewing tobacco are health hazards and illegal for those under 18 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.

## Academic Behavior

### **Forgery or Misrepresentation**

Students falsifying a name on passes or misrepresenting themselves to authorities; falsifying a parent's signature on attendance excuses; falsifying a name or school official's signature; impersonating a parent on the phone; and/or falsifying any communication between home 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 hardcopy or computer 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.

## Off Campus Without Permission

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, e-mails, social networking communications, drawings and gestures:

**SEXUAL HARASSMENT:** includes 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 Contact. 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 others' 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 at any point on campus; 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. Student MAY NOT phone in food orders for personal meals. Authorized student council and class activities may of course order pizzas and so forth. 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 and I-pods 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 or I-pod 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 or I-pod 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, volunteer 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 displays of affection in public with members of the opposite sex.

The minimum consequence shall be: JUG

## **Dress & 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 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 disciplinary detention, the student being asked to change, or the student being sent home.

***The Principal or the Dean of Student Formation has final discretion in terms of student compliance to the "spirit" of this dress code and exception to any of these guidelines must have the prior approval of the Principal or the Dean of Student Formation.***

**Skirts** - Hem length for girls' dresses and skirts must extend to at least 4 inches above the knee. Girls wearing clothing that fails this standard will be asked to change or sent home. Leggings may be worn under dresses and skirts but the 4 inch rule still applies. Leggings may not be worn with only shirts and tops.

**Pants** - Slacks or Khakis are preferred, no denim pants or materials made to look as such are allowed. 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. Cut-offs, beachwear, P.E. and/or athletic shorts and excessively baggy shorts and pants are not allowed. Pants and shorts must be work at or above waist level. Shorts should follow within modesty guidelines and spirit of the school (no short-shorts).

**Shirts** - Any type of sleeved shirt may be worn. Ordinary white or plain T-shirts or tank tops are regarded as underwear and should not be worn alone. 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. Exposed midriffs are not acceptable.

**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/Sun Glasses** - Please note that hats/sun glasses 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 may be worn if they are not distracting. 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.

## 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 will deny continued enrollment until living conditions are acceptable to the school.

## Search & Seizure

Prep provides lockers for the student's 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 Principal 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, and cars.

## 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** of the guest. Academic visits are scheduled through the office of the Academic Dean. Other visits are scheduled through the office of the Principal or Dean of Student Formation.

## 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.

## 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.

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

## Proper Use of Materials & 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 e-mail 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 on-line 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.

## Transfers, Grades & 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.

## Fundraising & 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 Principal 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.