



**Student Handbook**  
**Policy and Procedures**

*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

Phone - 509-546-2465  
Fax - 509-546-2490  
[www.tcprep.org](http://www.tcprep.org)

School Office Hours  
Monday - Friday 7:00 a.m.—3:30 p.m.

This handbook explains Tri-Cities Prep's mission and philosophy, policies, rules, and regulations for students and parents/guardians, and general information. We ask that you read the handbook and go over it with your parents/guardians 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 President or the Dean of Student Formation.

<b>Tri-Cities Prep Administrative Team</b>		
Lisa Jacobs President	Heather Axel Dean of Academics	Matt Potter Dean of Student Formation
<b>Tri-Cities Prep Teaching Faculty</b>		
Edgar Arcia Heather Axel Kyle Carins Dawn Cryan Laura Finch	Adrienne Fletcher Heather Hart Ailis Kirven Michele Lumetta Kristina Massey Erik Mertens	Danielle Muzatko Matt Potter Brett Powers Gabriela Ramirez Gretchen Sarrazolla Sue Spets
<b>Student Support Staff</b>		
Laura Finch College Advisor	Beth Spitler Administrative Assistant	Dianna Moldovan Counselor
Erik Mertens Campus Ministry Team	Kyle Cairns Athletic Director	Gabriela Ramirez ASB
<b>Office Staff</b>		
Beth Spitler Administrative Assistant	Brigid Lee Manager of Business Operations	Karina Cervantes Office Assistant

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.

## Who would I contact if I have a question about...?

Admissions	Matt Potter	mpotter@tcprep.org
Alumni	Lisa Jacobs	ljacobs@tcprep.org
Athletics	Kyle Cairns	kcairns@tcprep.org
Attendance	Beth Spitler	bspitler@tcprep.org
College Counseling	Laura Finch	lfinch@tcprep.org
Discipline/JUG	Matt Potter	mpotter@tcprep.org
Grades	Heather Axel	haxel@tcprep.org
Tuition Assistance	Brigid Lee	blee@tcprep.org
Financial Contributions/Development	Katie Nelson	knelson@tcprep.org
Honors	Heather Axel	haxel@tcprep.org
Information Technology	Edgar Arcia	earcia@tcprep.org
Lost and Found	Matt Potter or Beth Spitler	mpotter@tcprep.org bspitler@tcprep.org
Campus Ministry/Mass	Erik Mertens	emertens@tcprep.org
Press/Media Relations	Lisa Jacobs	ljacobs@tcprep.org
Retreats	Erik Mertens	emertens@tcprep.org
Scheduling	Heather Axel	haxel@tcprep.org
School Safety	Matt Potter	mpotter@tcprep.org
Student Counseling	Dianna Moldovan	dmoldovan@tcprep.org
Student Government	Gabriela Ramirez	gramirez@tcprep.org
Textbooks	Karina Cervantes	kcervantes@tcprep.org
Transcripts	Heather Axel	haxel@tcprep.org
Tuition and Tuition Statements	Brigid Lee	blee@tcprep.org
Website/Social Media	Karina Cervantes	kcervantes@tcprep.org

## Attendance

Tri-Cities Prep places great emphasis on academic involvement; therefore students are expected to attend school 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 President 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/guardians notify the school office by email ([attendance@tcprep.org](mailto:attendance@tcprep.org)) or phone (509-546-2465) before 9:00 a.m.**

Upon students' return to school it is also their responsibility to submit a note from their parents/guardians that specifies the dates of absence, the reason for the absence, the student's full name and grade, and the parent's signature. In lieu of a handwritten note, parents/guardians may email the same information to [attendance@tcprep.org](mailto:attendance@tcprep.org). 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/guardians, 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. If absent for 3 or more days, students should email teachers directly to request missed work. Retrieving books from a student's locker can be requested through 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/guardians or student goes to the school office to pick up the **Pre-Excused Absence Form**.
2. The student must take the form to each teacher. The form lets the teacher know the extent of the absence being planned.
3. The teachers will offer their comments about the effects and consequences of this absence on the student.
4. The student has the parents/guardians sign the form after the teachers have filled in their signature and comments.
5. The student returns the form to the School Secretary.
6. The President approves or denies the absence. If it is not approved, the student will have to appeal for any loss of grades or credits.
7. Parents/Guardians: 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 students leave the school during the academic day, for any reason, they must first check out with the School Secretary in the school office. We must have confirmation from a parent/guardian before we can allow the student to leave campus. Confirmation can be accomplished by coming into the office and signing out the student; calling the school office; or emailing [attendance@tcprep.org](mailto:attendance@tcprep.org).

If a student should become ill during the school day, the President or Dean of Student Formation will determine whether to send the student home. If the student is to be sent home, parents/guardians 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

Students who miss one or more class periods on a given day will not be able to participate in sports or co-curricular activities that day, unless they have the written permission of the President or Dean of Student Formation.

## Excessive Absences

Excessive absences will affect a student's academic standing and 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 10-day absence limit (per semester) due to extraordinary circumstances may submit a written petition to the President 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 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 the teacher of that class. The student should be at 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.

If a student will be late to school, parents/guardians should email [attendance@tcprep.org](mailto:attendance@tcprep.org) or call the school office. If a parent does not contact the school, the tardiness will be considered unexcused.

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

**Examples of consequences might include, but are not 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.)

## Inclement Weather Closure or 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](http://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 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 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 Academic Dean.

## 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 Academic Dean 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.

## 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 attending 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 academic 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).

## Academic Advising

The Academic Dean 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.

## 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 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 their 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.

## 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 & Athletics/Activities

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 & Athletics/Activities, Continued

### 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 Probation.

### 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 Probation.

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.

## 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/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.

## 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 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.**

## Disciplinary Probation – 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 & 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

## Behaviors & Consequences, Continued

### **Tobacco & Vaping**

Smoking/vaping 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. See "Sale or Distribution of any Drug (illegal, prescription, over-the-counter) and/or Drug Paraphernalia" on page 16.

## 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.

## Behaviors & Consequences, Continued

### 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.

## Behaviors & Consequences, Continued

### 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.

## Behaviors & Consequences, Continued

### 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

## 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/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 exception to any of these guidelines must have the prior approval of the President or the Dean of Student Formation.*

## Dress & Physical Appearance, Continued

**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. Cut-offs, 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 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.

## 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 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.

## 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.

## 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/guardians 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;
1. Sending email messages that are obscene or intended to harass;
2. 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.
3. 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, & Grade Point Averages (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 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.