

Most assignments should not require a textbook to complete. Just to be safe, students should take home their textbooks if possible.

- **WITHDRAWAL FROM TRINITY JUNIOR HIGH SCHOOL**
- Students must submit a completed check-list, signed by all teachers/sponsors, stating that all books, equipment, uniforms, etc., have been turned in to the appropriate person.

SCHOOL EXPECTATIONS/DISCIPLINE

Students are expected and encouraged to grow in their understanding of moral and honorable behavior while enrolled at Trinity Junior High School. In order to build a community where trust and respect are the foundation, it is important that students strive for the highest standards of honesty, integrity, and responsibility for their actions as well as in their treatment of others. To achieve an atmosphere where the Catholic faith, academic excellence, service, leadership, and character can be pursued, students and their parents must support the policies and regulations set forth by the Trinity administration and the staff.

Students must avoid conduct outside of school that would bring unfavorable criticism or publicity to the school or that would introduce unhealthy influences into the student body. Trinity Junior High enjoys a positive reputation in the community, and any action in which students participate that detracts from that reputation will result in punishment administered by the school. Once again, student behavior off campus may have serious consequences on campus. Firm, fair, and fast, consequences for negative behavior will be applied. Depending on the frequency and/or seriousness of the offense, suspension or expulsion may follow the infraction of the preceding general rules and particular rules that follow.

A. APPROPRIATE BEHAVIORAL GUIDELINES

- Trinity Junior High, as well as other Catholic schools in the United States, has earned a reputation based on its high academic standards, the emphasis on values and morals, and the sense of discipline and order in the school. In such an atmosphere, teaching and learning must occur so that students prosper spiritually, academically, and emotionally. To ensure these goals, students are expected to use appropriate behavior not only on school premises, but at any time they are in school uniform or representing the school in any way. Students must realize that they are always a representative of and identified as TJH students whether they are in uniform or not.
- Generally, acceptable student behavior can be described as **behavior that assures the right of every student to learn, the right of every teacher to teach, and clearly demonstrates respect for the personal, civil, and property rights of others.** Students are expected to be courteous, attentive, and respectful.
- Students unable to abide by established school behavioral guidelines are subject to disciplinary actions.

B. HONOR CODE

Basic Christian values call each student to use his/her God-given gifts and talents and to do so honestly. As a learning community, Trinity is committed to the development of personal honor and integrity for all its members. All who attend Trinity Junior High have the right to feel confident in the integrity and honesty of their peers. Every student is expected to conduct themselves as persons of honor whose academic accomplishments are a result of his/her own efforts, who accepts responsibility when confronted with an honor violation and who responds maturely to his/her correction or discipline.

If a student is unsure how the Honor Code applies in a particular situation, it is ultimately the student's responsibility to clarify these areas with his/her teacher.

- The most serious violations of our standard of academic honesty include theft and/or distribution of an exam; theft of, or tampering with a teacher's grade book or teachers' manuals. Such violations may result in a student's expulsion, suspension, and/or other disciplinary actions.
- Other very serious violations include flagrant plagiarism; duplication of another person's research papers; cheating on a test by copying answers from a source brought into the room; providing test answers to another student prior to or during a test; obtaining test answers from a student who previously completed a test; theft of or tampering with another student's work, including by computer; looking at another student's paper during a test; misgrading assignments and/or tests.

CONSULTATIVE ROLE OUTSIDE THE BOARD MEETING. INDIVIDUAL COMPLAINTS ARE NOT THE RESPONSIBILITY OF BOARD MEMBERS AND SHOULD NOT BE DISCUSSED AT BOARD MEETINGS. (Diocesan Policy 5.02)

- Responsibility/Role of a School Board Member
 - The board assists the principal and pastoral administrator in formulating policies that are compatible with diocesan policies.
 - The board assists in formulating the school budget.
 - The board contributes to the hiring decision of a new principal. The final decision belongs to the pastoral administrator, in consultation with the superintendent of schools.
 - The board represents the parish and school communities when considering the overall well-being of the school in regards to policy formation, budgetary matters, tuition rates, and fundraising needs.
 - School board members are mindful that the daily administration of the school is the responsibility of the principal. Therefore, if a complaint is heard by a school board member, he/she must not attempt to solve the problem. Instead, the board member must refer the individual to the appropriate person. (Diocesan Policy 5.05)
 - School board members are not to attempt to solve school problems but are to refer the aggrieved person to the above procedure. If a board member is approached, he/she will notify the principal. (Diocesan Policy 3.22)

B. PARENT-TEACHER ORGANIZATION/BOOSTER CLUB

TO ENABLE THE PARENT'S PARTNERSHIP ROLE TO BECOME A REALITY IN EDUCATION, EVERY CATHOLIC SCHOOL IN THE DIOCESE WILL HAVE A PARENT-TEACHER ORGANIZATION. THE ORGANIZATION WILL FUNCTION IN ACCORDANCE WITH THE FOLLOWING DIOCESAN REGULATIONS.

1. Membership – membership in the parent-teacher organization will consist of parents/guardians of students, pastors, principal, and faculty.
 2. Officers – officers are president, vice president or president elect, treasurer, and secretary. These officers are elected by the membership from among the parent/guardian group for a stated term.
 3. Executive Committee – the executive committee is comprised of the officers plus the pastor and principal. A past president may also be a member of this committee.
 4. Constitution and Bylaws – each organization will follow the constitution and bylaws based on guidelines furnished by the diocesan school office.
 5. Program needs will be determined based on the needs of the school as outlined by the principal, board, and long-range plans. The principal will have approval of all programs.
 6. In accordance with fiscal responsibility mandated by Canon Law for Church organizations, the parent-teacher organization will practice good stewardship in the reporting and expending of funds. (Diocesan Policy 3.03)
- It is recommended that the Parent-Teacher Organization join the National Catholic Education Association for parents, the national Forum of Catholic Parent Organizations.

C. BOOSTER CLUB

The function of the TJH Booster Club is to give support and encouragement to the students who participate in all extracurricular activities at the school. Parent members volunteer their time in order to perform the non-coaching duties that must be accomplished at all home athletic events. All parents who have a student(s) participating in any interscholastic or extracurricular activity are required to volunteer their time for concession stand duty during football, volleyball, and/or basketball season.

D. PARENT VOLUNTEERS

Trinity requires parents to perform a minimum of **10 hours of volunteer hours each year at Trinity**. These hours may be completed with fund raising activities, athletic events, concession stand help and many other opportunities. Every student must participate in one school-wide fundraiser each year. The "buy out" option is \$200 per year. Forms are available in the office to be turned in each month. The office will keep the records.

E. VIRTUS