



**Trinidad High School  
Student/Parent Handbook  
2025-2026**

816 West Street  
Trinidad, CO 81082  
Phone: 719-846-2971

*“Preparing students for the challenges of lifelong learning.”*

**Team Name:** Miners

**School Colors:** Navy Blue and White

**School Song:** Stand Up and Cheer

Stand up and cheer, stand up and cheer for  
dear old Trinidad.

For today we raise the Blue and White above the rest.  
Our teams are fighting, and they're bound to win this game.  
We've got the team; we've got the steam,  
for this is  
Trinidad High School's day.

## **Board of Education**

Claudia Trujillo	President
Brett Duran	Vice President
Yvette Dominquez	Board Member
Pat Sandoval	Treasurer
Selina Vallejos	Secretary

### **Superintendent**

Mrs. Olivia Bachicha

### **Principal**

Deana Pachelli

### **Assistant Principal**

Tim Sanchez

### **Counselor**

Latoya Miller

### **Athletic Director**

Ashleigh Ackerman

### **Administrative Assistants**

Pam Cordova & Tiffany Zamora

## Subjects & Topics

### Academics

- College Classes/Dual Credit
- Grade Level Classification
- Grading Scale
- Graduation Requirements
- Honor Roll
- National Honor Society Requirements
- Schedule Changes
- Trinidad High School Online Program (THSOP)
- Valedictorian & Salutatorian

### Attendance and Make Up

#### Homework

- Absences
- Attendance Policy (JH-2)
- Loss Of Credit For Absences
- Homework Requests For An Excused Absence
- Perfect Attendance
- Tardies
- Truancy (JHB)
- Counseling/Guidance
- Personal Information
- Withdrawals

#### Code Of Conduct (JICDA)

- Code Of Conduct
- Administering Medications (JLCD-R)
- Dress Code (JICA)
- Drug And Alcohol Use By Students
- (JICH) Grounds For
- Suspension/Expulsion (JKD/JKE-E)
- Violations For Smoking And Possession Of Tobacco Products
- Bullying Prevention And Education (JICDE)
- Discipline Matrix

#### Athletic And Extra-Curricular

- Athletics
- Extra Curricular Eligibility
- NCAA College Freshmen Eligibility Requirements
- Trinidad High School Athletic/Activity Code
- Clubs And Activities Extra-Curricular
- Field Trips
- Dances
- Royalty Selection Criteria

#### THS Technology

- Student Internet & Electronic Communication Policy JS\*R
- Visitors
- Web 2.0 Student Contract, Trinidad School Dist. #1

#### General Information

- Visitors
- Video Surveillance
- Asbestos
- Automobiles
- Student Conduct on Busses
- Cell Phones/Electronic Devices
- Closed Campus

- Closures
- Fines
- Fire Drills
- Lockdown/Lockout Drills
- General Eligibility
- Graffiti
- Hallways
- Lockers
- Breakfast/ Lunch
- Parent Pickup
- Skateboards
- Speeches
- Immunizations
- Appeal Process
- Grievance Procedure
- Section 504/Ada/Harassment/Other Grievance Procedures

## **HANDBOOK SIGNATURE PAGE**

### **Trinidad High School Online Program**

#### **Introducing...The Trinidad High School Online Program**

- Trinidad High School Online Program Purpose
- About Trinidad High School Online Program
- Staff Directory

#### **Enrollment**

- Enrollment Options
- Admissions Procedures and Guidelines
- Application Process
- Withdrawal Process
- Course Selection

#### **Procedures**

- Support
- Grading
- Grading Scale
- Graduation Requirements

#### **Expectations**

- Academic Integrity
- Advisory Sessions
- Attendance
- Calendar
- Communication
- Digital Citizenship and Safety

## **PARENT/ STUDENT SIGNATURE PAGE**

# Trinidad School District #1

## MISSION

Trinidad School District #1 will provide all students with a comprehensive system of support, a safe learning environment, and the opportunity to reach his/her academic and leadership potential as determined by state and national standards.

## VISION

As Trinidad School District #1, we honor the rich history of our schools and our community. We are proud to be the first established school district in Colorado. While being mindful of our local history, our students develop life skills relevant to their community as well as the world. Our students enjoy and excel in the academics, arts, and extracurricular activities while recognizing their civic responsibilities. Along with providing a well-rounded and diverse education, the district provides the support needed for each student to reach his or her highest academic, social and leadership potential.

We value the importance of using data from formative and state assessments to foster high levels of achievement. Effective instructional strategies, methods, and tools are used to engage our students, allowing them to excel in their academic pursuits. The rich education we offer allows our students the freedom to make educational discoveries and become leaders in the creation of cultures that support diversity and the freedoms espoused by our government.

Our students graduate with the skills to be successful in college, vocational education, the work force and life. They excel in language, reading, writing, math, social studies, sciences, and the arts. Our students respect diversity, appreciate the freedoms allowed by our democracy and possess a high sense of responsibility while holding themselves accountable for their own actions. We as a school district and community hold ourselves accountable to the students we serve in assisting them in the pursuit of achieving this vision.

## VALUES

- The District will ensure that all students learn at their highest potential in academics and leadership
- The District will prepare all students for further education to enter the workforce and to be life-long learners.
- The District will collaborate with families to support each student in his/her educational endeavors.
- The District will model and teach all students the importance of respecting diversity and holding ourselves accountable for our individual actions.
- The District will model high values, standards, and behaviors through effective instruction.
- The District will instill frequent interim assessments and continuously improve instruction through curriculum aligned with state standards.
- The District will recognize and honor quality performance and celebrate student success.
- The District will communicate its Mission, Vision and Values to all students and the community.

## THS SCHEDULES

<b>Bell Schedule for 2025-2026</b>		<b>Late Start Inclement Weather</b>	
Period 1	8:00 – 9:00	Period 1	10:00 – 10:46
Period 2	9:05 – 10:05	Period 2	10:49 – 11:35
Period 3	10:10 – 11:10	Period 3	11:38 – 12:23
Period 4	11:15 – 12:15	Lunch	12:23 – 12:48
Lunch	12:15 – 12:45	Period 4	12:51 – 1:36
Period 5	12:50 – 1:50	Period 5	1:39 – 2:24
Period 6	1:55 – 2:55	Period 6	2:27 – 3:12
Period 7	3:00p – 4:00p	Period 7	3:15 – 4:00

## 2025-2026 SCHOOL CALENDAR

Classes Start	August 18
Labor Day	September 1
Homecoming	October 3
Parent/Teacher Conferences	October 23 & 24
Thanksgiving Break	November 26 - 27
End of Semester 1	December 18
Winter Break	December 22-January 1
Classes Resume	January 5
Parent/Teacher Conferences	March 12 & 13
Spring Break	March 23 - 26
Graduation	May 17
End of Semester 2	May 21
Last Day of School	May 21

## ACADEMICS

### COLLEGE CLASSES/DUAL CREDIT

Trinidad High School offers dual credit opportunities. Students will need to talk to the THS counselor about the concurrent courses available. Students may participate in this opportunity as long as students and parents/guardians agree to the following terms:

- Be a Sophomore, Junior, or Senior (exceptions may be approved by administration to meet individual student's ALP Programs).
- Maintain a 2.0 cumulative GPA.
- Be pre-approved in courses.
- Obtain a high enough score on ACT, SAT, Accuplacer and/or other placement test the college requires, and follow the guidelines set forth by the college to be allowed to take the class for college/dual credit.
- Students that receive grades below a C for any course will be required to pay for the cost of the coursework. Parents must sign an agreement stating that they be responsible for such payment. If payment for the class is not received, the student will not be invited to the graduation ceremony. If you need to pay for the class, please make arrangements with the business office.
- In order for the student to receive "honor credit" for a college course taken, the class must be a core class such as: Sociology, Psychology, Math, English, Science, or History college class. For any other course, honors credit will not be given unless the student makes an appeal with course descriptions to administration for prior approval.
- Understand that if a class is taught at THS, students may not take a course at TSC, unless approved by administration for extenuating circumstances.
- Students wanting to take TSC Friday or Summer Classes need prior approval in order to receive THS credit. Friday and/or Summer Classes are not included in students' GPAs.
- Fees, books, and supplies are parent responsibility.

In cooperation with TSC, THS will make these offerings as state guaranteed transfer credits to any two-year or four-year university in Colorado. If students are planning to attend college out of state, they must check with the college about transfer credits. With this opportunity comes responsibility. Students will be expected to treat these classes as college classes and follow TSC and THS standards and expectations. Appropriate behavior, excellent attendance, and college level work ethic are expected.

Eligible students need to fill out the proper paperwork including the Concurrent Enrollment TSC Registration Sheet and Request for Wavier. All questions about qualification and registration should be directed to the THS counselor. In order for students to be properly enrolled, appropriate forms must be complete and returned by the first week of school. Due to college requirements, students who do

not have all paperwork completed in a timely manner may be denied participation in dual credit opportunity. If there are any questions or concerns, please contact us.

### GRADE LEVEL CLASSIFICATION

Students at Trinidad High School will be classified as freshmen, sophomores, juniors, or seniors on the basis of having been promoted from a middle school into the ninth grade. Thereafter classification is based on the years of enrollment. Students will remain classified as seniors from the fourth year on until the number of credits required for graduation is earned or they are no longer eligible to attend high school.

### GRADING SCALE

THS will adhere to the following grading scale:

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	Below 60

### GRADUATION REQUIREMENTS

For a student to be eligible to graduate, he or she must fulfill the following credit requirements:

English	4.0 Credits	
Math	3.0 Credits	
Science	2.0 Credits	
Social Studies	2.0 Credits	
Physical Education/Health	1.0 Credits	
Electives	12 Credits	2 years of sequential world language is strongly encouraged
Community Service Hours	40 Hours before graduation.	
Demonstration of Competency	<b>*See below</b>	

**Total Credits Required: 24 credits**

### BEGINNING WITH THE CLASS OF 2028

English	4.0 Credits	
Math	4.0 Credits	
Science	3.0 Credits	
Social Studies	3.0 Credits	
Physical Education/Health	1.0 Credits	
Electives	9 Credits	2 years of sequential world language is strongly encouraged
Community Service Hours	40 Hours before graduation.	
Demonstration of Competency	<b>*See below</b>	

**Total Credits Required: 24 credits**

\*All Students must demonstrate academic proficiency in the subjects of English and Math per the State Board approved menu of college and career ready demonstrations below:

Accuplacer Next Generation	Reading, Writing and Communicating 241 on Reading OR 236 on Sentence Writing	Mathematics 255 on Arithmetic (AR) OR 230 on Quantitative Reasoning, Algebra, and Statistics (QAS)
ACT	Reading, Writing and Communicating 18 on ACT English	Mathematics 19 on ACT Math
SAT	Reading, Writing and Communicating 470 on EBRW	Mathematics 480 on SAT Math
ACT WorkKeys	Bronze or higher	
National Career Readiness Certificate (NCRC)	<b>ACT WorkKeys</b> is an assessment that tests students' job skills in applied reading, writing, mathematics and 21st century skills. Scores are based on job profiles that help employers select, hire, train, develop and retain a high-performance workforce. Students must score at the bronze level (a score of at least 3) in all three assessments- Applied Mathematics, Graphic Literacy and Workplace Documents - and they will earn the ACT's National Career Readiness Certificate.	
ASVAB	Reading, Writing, Communicating, 31 on the AFQT	Mathematics 31 on the AFQT
	The <b>Armed Services Vocational Aptitude Battery (ASVAB)</b> is a comprehensive test that helps determine students' eligibility and suitability for careers in the military. Students who score at least 31 on the AFQT are eligible for service (along with other standards that include physical condition and personal conduct). Students who take the ASVAB are not required to enlist in the military.	
Concurrent Enrollment	Reading, Writing, and Communicating Mathematics Passing grade per district and higher education policy	Passing grade per district and higher education policy
	<b>Concurrent enrollment</b> provides students the opportunity to enroll in postsecondary courses, simultaneously earning high school and college credit. School districts and institutions of higher education each determine passing grades for credit and concurrent enrollment. An eligible concurrent enrollment course is 1) the prerequisite directly prior to a credit-bearing course or 2) a credit-bearing course, and 3) governed by a district-level cooperative agreement or MOU. Districts choose which courses will fulfill the option.	
District Capstone	Successful completion of the Coal Train Capstone Project.  A <b>capstone</b> is the culminating exhibition of a student's project or experience that demonstrates academic and intellectual learning. Capstone projects are district determined and often include a portfolio of a student's best work.	

## HONOR ROLL

In order to qualify for the Honor Roll, a student must be enrolled as a traditional student in at least five classes and maintain a 3.5 or higher GPA per quarter (9-weeks).

## NATIONAL HONOR SOCIETY REQUIREMENTS

Membership is open to students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Students in the tenth, eleventh, and twelfth grades are eligible for membership. For the scholarship standard, a student must have a cumulative grade point average of 3.5 or better on a 4.0 scale for three consecutive semesters. In addition, members must be enrolled as a traditional student and maintain an academic course load that includes the academic areas of study of math, English, science, social science, and any other academic core course (psychology, psychology, accounting). The course of study in each area must be progressive. Once inducted, new members are required to maintain the same level of performance (or better) in all four areas of evaluation that led to their selection. In addition, each member is obligated to regularly attend chapter meetings held once every month during the school year and participate in individual chapter service projects. Meeting times and dates are placed in the daily bulletin. Students must be in good standing in order to be selected as an NHS officer.

NHS Community Service Hours: Members will be required to complete an additional 10 hours of community service for each year of membership.

## SCHEDULE CHANGES

Students will only be allowed to add or drop a class within the **first two weeks of the semester**. All schedule changes must be approved by the administration.

## Trinidad High School Online Program (THSOP)

Our purpose is to:

- Help students who need or want a nontraditional setting
- Provide diverse offerings, increase curricular options, and expand opportunities for enrichment
- Intervene with digital learning opportunities
- Increase access for all learners

Trinidad School District provides students with an opportunity to individualize and customize their education by providing an online option that honors student choice surrounding time, place, and path of learning. THSOP exists to serve eligible students in 9-12 with options for part-time and full-time online enrollment. Students have the ability to access the curriculum and assignments 24 hours a day, 7 days a week from anywhere with an internet connection and receive the support from both content teachers as well as a site based Online Mentor. Students interested in enrollment with THSOP must have an active enrollment within Trinidad School District.

## VALEDICTORIAN & SALUTATORIAN

To be eligible for valedictorian or salutatorian, a student must have been enrolled in seven classes per school year and currently enrolled in seven classes his/her senior year. Students earn a valedictorian or salutatorian honor by attaining the highest GPA in their class based off of the total GPA points. If there is a tie, all students with the highest GPA will be named valedictorian. The next highest GPA will be named salutatorian(s). Students who transfer into THS from another school may only receive weighted credit if it was weighted and assigned from the previous school, and if it is the same weighted course at THS. Students who transfer into THS must have been enrolled in seven courses per school year in order to be considered for valedictorian or salutatorian. Students must have been enrolled at THS for both the junior and senior years in order to be considered for valedictorian/salutatorian.

## ATTENDANCE

Colorado Compulsory Attendance law states every child who has attained the age of six years, and is under the age of seventeen years, shall attend school. **State compulsory attendance policy(JEA)**: The school will follow the Colorado Compulsory Attendance Policy to include legal proceedings following four (4) absences in one month or ten (10) in a school year, whichever comes first. This policy shall be made available to parents/guardians on the TSD1.org website.

## ABSENCES ATTENDANCE POLICY (JH-2)

Students are encouraged to attend school every day. The TSD1 Board of Education believes that by being in school, students will receive the full benefit of their education. The school administrator will make the final decision on whether an absence is excused or unexcused.

The following procedures will be followed for an absence.

1. Parents should call the school between 7:30 AM and 8:30 AM to indicate the student is absent and the reason for the absence.
2. If the parents do not call, the student will be marked unexcused until a doctor or legal note is provided on the day their child returns.

With proper documentation, the following reasons are acceptable for an excused absence. All other absences are unexcused.

1. Professional appointments (doctors, dentists, etc.).
2. Death of an immediate family member.
3. Student who is in the custody of the courts.
4. School sponsored activity.
5. Up to three days of verified college visitations for seniors only (juniors with special circumstances may receive approval from administration).

## LOSS OF CREDIT FOR ABSENCES

**Upon the 11<sup>th</sup> unexcused absence in any period**, the student shall not receive credit in the class which an eleventh absence has occurred. Credit can be recovered during summer school or at home on the student's time.

## **MAKE-UP WORK FOR AN EXCUSED ABSENCE**

Students may make up work for absences from school. It is the student's responsibility to obtain all make up work assignments when they return to school. Students are granted one day of additional makeup time for each day of absence. A school principal may extend the period of makeup work for special circumstances. Any work not handed in within the one day make up window is subject to a reduction in grade per the policies of the school or any member of a school's teaching staff. Furthermore, teachers are permitted to require absent students' alternate assignments to maintain the integrity of original assignments. These assignments may not be used as a behavioral consequence for a student absence from class, and they should be of equal challenge, score and weight in the overall academic assessment.

- Unexcused absence or suspension (without penalty) – Students are expected to make up work following an unexcused absence or suspension. The same timeline and guidelines are used for makeup work as the excused absence.
- Field Trips – Making up work due to field trips is the responsibility of the student. Students should consult and prearrange with their classroom teachers to determine when the work is due.
- Tests – Tests and other make up work which require teacher monitoring will be arranged by the teacher to meet both teacher and student schedules.

## **PERFECT ATTENDANCE**

To qualify for perfect attendance, students may not have any excused or unexcused absences for the year. In order for a student to receive perfect attendance he/she must not have any tardies.

## **TARDIES**

1. Students are expected to be in class each period before the tardy bell. Any student who is late to school **MUST** report to the office, sign in, and obtain a tardy pass.
2. Any student who is 15 minutes late to any class period will be marked as unexcused.
3. Three unexcused tardies equals one unexcused absence for that period.
4. Excessive tardiness will be considered reason for disciplinary action and will be referred to administration by teachers. Any student not attending detention will receive 1 day of ISS.

(Teachers have the discretion to appropriately address tardies within their classrooms)

## **TRUANCY (JHB)**

The term truancy as used in this policy shall mean absence from school without an excuse signed by the parent/guardian and/or leaving school during the day for any reason, without permission of an administrator.

In all cases of truancy, the school staff will make a reasonable effort to notify the parent/guardian. Appropriate disciplinary action will be taken in cases of truancy, beginning with assigned detention hours up to suspension and possible recommendation for expulsion. Habitually truant students will be placed on a plan and/or recommended for truancy court. **At 3 excused or unexcused absences**, administration will meet with the student to discuss attendance.

**At 5 unexcused absences**, written notification will be sent to the parent, ( per BOE policy)

**At 9 unexcused absences**, the student and parents will meet with administration to review attendance, develop an attendance contract, and discuss further consequences.

**At 10 unexcused absences**, the school must follow the Colorado Compulsory Attendance Law. This law states that students and parents will be reported to court for legal proceedings

**Upon the 11<sup>th</sup> unexcused absence in any period**, the student shall not receive credit in the class which an unexcused eleventh absence has occurred. Credit can be recovered during summer school or at home on the student's time

## **COUNSELING/GUIDANCE**

The counselors assist the students in planning their Individual Career & Academic Plans (ICAP), and supply information about careers, colleges, and scholarships. Counselors will provide counseling in personal, school, or other related issues and make appropriate referrals, as necessary.

## **PERSONAL INFORMATION**

THS is required by law to provide to military the names, addresses, and phone numbers of juniors and seniors. Students who do not wish to have their personal information released, please contact the counseling office in writing.

## **WITHDRAWALS**

Students who withdraw from school, regardless of the reason, must complete a withdrawal form through the office which must be signed by the parent/guardian, each teacher, a counselor, the attendance secretary, and an administrator. All textbooks are to be returned to the office when checking out. All fines and other monies owed to the school must be paid before a student is officially checked out of the school. Official grades will be sent upon request from his/her new school and when all fines and paperwork are completed.

## **CODE OF CONDUCT (JICDA)**

In accordance with applicable law and Board policy concerning student suspensions, expulsions, and other disciplinary interventions, the principal or designee may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school buildings, on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event and off district property when the conduct has a nexus to school or any district curricular or noncurricular event.

1. Causing or attempting to cause damage to district property or stealing or attempting to steal district property. 2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Willful destruction or defacing of district property.
4. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
5. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
6. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, either orally or in writing or derogatory statements addressed publicly to an individual or a group that precipitate disruption of the district or school program or incite violence.
7. Engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
8. Violation of the Board's policy on bullying prevention and education.
9. Violation of criminal law which has an effect on the district or on the general safety or welfare of students or staff.
10. Violation of any Board policy or regulations, or established school rules.
11. Violation of the Board's policy on weapons in the schools. Expulsion shall be mandatory for bringing or possessing a firearm, in accordance with federal law.
12. Violation of the Board's policy on student conduct involving drugs and alcohol.
13. Violation of the Board's tobacco-free schools policy.
14. Violation of the Board's violent and aggressive behavior policy.
15. Violation of the Board's policies prohibiting sexual or other harassment.
16. Violation of the Board's policy on nondiscrimination.
17. Violation of the Board's dress code policy.
18. Violation of the Board's policy on gangs and gang-like activity.
19. Throwing objects, unless part of a supervised school activity, that can or do cause bodily injury or damage to property.
20. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or others.
21. Lying or giving false information, either verbally or in writing, to a district employee.
22. Engaging in scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
23. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
24. Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to the student exhibiting the behavior or to one or more other students.
25. Repeated interference with the district's ability to provide educational opportunities to other students.
26. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the district staff.

## **GROUNDS FOR SUSPENSION/EXPULSION (JKD/JKE-E)**

According to the Colorado Revised Statutes 22-33-106 (1) (a-e) and 3(e) and 2212-105 (3), the following may be grounds for suspension or expulsion from a public school:

- (1) Continued willful disobedience or open and persistent defiance of proper authority.

- (2) Willful destruction or defacing of school property.
- (3) Behavior on or off school property which is detrimental to the welfare or safety of other pupils or of school personnel, including behavior which creates a threat of physical harm to the child or other children.
- (4) Declaration as a habitually disruptive student for which expulsion shall be mandatory.
  - (a) For purposes of this paragraph, “habitually disruptive student” means a child who has been suspended pursuant to paragraph (1), (2), (3), or (5) of this exhibit three times during the course of the school year for causing a material and substantial disruption in the classroom, on school grounds, in school vehicles, or at school activities or events, because of behavior that was initiated, willful, and overt on the part of the child. Any student who is enrolled in a public school may be subject to being declared a habitually disruptive student.
  - (b) The student and the parent, legal guardian, or legal custodian shall be notified in writing of each suspension counted toward declaring the student as habitually disruptive and the student and parent, legal guardian, or legal custodian shall be notified in writing and by telephone or other means at the home or the place of employment of the parent or legal guardian of the definition of “habitually disruptive student” and the mandatory expulsion of such students.
- (5) Serious violations in a school building or in/on school property, which suspension or expulsion shall be mandatory. Expulsion shall be mandatory for:
  - (a) The sale of a drug or controlled substance as defined in section 12-22-303, C.R.S.
  - (b) The commission of an act, which if committed by an adult, would be robbery pursuant to part 3 of article 4 of title 18, C.R.S.
  - (c) Carrying, bringing, using, or possessing a dangerous weapon without the authorization of the school or the school district, except that if a student discovers he or she has carried, brought, or is in the possession of a dangerous weapon and the student notifies a teacher, administrator or other authorized person in the school district, and as soon as possible delivers the dangerous weapon to that person, expulsion shall not be mandatory. As used in paragraph c, a “dangerous weapon” means:
    - (1) A firearm, whether loaded or unloaded, or a firearm facsimile that could be reasonably be mistaken for an actual firearm.
    - (2) Any pellet or “bee-bee” gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
    - (3) A fixed blade knife with a blade that measures longer than three inches in length or a spring loaded knife or pocket knife with a blade longer than three and one-half inches.
    - (4) Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury.
- (6) Repeated interference with a school’s ability to provide educational opportunities to other students.
- (7) Failure to comply with the provisions of part 9 of article 4 of title 25, C.R.S. (Immunization Requirements). Any suspension, expulsion, or denial of admission for such failure to comply shall not be recorded as a disciplinary action, but may be recorded with the student’s immunization record with an appropriate explanation.
- (8) Making a false accusation of criminal activity against a district employee to law enforcement or to the district.

According to CRS 22-33-106 (2), subject to the district’s responsibilities under the Exceptional Children’s Education Act, the following shall be grounds for expulsion from or denial of admission to a public school, or diversion to an appropriate alternate program;

- (1) Physical or mental disability such that the child cannot reasonably benefit from the programs available;
- (2) Physical or mental disability or disease causing the attendance of the child suffering there from to be detrimental to the welfare of other pupils.

#### **DRUG AND ALCOHOL USE BY STUDENTS (policy JICH)**

Trinidad School District #1 shall promote a healthy environment for students by providing education, support, and decision-making skills in regard to alcohol, drugs, and other controlled substances and their abuse. In order to accomplish this goal, a cooperative effort must be made among the schools, parents/guardians, community, and its agencies.

It shall be a violation of Board Policy and considered to be behavior which is detrimental to the welfare or safety of other students or school personnel for any student to possess, use, sell, distribute, procure, or to be under the influence of tobacco, nicotine, alcohol, drugs, or other controlled substances. The unlawful possession or use of tobacco, nicotine, alcohol or controlled substances is harmful to students.

For purposes of this policy, controlled substances include, but are not limited to tobacco, nicotine, narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, controlled substances as defined in law, or any prescription or nonprescription drug, medicine, vitamin, or other chemical substances not taken in accordance with the Board Policy and regulations of administering medicines to students.

This policy also includes substances that are represented by, or to the student to be, any such controlled substance or what the student believes to be any such substance.

This policy shall apply to any student who is on school property, in attendance at school in a school vehicle or taking part in any school sponsored or sanctioned activity, or whose conduct at any time or place interferes with the operations of the district or the safety or welfare of students or employees.

Students violating this policy shall be subject to disciplinary sanctions which may include suspension and/or expulsion from school and referral for prosecution. Expulsion shall be mandatory for sale or distribution of drugs or other controlled substances.

Situations in which a student seeks counseling or information from a professional staff member for the purpose of overcoming substance abuse shall be handled on an individual basis depending upon the nature and particulars of the case. When appropriate, parents shall be involved and every effort made to direct the substance abuser to sources of help.

The district, in recognition that drug and alcohol abuse is a community problem, shall cooperate actively with law enforcement, department of human resources, or other agencies and organizations, parents, and any other recognized community resources committed to reducing the incidents of illegal use of drugs and alcohol by school-aged youths.

Whenever possible, in dealing with student problems associated with drug and alcohol abuse, school personnel shall provide parents/guardians and students with information concerning education and rehabilitation programs which are available.

Information provided to students and/or parents about community substance abuse treatment programs or other resources shall be accompanied by a disclaimer to clarify that the school district assumes no financial responsibility for the expense of drug or alcohol assessment or treatment provided by other agencies or groups unless otherwise required. This is the student and parent/guardian's notification and copy of the drug and alcohol administrative procedures. The district shall conduct a biennial review of its drug prevention program to determine its effectiveness, to implement any required changes and to ensure that the disciplinary sanctions required are consistently enforced.

#### **VIOLATIONS FOR SMOKING AND POSSESSION OF TOBACCO PRODUCTS AND VAPING PRODUCTS**

Smoking and use of tobacco/vaping products including E-Cigarettes, Vape Pens (containing tobacco or other substances) other electronic nicotine-delivery systems, or cigarette facsimiles by students while in or on school properties is prohibited.

## Trinidad High School 2025 - 2026 Discipline Matrix

Inappropriate behaviors included on this matrix are not exhaustive, there may be additional offenses for which a student can be suspended or expelled. Note: the administration on Trinidad High School reserves the right to determine alternative discipline measure when warranted.

Behavior: If this happens...	Consequences: This this happens...			
Tier I	1 <sup>st</sup> Incident	2 <sup>nd</sup> Incident	3 <sup>rd</sup> Incident	4 <sup>th</sup> Incident
Cell Phone Misuse Electronic Device Misuse (According to each teacher's classroom expectations)	Confiscation Student pickup end of day	Confiscation Parent Pickup	Confiscation Parent pickup *Insubordination	Confiscation Parent pickup *Insubordination
Truancy/Unauthorized Area	1 Hrs. Lunch Detention	2 Hrs. Lunch Detention	1 DAY ISS	1 Day OSS
Reckless/Careless Driving	Written warning Parent contact	Ticket issued	Privilege revoked	
Dress code violation	Required to change Parents bring appropriate Clothing (if the student cannot obtain appropriate clothing, they will spend the day in ISS)	Required to change Parents bring appropriate Clothing (if the student cannot obtain appropriate clothing, they will spend the day in ISS)	*Insubordination Required to change Parents bring appropriate Clothing (if the student cannot obtain appropriate clothing, they will spend the day in ISS)	
Failure to wear mask on school bus or on school premises (When mandated)	Failure to wear mask results in parents coming to school for child	Failure to wear mask results in parents coming to school for child	*Insubordination Failure to wear mask results in parents coming to school for child	
Tardies - After 3 in any class	At 3 Teacher, parent, and student communication	At 6 1 Day Lunch Detention	At 9 2 Days Lunch Detention	At 12 -2 Hrs. Lunch Detention -Every three additional~ 1 DAY ISS
Cheating Plagiarism	Teacher imposed Academic consequences Teacher, parent, and student communication Referral to Principal for documentation/Conference	Teacher imposed Academic consequences Teacher, parent, and student communication 2 Hrs. Lunch detention	Teacher imposed Academic consequences Teacher is to communicate incident with both parent and student 1 Day ISS	Teacher imposed Academic consequences Teacher is to communicate incident with both parent and student Referral to Principal for 3 Day ISS
Tier II	1 <sup>st</sup> Incident	2 <sup>nd</sup> Incident	3 <sup>rd</sup> Incident	4 <sup>th</sup> Incident
Defiance Disruptive Behavior Disrespect Insubordination Lack of Cooperation Profanity	1 Hr. Detention	2 Hrs. Detention	4 Hrs. Detention	1 DAY ISS
Viewing or Possession of Pornography	2 Hrs. of Detention	4 Hrs. of Detention	1 Day ISS	1 Days OSS
Misuse of Technology	2 Hrs. Detention	4 Hrs. of Detention	1 Days ISS	1 Days OSS Loss of privilege
Social Media Misuse	1 Day ISS Police Involvement	1 DAY OSS Police Involvement	3 DAYS OSS Police Involvement	5-10 DAYS OSS Expulsion Police Involvement
Tier III	1 <sup>st</sup> Incident	2 <sup>nd</sup> Incident	3 <sup>rd</sup> Incident	4 <sup>th</sup> Incident
Destruction of School Property Theft Vandalism Misuse of Property Abusive Language toward staff and students	Restitution 1 DAY OSS	3 DAYS OSS	5 DAYS OSS	10 DAYS OSS/ Expulsion

<b>Gang Affiliation display</b>	3 DAYS OSS Referral to local law enforcement	3 - 5 DAYS OSS Referral to local law enforcement	5 - 10 DAYS OSS Expulsion Referral to local law enforcement	
<b>Tobacco or Non-Nicotine Vaping Violation</b>	1 DAY OSS Referral to local law enforcement	3 DAYS OSS Referral to local law enforcement	5 DAYS OSS Referral to local law enforcement	5 - 10 DAYS OSS Expulsion
<b>Fighting - Encouraging</b>	3 DAYS OSS Referral to local law enforcement	3 - 5 DAYS OSS Referral to local law enforcement	5 - 10 DAYS OSS Expulsion Referral to local law enforcement	
<b>Alcohol Blatant Disrespect Bullying Detrimental Behavior Drugs/Paraphernalia Violation False Accusations to Employee Harassment Immoral Conduct Intimidation Sexual harassment Threat to Employee</b>	3 DAYS OSS	5 DAYS OSS	10 DAYS OSS Expulsion	
<b>Acts of Terrorism Alcohol or Drug Distribution Arson Assault Bomb Threat Combustibles Extortion Fireworks Sexual Assault Weapons</b>	5-10 DAYS OSS Expulsion Police Involvement			

The administrator will notify the parents/guardians of any disciplinary action. Students with disabilities who have Individualized Education Programs (IEPs) will not be suspended for more than 10 days per school year without a manifestation determination hearing being conducted by the IEP team.

**ADMINISTERING MEDICATIONS Administering Medications to Students (JLCD-R)**

If under exceptional circumstances a student is required to take medication during school hours, only the school nurse or the nurse’s designee may administer the medication to the student in compliance with the following regulations. In the alternative, the parent/guardian may come to school to administer the medication.

1. All directives of the accompanying policy must be followed.
2. Written orders from the student’s health care practitioner with prescriptive authority under Colorado law must be on file in the school stating:
  - a. Student’s name
  - b. Name of medication
  - c. Dosage
  - d. Purpose of the medication
  - e. Time of day medication is to be given
  - f. Anticipated number of days it needs to be given at school
  - g. Possible side effects
3. The medication must be brought to the school in a container appropriately labeled by the pharmacy or health care practitioner.
4. An individual record must be kept of medications administered by school personnel.

5. Medication must be stored in clean, locked cabinet or container. Emergency medications (such as epinephrine) must be inaccessible to students, but immediately available to trained school personnel and not in a locked cabinet. Unless these requirements are met, medication will not be administered to students at school.

**Self-administration of medication of asthma, allergies, anaphylaxis, or other prescription medication (JLCD-R)** A school may permit a student to possess and self-administer medication, such as an inhaler, epinephrine, or other prescription medication, if all of the following conditions are met: 1. Written authorization signed by the student's health care practitioner must be on file with the school which must include the student's name; the name, purpose, prescribed dosage, frequency, and length of time between dosages of the medication(s) to be self-administered; and confirmation that the student has been instructed and is capable of self-administration of the medication.

2. The school nurse or school administrator, in consultation with the school nurse, the student's health care practitioner, and the student's parent/guardian collaborate to make an assessment of the student's knowledge of their condition and ability to self-administer medication.
3. A written statement signed by the student's parent/guardian must be on file with the school, which must include permission for the student to self-administer their medication and a release from liability for an injury arising from the student's self-administration of such medication.
4. A written contract between the school nurse, school administrator, the student, and the student's parent/guardian must be on file with the school, assigning levels of responsibility to the student's parent/guardian, student and school employee. A treatment plan authorizing a student to possess and self-administer medication for asthma or anaphylaxis is effective only for the school year in which it is approved.

A student must report to the school nurse or designee or to some adult at the school immediately after the student uses an epinephrine auto-injector during school hours. Upon receiving such report from a student, the school nurse, designee, or other adult will provide appropriate follow-up care to the student, which must include making a 911 emergency call.

### **DRESS CODE (JICA)**

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board recognizes students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case, there shall be no further penalty.

If the student cannot promptly obtain appropriate clothing, the student shall remain in the administrative office for the day and do schoolwork and a conference with parents/guardians shall be held.

### **Unacceptable Items**

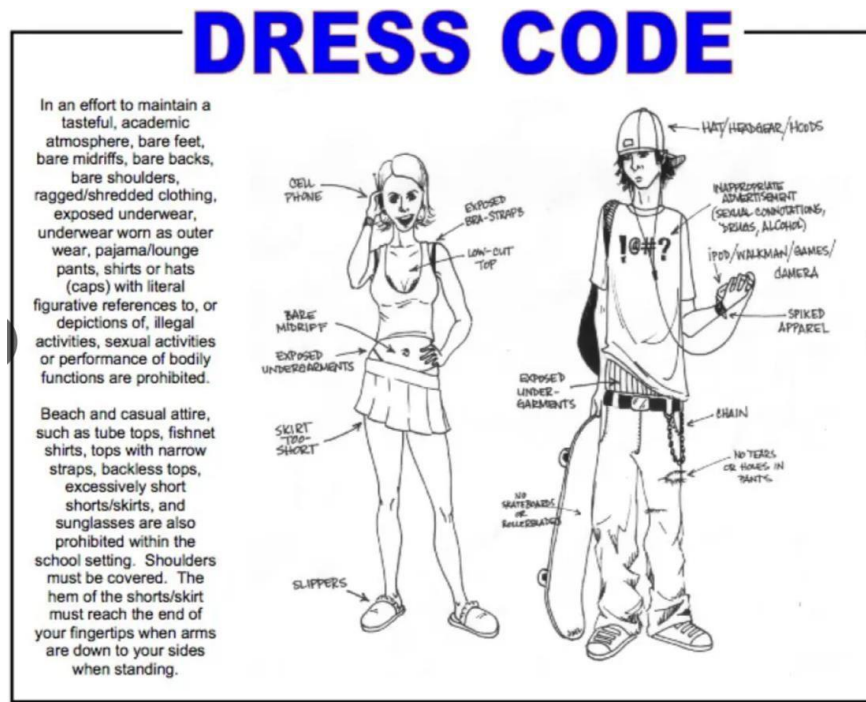
The following items are deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school and are not acceptable in school buildings, on school grounds, or at school activities:

1. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length
2. Sunglasses
3. Hoodies with hood up, and/or billed hats worn inside the building (beanies may be worn in cold weather)
4. Sleepwear
5. House slippers and Bathrobes
6. Blankets
7. Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts
8. Tank tops or other similar clothing with straps narrower than 2 inches in width

9. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
- Refer to drugs (Cookie”), tobacco, alcohol, or weapons
  - Are of a sexual nature (i.e. “Playboy”)
  - By virtue of color, arrangement, trademark, or other attribute denote membership in gangs
  - Which advocate drug use, violence, or disruptive behavior
  - Are obscene, profane, vulgar, lewd, or legally libelous
  - Threaten the safety or welfare of any person
  - Promote any activity prohibited by the student code of conduct
  - Otherwise disrupt the teaching-learning process

### Exceptions

Appropriate athletic clothing may be worn in physical education classes. Clothing normally worn when participating in school sponsored extracurricular or sports activities (such as cheerleading uniforms and the like) may be worn to school when approved by the sponsor or coach.



### BULLYING PREVENTION AND EDUCATION(JICDE)

The Board of Education supports a secure and positive school climate, conducive to teaching and learning that is free from threat, harassment, and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying and other behaviors as defined below are prohibited on district property, at district or school-sanctioned activities and events, when students are being transported in any vehicle dispatched by the district or one of its schools, or off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event.

#### Prohibited behavior

- Bullying
- Retaliation against those reporting bullying and/or other behaviors prohibited by this policy
- Making knowingly false accusations of bullying behavior

## **Definitions**

**Bullying** is the continued use of coercion or intimidation to obtain control over another person or to cause physical, mental, or emotional harm to another person. Bullying can occur through written, verbal, or electronically transmitted expressions (i.e., cyberbullying) or by means of a physical act or gesture. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of their academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or the need for special education services, whether such characteristic(s) is actual or perceived.

**Retaliation** is an act or communication intended as retribution against an individual who reports an act of bullying. Retaliation can also include knowingly making false accusations of bullying or acting to influence the investigation of, or the response to, a report of bullying.

**False accusations** of bullying are those made knowingly by an individual or group of individuals with the purpose of causing harm to another individual and which are false.

## **Prevention and intervention**

The superintendent will develop a comprehensive program to address bullying at all school levels and will ensure that the program is consistently applied across all students and staff. The program will be aimed toward accomplishing the following goals:

1. To send a clear message to students, staff, parents, and community members that bullying and retaliation against a student who reports bullying will not be tolerated.
2. To train staff on an annual basis in taking proactive steps to prevent bullying from occurring, which includes but is not limited to, training on the bullying prevention and education policy, how to recognize and intervene in bullying situations, and positive school climate practices.
3. To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
4. To initiate efforts to change the behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.
5. To foster a productive partnership with parents and community members in order to help maintain a bullying-free environment across settings.
6. To support targets of bullying through a layered continuum of supports that includes, but is not limited to, individual and peer counseling.
7. To help develop peer support networks, social skills, and confidence for all students.
8. To support positive school climate efforts that clearly define, teach, and reinforce prosocial behavior. This includes intentional efforts to promote positive relationships between staff and students as well as students with other students.
9. To designate a team of persons at each school who advise the school administration on the severity and frequency of bullying. The team of persons at the school may include, but need not be limited to, school resource officers, social workers, school psychologists, health professionals, mental health professionals, members of bullying prevention or youth resiliency community organizations, counselors, teachers, administrators, parents, and students.
10. To survey students' impressions of the severity and frequency of bullying behaviors in their school.
11. To include students in the development, creation, and delivery of bullying prevention efforts as developmentally appropriate.
12. To provide character building for students that includes, but is not limited to, age-appropriate, evidence-based social and emotional learning as well as information on the recognition and prevention of bullying behaviors.

## **Reporting**

Any student who believes they have been a victim of bullying and/or other behaviors prohibited by this policy, or who has witnessed such bullying and/or other prohibited behaviors, is strongly encouraged to immediately report it to a school administrator, counselor, or teacher.

**Investigating and responding** As part of the superintendent's comprehensive program to address bullying, procedures will be developed with the goal of immediate intervention and investigation in response to reports of students engaged in bullying and/or other behaviors prohibited by this policy. Procedures will include, to the extent appropriate as determined by the investigator and designated administrator, and in accordance with applicable law and local school board policy and procedures, notification to parents/guardians of the results of bullying investigations and their right to appeal investigatory findings to the district.

## Supports and referrals

As part of the superintendent's comprehensive program to address bullying, procedures will be developed with the aim toward accomplishing the following goals:

- Initiate efforts to change the behavior of students engaged in bullying behaviors.
- Support targets of bullying in ways that avoid increasing their likelihood of discipline.
- Support witnesses of bullying.

A student who engages in any act of bullying, retaliation, and/or other behaviors prohibited by this policy is subject to appropriate disciplinary action including but not limited to suspension, expulsion, and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior will be taken into consideration when disciplinary decisions are made. Bullying behavior that constitutes unlawful discrimination or harassment will be subject to investigation and discipline under related Board policies and procedures. Students targeted by bullying when such bullying behavior may constitute unlawful discrimination or harassment also have additional rights and protections under Board policies and procedures regarding unlawful discrimination and harassment.

Revised Mar.2020; Aug.2020; Oct.2021; Adopted Apr.2014

LEGAL REF.: C.R.S. 22-32-109.1 (2)(a)(I)(K) (*policy required as part of safe schools plan*)

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity JB, Equal Educational Opportunities  
JBB\*, Sexual Harassment  
JICDA, Code of Conduct  
JICDD\*, Violent and Aggressive Behavior JICDE\*-E-1, Bullying Report Form – Exhibit  
JICDE\*-E-2, Bullying Investigation Form – Exhibit  
JICJ, Student Use of Cell Phones and Other Personal Technology Devices  
JK, Student Discipline  
JKD/JKE, Suspension/Expulsion of Students (and Other Disciplinary Interventions) JLDAC,  
Screening/Testing of Students (And Treatment of Mental Disorders)

## SAFE TO TELL

Anonymously report anything that concerns or threatens you, your friends, your family, or your community. Reports can be made to Safe to Tell any time, any day. You have the power to make a difference.

<https://safe2tell.org/>

1-877-542-7233

## ACTIVITIES/ATHLETIC HANDBOOK ATHLETICS

All extra-curricular activities are subject to an activity fee of \$100 in district students, which may be waived, and \$250 for out of district students.

Students may participate in athletics providing they meet the eligibility requirements set forth by the Colorado High School Activities Association and Trinidad High School. The following athletics are sponsored:

- Football
- Volleyball
- Boys' & Girls' Basketball
- Boys' & Girls' Wrestling
- Girls' Golf
- Boys' & Girls' Track
- Baseball
- Girls Soccer
- Cheerleading

Before participating in athletic practices or games, students must have a physical, a parent's consent form, and a signed insurance waiver form, including all CHSAA forms. Physicals will not be paid for by the school.

## **EXTRA CURRICULAR ELIGIBILITY**

Students are bound by the rules of CHSAA. All extracurricular activities are sanctioned under the Colorado High School Activities Association.

There will be no participation until the eligibility status has been established. Eligibility grade must meet the general eligibility requirements.

## **NCAA COLLEGE FRESHMEN ELIGIBILITY REQUIREMENTS**

If one of your goals is to play athletics in a Division I or Division II college or university, it is very important to begin academic planning as early as possible. Please talk to the counselor or visit the web site at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net).

## **TRINIDAD HIGH SCHOOL ATHLETIC/ACTIVITY CODE**

As a student athlete or activity participant of THS, students assume a very important role. Athletes represent our student body to the community as well as to all other schools with which we compete. The image of our entire system will be reflected by your behavior in all that you do. During your period of participation at THS, you will enjoy many special privileges as long as you remain in good standing. Opportunities in these programs will be limited only by you as an individual. You will have the best our school can offer. With privileges come responsibilities. The responsibilities will require self-discipline, and in some instances – sacrifices. You as an individual must make the decision as to whether or not you can live within the following guidelines in order to enjoy the privilege of representing the BLUE AND WHITE. COLORADO HIGH SCHOOL ACTIVITIES ASSOCIATION RULES WILL BE FOLLOWED BY ALL PARTICIPANTS.

## **INSURANCE**

Trinidad High School purchased an “all school” student accident supplemental insurance policy covering your child during school supervised and sponsored activities. This plan is NOT designed to provide coverage for 100% of all medical expenses. Its intent is to supplement your health insurance coverage

## **CLUBS AND ACTIVITIES(JJA-2)**

Each club shall establish its own qualifications. All students are encouraged to belong to at least one club or activity. Eligibility grade must meet the general eligibility requirements to travel and miss school.

## **EXTRA-CURRICULAR/ FIELD TRIPS**

Students wanting to participate in extra-curricular field trips during the school week must not have any failing grades on their current grade check, no unexcused absences for two days prior to the trip, and no more than four absences in a 30-day period. They must be in attendance the day after the trip.

## **DANCES**

Students who attend THS are welcome to attend all appropriate dances (Homecoming is for 9th-12th graders and Prom is for 11th-12th graders, underclassmen may only attend if they are invited by an upperclassman). Students need to sign up so that a list of attendees can be approved prior to the dance. High school students who attend other schools will need to be approved by the administration of his/her school; middle school students are not allowed to attend THS dances. If the person invited does not attend Trinidad High School, a form must be signed by a responsible adult, vouching for the person. The guest must be 19 or under. For the safety of all students, doors are to remain locked during dances and once a student leaves the dance, he/she will not be permitted to re-enter. Decorations are the responsibilities of the students.

## **ROYALTY SELECTION CRITERIA**

In order for a student to be eligible for Homecoming, Prom, or other royalty, they must meet the following requirements:

- Carry a cumulative GPA of 2.5 or higher (beginning 23-24 School Year)
- Must currently be a full-time student (5 classes) at time of nomination
- No behavior referrals in their senior year
- Not failing more than one class at time of nomination
- Has to have been a THS student for two years, not including senior year
- THS administration reserves the right to establish other procedures for individual dances.

The Homecoming and Prom committees are responsible for the ceremony and participants. Any changes must be approved by the committee.

## **THIS TECHNOLOGY**

### **STUDENT INTERNET & ELECTRONIC COMMUNICATION Policy JS**

#### **Student Use of the Internet and Electronic Communications**

Access to electronic resources is available to students, faculty and staff in the Trinidad Public School District (TPSD Net). TPSD Net will connect all district schools and provide access to electronic networked resources, including the Internet. The district's goal in providing this service to teachers and students is to promote educational excellence in the schools by facilitating resource sharing, innovation, collaboration and communication.

#### **Acceptable Use**

The purpose of TPSD Net is to support education in the Trinidad Public Schools by providing access to a variety of resources and the opportunity for collaborative work. Individual users of the Internet are responsible for their use of the network. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is generally not consistent with the purposes of the TPSD Net. Illegal activities are strictly prohibited.

#### **School Issued Laptops**

Trinidad High School will issue each student a district laptop. It is the responsibility of the parent and students for the care of school issued equipment. Parents and students will be responsible for any repairs needed or replacement of the equipment.

#### **Privileges**

The use of the TPSD Net is a privilege, not a right, and inappropriate use can result in a cancellation of those privileges. Inappropriate use will be assessed by the system administrators based upon the acceptable use guidelines outlined in this document. The system administrators have the right to close an account at any time. The administration, faculty and staff of Trinidad High School may deny, revoke or suspend specific user accounts.

#### **Rules and Responsibilities**

1. The use of accounts must be for education and research consistent with the educational objectives and state standards of the district.
2. As a user of this school community system, students will notify a teacher or system administrator of any violations of this contract taking place by other Trinidad students or outside parties. This may be done anonymously.
3. Users may not give their passwords to anyone. Users must sign in at a computer if a password is not needed for access to the computer.
4. Users may not offer Internet access to any individual via their TPSD Net accounts.
5. Users may not use or play any games via the network, including those accessible via Telenet, unless it is part of a class assignment or project.
6. Users may not use or alter anyone else's Internet account. 1 of 2 File: JS\*R
7. Users may not create or share computer viruses. 8. Users may not destroy another person's data.
9. Users are not permitted to get from or put onto the network any copyrighted material (including software) or threatening, obscene or pornographic material.
10. No illegal activities may be conducted via the network.
11. All communications and information accessible via the network.
12. Pop, candy and food are not allowed while working on or near computers.
13. Chat rooms and e-mail, unless set up or assigned for educational purposes, are not permitted.
14. If students have any questions about the legitimacy of their activities, they should ask a teacher or a building administrator.
15. Users must not bypass any security measure installed on network computers. District Internet users are expected to abide by these generally accepted network etiquette rules. These include, but are not limited to, the following:

District Internet users are expected to abide by these generally accepted network etiquette rules. These include, but are not limited to, the following:

1. Be polite and respectful. Do not threaten, write, read or send abusive messages. Inappropriate messages can result in suspension of access privileges.
2. Treat other online users as you would like to be treated: with respect.

### **Web 2.0 STUDENT CONTRACT, TRINIDAD SCHOOL DISTRICT #1**

Web 2.0 allows for 2-way communication and networking via the Internet.

1. Students using blogs, wikis or other Web 2.0 sites agree not to post or give out family name (last name), password, phone number, email address, home address, or other information that could help someone locate or contact you directly. Furthermore, you will protect the identity of your classmates. Students are expected to act safely by keeping personal information out of their posts.
2. Students using Web 2.0 sites agree to not share their user name or password with anyone besides their teachers and parents. Student agrees to never log in as another student, staff member, administrator, fictitious name, or member of the community.
3. Students using Web 2.0 sites are expected to treat blog, wiki and other spaces as classroom spaces. Speech that is inappropriate for class is inappropriate in Web 2.0. While we encourage students to engage in conversation with other students, we also expect that you will conduct yourself in a manner reflective of a representative of your school.
4. Student blogs, wikis and other Web 2.0 communications that you are allowed access to at school are to be a forum for student expression. However, they are first and foremost a tool for learning. Students are welcome to post on any school-appropriate subject. All student writings will be screened by the teacher before they are published.
5. Student blogs and wikis are to be a vehicle for sharing student writing with real audiences. Most visitors to our site who leave comments will leave respectful, helpful messages. These comments will be screened by the teacher before they are posted.
6. In accordance with the Responsible Technology User Policy, students using Web 2.0 sites take good care of the computers by not downloading or installing any software without permission, and by not clicking on ads. Students will immediately inform adults of any inappropriate material and click off site.
7. Students who do not abide by these terms and conditions may lose their opportunity to participate in blogs, wikis and Web 2.0 sites.
8. Tips for publishing on-line \*Be safe \*Be clear (you don't want what you say to be misunderstood) \*Be mindful of what you say \*Be respectful to others \*Be informative \*Respect Copyright

Students shall request permission to use resources and suitably cite all use of websites, books, media etc. They shall use and abide by the fair use rules. They shall not install software on TSD1 machines without permission. They shall not steal music or other media, and will refrain from distributing these in a manner that violates their licenses.

By signing the student handbook agreement, students agree to always act in a manner that is respectful to themselves and others, in a way that will represent the TSD1 in a positive way. Students understand that failing to follow the above will lead to appropriate sanctions being enforced.

Inappropriate Social Media and texting outside of school time if brought into the school will to be addressed with the Trinidad Police Department.

### **GENERAL INFORMATION VISITORS**

All visitors to any THS building must check-in at the office; they are not to go directly to classrooms or hallways. Parents/visitors are not to make contact with any student other than their own child or a teacher without an appointment.

### **AUDIO/ VIDEO SURVEILLANCE**

School District buildings and grounds are equipped with electronic surveillance for the safety of students, staff and visitors. Your actions may be recorded and preserved. In addition to video surveillance, please be advised that our institution may also utilize **audio recording** in certain areas for security and monitoring purposes. Both video and audio recordings may be collected and stored in accordance with applicable laws and regulations. These recordings are primarily intended to enhance the safety and security of our

campus, support the integrity of the school's operations, and ensure compliance with school policies. Access to surveillance data is strictly controlled and restricted to authorized personnel only.

### **ASBESTOS**

Trinidad High School does contain asbestos. Asbestos abatement plans are kept in the office and are available for public review.

### **STUDENT VEHICLES**

Students are required to park in the gym parking lot. Student parking permits are required and can be obtained through the THS office by providing proof of registration, insurance, and license. Students are not to park in the front visitor parking area or the lot between the high school and middle school. Failure to follow the guidelines will result in a written warning given for the first violation. The second violation will result in a written warning and parent notification. A third violation may result in the vehicle being towed at the student's expense (estimated \$200.00). Automobiles are subject to search at any time.

### **STUDENT CONDUCT ON BUSES(JICC)**

The privilege of riding a school bus is contingent upon a student's good behavior and observance of the student code of conduct and established regulations for student conduct both at bus stops and on-board buses. The school bus is an extension of the school. Students will abide by all school rules while riding a TSC1 school bus. See the discipline matrix for rules and consequences.

#### **BUS LOADING AREA**

Only those students who are waiting to be picked up by an assigned bus are allowed in the bus loading area.

### **PERSONAL CELL PHONES/ELECTRONIC DEVICES (JICJ)**

Cell phones and personal electronics are an important part of the 21<sup>st</sup> century. It is important that every student understands the acceptable use of these electronic devices at their school, during school academic time and during school-sponsored events. Students who demonstrate inappropriate uses of electronic devices are subject to disciplinary action, as well as confiscation of any device deemed disruptive to the learning environment. Students may only use cell phones and/or electronic devices with permission from each teacher at all times. Furthermore, students may not employ the photographic, video, or audio recording or reproduction capacity of any electronic device for the purpose of photographing, video capture, recording or reproduction of any student or staff person without the prior consent of the student or staff person, or under the supervision of a teacher or administrator. This applies at all times while on school property, which includes school transportation, or at school-sponsored events. THS does not accept responsibility for stolen, lost, or broken personal electronic devices.

### **CLOSED CAMPUS**

Trinidad High School is a closed campus. Only those students signed out by parents or a designee, enrolled in a college course, internships or in a work-related program, is allowed off campus during the school day.

### **CLOSURES(EBCE)**

The superintendent is empowered to close the schools or to dismiss them early in event of hazardous weather or other emergencies which threaten the safety, health, or welfare of students or staff members. In inclement weather, students and parents will be notified by School Messenger. Parents need to have updated phone numbers in the district database. Families will be notified of school closures via school messenger. Announcements may also be shared by local and regional media outlets, District website and social media.

### **FINES**

Textbooks/computers are furnished free of charge to high school students. Students are responsible for returning textbooks/computers issued to them in a satisfactory condition. Students who lose, damage, or destroy books or computers are responsible for the cost of repairing or replacing the book/computer at the current cost.

### **FIRE DRILLS**

Fire drills are conducted regularly in accordance with the fire laws. Students in each room are to use its assigned exit. Instructions to these assigned exits are posted in the classrooms. The students will follow instructions in accordance to emergency response protocol.

## **LOCKDOWN/LOCKOUT DRILLS**

Lockdown and lockout drills are conducted as safety precautions. Standard Response Procedures (SRP) are followed in order to help students become familiar with the process in case of a crisis.

## **GRAFFITI**

Any student found to be defacing school property or participating in gang graffiti will be turned over to the Trinidad Police Department. Charges may be pressed. Consequences may vary from detention, to restitution, to suspension.

## **HALLWAYS**

Students are not to be in the halls during class time without a hall pass.

## **LOCKERS**

Students are assigned lockers and are responsible for all content in their lockers and damages to their lockers. To maintain good building appearance, stickers and other disfigurements are prohibited on the exterior. Students who would like to change their locker assignment must check with the office. Students will be required to pay a minimum of \$25 for any damage they cause. This is notification that the lockers may be inspected at any time by administration.

## **BREAKFAST/LUNCH**

Trinidad High School breakfast and lunches are free to all students. Adults will be charged for breakfast and lunch.

## **PARENT PICKUP**

For the safety of students, parents are requested check out their student at the front office during school hours. For after school hours, pick students up at the front of the gym or school.

## **SKATEBOARDS**

For the safety of our students, skateboarding is prohibited on school grounds. Consequences may include detention to suspension and/or confiscation.

## **SPEECHES**

All speeches for homecoming, prom, and graduation must be approved by administration.

## **IMMUNIZATIONS**

If a student's certificate of immunizations is not up to date, parents have 14 days to show documentation that the next required immunization has been given and complete a written plan for completion of all additional required immunizations.

In order to prevent a child from being suspended from school, it is important that he/she have an updated immunization record on file. If parents would like to obtain a personal, religious, or medical exemption, the back of the Certificate of Immunization must be signed and dated by the parent, guardian, or physician.

Parents may contact their local physician or the local health department for answers to any questions in regards to their child's immunization record. All Exemptions are updated yearly with the nurse.

THE COLORADO SCHOOL ENTRANCE IMMUNIZATION LAW REQUIRES ALL STUDENTS TO PROVIDE PROOF OF IMMUNIZATIONS TO ATTEND SCHOOL. A RECORD MUST BE PRESENTED BY THE FIRST DAY OF ATTENDANCE.

## **APPEAL PROCESS**

Any student who is dissatisfied with a decision by a teacher may appeal this to the building principal. This shall be submitted in writing within five (5) days of the incident or decision. The principal will respond to the appeal within five (5) school days to the appeal.

TRINIDAD SCHOOL DISTRICT #1 DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY, RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, OR AGE IN ACCESS TO, EMPLOYMENT IN, OR PROVISION OF ANY OF TSD#1'S PROGRAMS, BENEFITS, OR ACTIVITIES.

THE FOLLOWING PERSON HAS BEEN DESIGNATED TO HANDLE INQUIRIES REGARDING TSD#1 POLICIES:  
SUPERINTENDENT OF SCHOOLS, 607 Miners Dr, TRINIDAD, COLORADO 81082 - PHONE (719) 846-3324.

**GRIEVANCE PROCEDURE (JII)**

Any individuals who feel they are being harassed because of their ethnicity, religious beliefs, or gender should immediately notify their building administrator. If they are not satisfied that their concerns have been addressed, they may file a grievance. Grievance forms are available in each building and in the superintendent's office. All written grievances will be responded to within five (5) working days.

**SECTION 504/ADA/HARASSMENT/OTHER GRIEVANCE PROCEDURES**

The Trinidad School District #1 does not discriminate on the basis of disability with regard to admission, access to services, treatment, or employment in its programs or activities. Any alleged discriminatory practices within the scope of Section 504, or the Americans with Disabilities Act, Harassment, or Other Issues should be addressed through the grievance procedure that follows:

The person who believes he/she has a valid basis for grievance under Section 504/ADA/Harassment/Other Issues shall contact the building administration. They will inform you of the proper procedures for filing your grievance.

# Trinidad High School

## 2025-2026 Student Handbook Signature Page

Student Initials	Parent/Guardian Initials	
		THS Academic Guidelines
		THS Dress Code
		THS Behavior and Discipline Code (BP – JICDA)
		THS Attendance & Make-Up Work Policy
		THS Technology

It is the intent of the handbook, is to inform students and Parent/Guardians about the major expectations of all students at Trinidad High School. Not every situation can be anticipated and will be addressed as it occurs. Information contained in the handbook may be adapted or altered by the administration on an as needed basis.

Please sign below to indicate your awareness and agreement of the procedures and expectations of Trinidad High School students, Parents, and or Guardians.

Print Student's First and Last Name \_\_\_\_\_

Student's Signature \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_

Today's Date \_\_\_\_\_

Grade Level (circle)    9th    10th    11th    12th

***Please return this form to your English teacher by Friday, August 22, 2025.***

# The Trinidad High School Online Program (THSOP)

## Trinidad High School Online Program Purpose

Our purpose is to:

- Help students who need or want a nontraditional setting
- Provide diverse offerings, increase curricular options, and expand opportunities for enrichment
- Intervene with digital learning opportunities
- Increase access for all learners

## About Trinidad High School Online Program

Trinidad School District is excited to provide students with an opportunity to individualize and customize their education by providing an online option that honors student choice surrounding time, place, and path of learning. THSOP exists to serve eligible students in 9-12 grade with options for part-time and full-time online enrollment. Students have the ability to access the curriculum and assignments 24 hours a day, 7 days a week from anywhere with an internet connection and receive the support from both content teachers as well as a site based Online Mentor. Students interested in enrollment with THSOP must have an active enrollment within Trinidad School District.

To succeed in THSOP students must be passionate about learning, own the learning process, and be dedicated and responsible for creating their successes. THSOP provides the option for flexibility but requires progress to be made in all online courses regularly. Students are required to be independent, motivated learners; much more so than in a traditional classroom. Therefore, students must demonstrate the ability to succeed independently in order to be allowed to continue in the online program. It is recommended that students engage consistently with academic content to promote retention and have a regular schooling schedule in place to manage time and meet course deadlines.

## Staff Directory

	Name	Position	Email
THS	Deana Pachelli	Principal	deana.pachelli@trinidad.k12.co.us
	Tim Sanchez	Assistant Principal	
		Counselor	
		Online Mentor	

## Enrollment

### Enrollment Options

THSOP provides enrollment with both part-time and full-time options based on individual student needs.

Part-time status within THSOP is an available option for those who wish to either combine with brick and mortar courses in pursuit of a complete academic experience or for those who are seeking part-time educational options (i.e. homeschool students or Concurrent Enrollment). Full time status within THSOP is comprised of an enrollment that includes 7 online courses - which are comprised of the academic core and electives and in alignment with the student's ICAP (Individual Career and Academic Plan). THSOP students grow, learn and earn credits toward graduation as Trinidad School District students and upon completion of graduation requirements, will graduate and earn a diploma from their brick and mortar high school.

It is highly recommended that students who are experiencing online learning for the first time begin with a reduced course load to develop healthy study habits and routines.

Full Time	Part Time online/part time brick & mortar	Part time
Students enrolled in 7 classes online	Students enrolled in at least two classes online and one of the following:	Students enrolled in only 2-6 online classes.

	<ul style="list-style-type: none"> <li>• Brick and mortar courses that, when combined, create a schedule with a minimum of 6 classes (not to exceed 7 total)</li> <li>• Concurrent Enrollment courses that include 3-11 credits.</li> </ul>	
*This option is available for those who are homeschooled.		

### Admissions Procedures and Guidelines

Enrollment within THSOP is an individualized process in which student demonstration of personal (time management, advocacy, responsibility, etc.) and academic readiness contribute to the overall proceedings for online enrollment. Interest in THSOP must be expressed each semester by the student and parent whereas the determination as to whether online learning is an appropriate educational option will be made by a designated academic team (including, but not limited to, the student’s counselor, Online Mentor, Online Teachers and possibly designated Admin and/or case managers).

### Application Process

THSOP is an option for all THS students.

### Enrollment Criteria

Enrollment is available and tuition-free to any student meeting enrollment conditions including but not limited to:

- The ability of THSOP to adequately meet the applicant’s learning needs – if applicable
- Academic history of passing previous online learning courses – if applicable
- Enrollment request is within the enrollment period

### Withdrawal Process

Students have a limited time from the start date of the online course to make the decision to discontinue their enrollment and transfer to courses within the brick and mortar setting. Because of the complexity of building master schedules, transferring from an online environment to a brick and mortar course could present challenges and may limit options with enrollment and course equivalency. In the event of the decision to transfer, grades and all coursework will transfer with the student as well. Any request to withdraw from a course must be made in writing by the parent/guardian and be submitted to the school counselor and may result in a W/F (Withdrawal/Fail) on their transcript if it is beyond the withdrawal window.

### Course Selection

THSOP course catalog consists of courses that are sequential, comprised of both core courses and electives, aligned to the Colorado Academic Standards and are taught by a licensed teacher. THSOP delivers academic content through either subcontracted vendors (Colorado Digital Learning Solutions or Edgenuity) or Trinidad School District teachers.

Course selection for eligible students within THSOP is completed by a team that includes the students, a parent/guardian, a counselor, the registrar, the Online Mentor and the case manager/admin (when necessary). This team works to ensure that an online learning modality is appropriate for the student and that the course selection is aligned with the student’s Individual Career and Academic Plan. It is the responsibility of the parent/student to verify NCAA-approved courses when desired.

### Procedures

The following procedures pertaining to support and grading have been developed to ensure a consistent experience within THSOP.

### Support

Success at THSOP is reliant upon numerous avenues of support – to include parent/guardians and school district employees. With the primary educational setting for online students existing outside of the school building and beyond the direct supervision of a teacher, parents/guardians are uniquely positioned to occupy a pivotal role in the partnership of educating their student. A successful experience within online courses is dependent upon the following responsibilities of the parent/guardian:

- Providing and maintaining designated technology (devices and reliable internet access).

- Assuring student participation in state and local assessments unless otherwise arranged.
  - o SAT (grade 11)
  - o PSAT (College Preparatory Exam – grades 9 & 10)
  - o Local PSAT (grades 9-11)
  - o CMAS (grade 11 science and social studies)
  - o Other optional assessments may be available on an individual basis (ASVAB, PSAT/NMSQT, NWEA, Accuplacer, AP\*)

\* Students wishing to take an AP exam are responsible for making their own arrangements and coordinating with their counselor.

- Transporting students outside of school district transportation routes and times for scheduled advisory sessions.
- Monitoring grades/progress regularly in course platform.
- Communicating regularly (both proactive and reactive) via email with [content teachers](#) and [Online Mentors](#).

Additionally, multiple levels of support exist for students within THSOP as they have access to support from both [content teachers](#) as well as a site based [Online Mentor](#).

**Content teachers** are licensed through the State of Colorado in the areas that they teach and are responsible for delivering instruction and responding to content related questions as needed. Course Syllabi should include specific content teacher contact information.

**Online Mentors** are site based and available by appointment to offer support and resources regarding access, usage, and guidance through the development of personal readiness skills to encourage success in an online educational environment.

Lastly, in the event that a student needs counseling services, they will be provided by the High School Counseling Office per request.

### Grading

The teachers of THSOP are committed to providing feedback to students as well as keeping accurate student records at regular intervals in Infinite Campus to support student pacing and success. The process for grading varies per learning platform as indicated below:

**Colorado Digital Learning Solutions** - Grades for courses within Colorado Digital Learning Solutions are calculated on an ongoing basis and can be located in the corresponding section of each platform. Parents and students are encouraged to consult the corresponding learning platforms regularly for real-time grade reports to guide student pacing.

### Grading Scale

In alignment with the Trinidad School District, THSOP will adhere to the following grading scale:

A	90 – 100
B	80 – 90
C	70 – 80
D	60 – 70
F	Below 60

### Graduation Requirements

Same for all THS students, see graduation requirements above.

### Expectations

#### Academic Integrity

It is the student’s responsibility to ensure that all submitted work reflects their own thinking and ideas and is void of plagiarism, cheating and/or collusion, as defined below:

**Plagiarism:** The representation, intentionally or unwillingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgement. A person commits plagiarism regardless of whether the work is *stolen*, *purchased*, or *shared freely*.

### Examples:

1. Using the exact language of someone else without the use of quotation marks and without giving proper credit to the author
2. Even though the material has been paraphrased, representing another's materials or ideas as one's own without giving appropriate acknowledgement
3. Carelessly or inadequately citing ideas and words borrowed from another source.

To avoid plagiarism, students are encouraged to paraphrase their work, or use their own words, and to site the source they used.

**Cheating:** Acting dishonestly or unfairly in order to gain an advantage.

### Examples:

1. Giving assessment information or receiving it from others
2. Looking at someone else's paper during a classroom or standardized assessment
3. Talking with other students during an individual classroom or standardized assessment
4. Using or sharing unauthorized information from written aids or electronic devices on a classroom or standardized assessment
5. Unauthorized alteration of answers or scores to change one's grade or another's grade
6. Unauthorized alteration or copying of lab data or reports
7. Unauthorized accessing, corrupting, or changing of electronic work or data

**Collusion:** Supporting academic dishonesty by another student – allowing one's work to be copied or submitted for assessment by another student. Examples:

1. Allowing someone else to access one's work during an individual classroom or standardized assessment
2. Submitting a document written by someone else but representing it as one's own
3. Claiming sole credit for work completed with others or for work not completed
4. Copying work assigned to be done independently
5. Allowing others to copy one's work or the work of another
6. Submitting another's work as your own

Violations for the Academic Integrity policy will be handled on an individual basis and may include a disciplinary referral, which could result in academic penalties such as grades being lowered or loss of credit. Disciplinary action could also include suspension from school, notification of activity/athletic sponsor and/or an exclusion from an elected or selected leadership position for 1 year.

### Advisory Sessions

To ensure student accessibility to the platforms that are utilized within their online courses and that students are fully aware of the expectations within the course and have a manageable plan for meeting them, students are expected to attend regular advisory sessions with their Online Mentor on a weekly basis. As students demonstrate proficiency through consistent engagement in online courses, and completion of the expectations of the initial advisory sessions (including completion of an orientation session) as well as weekly progress benchmarks, their schedule can be adapted to a more flexible advisory session expectation as determined by the **Online Mentor**. If, at any point, student progress/achievement begins to fall below the expectations within one or more online courses, regular advisory sessions may be reinstated or increased in frequency as an intervention of support. Advisory sessions are optimal when held at the school site in a face-to-face environment, but can be attended virtually upon request and advance notice. Students who attend advisory sessions in person will need to sign in and out of the school building for safety and security purposes. THSOP staff will inform students of proper protocol for drills and emergency situations on a regular basis.

### Attendance

Students enrolled in THSOP proceed through their online courses outside of the school building with the exception of scheduled advisory sessions. Attendance in THSOP is substantiated through completion of assignments within each online course or time spent each week. A week for THSOP students starts on Monday and ends on Sunday. Students are expected to complete a minimum of approximately 6% or a minimum of 5 hours for each course per week of active engagement to receive the complete academic benefit of the content. This translates to roughly 5-7.5 hours of active engagement per week, or 1-1.5 hours per day/5 days

a week in each online course. Student progression through online courses is monitored regularly by both **content teachers** and **Online Mentors** in an attempt to intervene early in situations where progress is declining.

Absences begin to accrue as students fall short of weekly progress or time expectations and, failure to meet them will result in a meeting with THSOP staff and/or administration to determine what support is needed and whether or not continued online enrollment is appropriate.

Similar to the brick and mortar setting, parents/guardians are accountable for ensuring that children attend school regularly per Colorado State law. Appropriate school personnel will make reasonable efforts to meet with the parent/guardian or legal custodian to review and evaluate concerns about any student who is at risk of being declared habitually truant.

### Calendar

The Trinidad High School Online Program calendar is aligned with that of Trinidad School District #1 in terms of start date, holidays, vacations and weather events that result in a school delay or cancellation. While access to TSD teachers and staff during vacations, holidays and school cancellations will be unavailable, online course materials should not be disrupted during these times which provides great opportunities to work within assigned coursework.

### Communication

Email communication is the preferred method of communication for messages between parents/guardians and students and the **content teachers** and **Online Mentors** within THSOP. While the Internet is available 24 hours a day, the teachers, mentors and other students are not. In online courses, students and parents/guardians can expect their **content teachers/Online Mentors** will respond to messages within 24 hours, excluding weekends and district observed breaks and holidays. The standard feedback time for assignments is 48 hours, unless otherwise indicated.

Due to the unique nature of online learning, there is potential for misunderstandings between teachers/staff members and students/parents. In such an event, please consider taking the following measures to seek clarification and find solutions.

1. Request a meeting with the teacher (with student present) to seek clarification.
2. Share concerns and offer solutions.
3. If unresolved, contact school administration and be prepared to share the results of the previous actions taken.

### Digital Citizenship and Safety

As education becomes increasingly intertwined with technology, it is important that students practice digital citizenship. The International Society for Technology in Education (ISTE) defines digital citizenship as follows: "Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior." The keys to practicing digital citizenship are:

- Be safe and do not give out any contact information (phone number, address, etc.) to anyone online without consent from a parent or mentor.
- Do not use information found on the World Wide Web without giving credit to the creators.
- Use technology to learn and not as a means for hurting others through negative emails, comments, or discussion postings.
- Be positive and enthusiastic about using technology and collaborating with peers through technology.
- Be productive. In other words, don't waste time searching the web. Search for information with a clear purpose in mind.
- Think about what information you use and check on multiple sites. Just because it is on the web does not mean it is true.
- Use technology to be a lifelong learner. The web can be a great source of information, and it is all at the tip of your fingers.
- Use Netiquette (or "network etiquette"), which include the do's and don'ts of online communication. Netiquette covers both common courtesy online and the informal "rules of the road" of cyberspace.

**THSOP Parent/Student Handbook Signature Page**

Thank you for your thoughtful review of the procedures and expectations of Trinidad High School Online Program. This information set forth is subject to change per the district administration and/or district Board of Education. Any changes will be communicated to both parents and students to ensure transparent communication. Please sign below to indicate your awareness and agreement of the procedures and expectations of Trinidad High School Online Program.

\_\_\_\_\_  
Parent/Guardian Printed Name                      Parent/Guardian Signature                      Date

\_\_\_\_\_  
Parent/Guardian Printed Name                      Parent/Guardian Signature                      Date

\_\_\_\_\_  
Student Printed Name                      Student Signature                      Date